

## Board of Trustees' Board Meeting

Date: **Monday, April 23, 2018**

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, Bill Conway, Manuel da Silva, Amy Fee, Jeanne Gravelle, Wendy Price (Chair), Greg Reitzel, Brian Schmalz, Melanie Van Alphen

**Student Representatives:**  
Kate Jamieson, Meghan Nemeth

**Senior Administration:**  
Loretta Notten, Gerry Clifford, Jason Connolly, John Klein, Shesh Maharaj, Judy Merkel, Richard Olson, Laura Shoemaker

**Special Resource:**

**Recording Secretary:**  
Alice Figueiredo, Executive Administrative Assistant

ITEM	Who	Agenda Section	Method & Outcome
1. Call to Order	Board Chair		
1.1 Opening Prayer & Memorials	Board Pastoral Team		
1.2 Territorial Acknowledgement I (we) would like to begin by acknowledging that the land on which we gather today is the land traditionally used by the Haudenosaunee, Anishinaabe and Neutral People. I (we) also acknowledge the enduring presence and deep traditional knowledge, laws and philosophies of the Indigenous People with whom we share this land today.	Board Chair		
1.3 Approval of Agenda	Board of Trustees		Approval
1.4 Declaration of Pecuniary Interest 1.4.1 From the current meeting 1.4.2 From a previous public or in-camera meeting	Individual Trustees		
<b>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)</b>			

ITEM	Who	Agenda Section	Method & Outcome
<b>3. Consent Agenda: Board (Minutes of meetings, staff report)</b>			
3.1 Approval of Minutes of Regular and Special Meetings 3.1.1 Minutes of March 26, 2018 Board Meeting 3.2 Budget Update #3 3.3 Interim Financial Report - #2	Trustees Trustees Trustees	pp. 4-9 pp. 10-14 pp. 15-19	Approval Information Information
<b>4. Delegations/Presentation</b>			
<b>5. Advice from the CEO</b>			
5.1 Director's Monthly Report	L. Notten	pp. 20-22	Information
<b>6. Ownership Linkage (Communication with the External Environment)</b>			
<b>7. Reports from Board Committees/Task Forces</b>			
7.1 Student Trustee Report	K. Jamieson, M. Nemeth	pp. 23-24	Information
7.2 Whether "Items for Action from Previous Meeting" should be a stand-alone item in Section 1	B. Conway	pp. 25	Decision
<b>8. Board Education (at the request of the Board)</b>			
8.1 Chair's Report	W. Price	pp. 26	Information
8.2 OCSTA/CCSTA Communications	W. Price	pp. 27-53	Information
<b>9. Policy Discussion</b>			
<b>10. Assurance of Successful Board Performance</b>			
10.1 Board Policy II 015 Ownership Linkage (Chair) 10.1.1 Is There a Need to Review This Policy?	Trustees Trustees	pp. 54	Approval Discussion
<b>11. Assurance of Successful Director of Education Performance</b>			
<b>11.1 Monitoring Reports &amp; Vote on Compliance</b>			
11.1 Monitoring Report – IV 010 "Facilities/Accommodations" 11.2 Legal Responsibilities – Monitoring Report IV – 006 11.3 Financial Conditions IV-008 11.4 Communication & Support to Board – Monitoring Report IV- 012	S. Maharaj S. Maharaj S. Maharaj L. Notten	pp. 55-58 pp. 59-60 pp. 61-66 pp. 67-69	Approval Approval Approval Approval
<b>12. Potential Agenda Items/Trustee Inquiry Report (CEO)</b>			
12.1 Trustee Inquiry Report from the CEO 12.2 Shared concerns			
<b>13. Announcements</b>			
<b>13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):</b> <ul style="list-style-type: none"> <li>• Apr 26-28: OCSTA AGM &amp; Conference</li> <li>• May 1: Bishop's Banquet</li> <li>• May 3: St. Mary's FOS Beacons of Hope</li> <li>• May 7-11: Catholic Education Week</li> <li>• June 6-10: The CCSTA Conference &amp; Annual General Meeting</li> <li>• June 13: Resurrection Graduation</li> <li>• June 26: St. Mary's Graduation</li> <li>• June 27: St. David's Graduation</li> <li>• June 27: St. Benedict Graduation</li> <li>• June 28: Monsignor Doyle Graduation</li> </ul>			

ITEM	Who	Agenda Section	Method & Outcome
<b>13.2 Pending Items:</b>	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
<b>13.3 Pending Items for OCSTA Consideration</b>			
<b>14. Items for the Next Meeting Agenda</b>	Trustees		
<b>15. Adjournment Confirm decisions made tonight</b>	Director of Education		
<b>16. Closing Prayer</b>			
<b>17. Motion to Adjourn</b>	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

## Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, March 26, 2018 at the Waterloo Region Catholic Education Centre.

### **Trustees Present:**

Manuel da Silva, Amy Fee, \*Jeanne Gravelle, \*Wendy Price (Chair), Greg Reitzel, Brian Schmalz, Melanie Van Alphen (\*via Skype)

### **Student Trustees Present:**

Meghan Nemeth, Kate Jamieson

### **Administrative Officials Present:**

Loretta Notten, Gerry Clifford, Jason Connolly, John Klein, Shesh Maharaj, Judy Merkel, Richard Olson, Laura Shoemaker

### **Special Resources For The Meeting:**

### **Regrets:**

Joyce Anderson, Bill Conway

### **Recorder:**

Alice Figueiredo, 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.

### **1. Call to Order:**

Manuel da Silva chaired the meeting in the absence of Chair, Wendy Price and Vice-chair, Bill Conway. The meeting was called to order at 6:01 p.m.

#### **1.1 Opening Prayer & Memorials**

The meeting opened with prayer by Student Trustee, Meghan Nemeth.

#### **1.2 Approval of Agenda**

**2018-36 -- It was moved by Trustee Fee and seconded by Trustee Schmalz:**

***THAT the agenda for Monday, March 26<sup>th</sup>, 2018 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)

- **Approval of Minutes of Regular and Special Meetings**

#### 3.1 Approval of Minutes of Regular and Special Meetings

##### 3.1.1 Minutes of February 26, 2018 Board meeting

##### 3.2 Budget Update #2

***2018-37 -- It was moved by Trustee Reitzel and seconded by Trustee Van Alphen:***

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

### 4 Delegations

#### 4.1 Delegate – John Robb

Delegate, Mr. Robb shared his concerns with the Board of Trustees with respect to a technical problem he recently encountered while helping his daughter do her homework. His daughter was asked to print a document for her homework and was not able to do this from her Board Google account. He later realized that it was not a technical issue, rather as a result of a Board policy which does not allow printing from Board provided Google accounts.

Mr. Robb, quoted Board Policy Catholic School Councils – APSC001 and feels that we are not upholding this policy “by to improve pupil achievement, well-being” when we are placing hurdles for students to do their homework.

Mr. Robb asked the Board of Trustees whether they will seek to find out how effective the current policies and procedures around printing are? If so when should we expect to see the outcome of that assessment?

Director Notten noted that the Board would never deprive a student from an accommodation and if a student required a printout copy for same, it would be provided. Consistent with the advocacy of the Pope in Laudato Si, we are stewards of our resources, which guides our policy to be paperless along with the fiscal considerations as well. The Board realizes that it has not fully arrived, however it is a goal we are striving towards. The Board tracks how our schools are doing in terms of printing. We are trying to be 100% ECO schools. These are goals that we are working towards as community.

Superintendent Merkel discussed steps she has taken to continue to move the system forward regarding the system's expectations about becoming more environmentally responsible.

### 5 Advice from the CEO

#### **5.1 Director's Monthly Report**

Director Notten provided an update from her activities for the month of March 2018. Most notably were:

- Attended Provincial Innovation Symposium – both at Ryerson University Design Lab and then on day 2 at the Conference Centre in Toronto.
- Hosted the Ministry of Education for a discussion on the implementation of our Board Learning Improvement Plan.
- Hosted the Ministry of Education to discuss our WCDSB Design Lab Innovation Proposal – one of only two proposals approved provincially.
- Attended the Elementary Schools Skills Competition at Conestoga College.
- Continued preliminary conversations regarding the foundational steps to launching our new MYSP with our researcher and with the senior team.
- Attended the St Mary's STEM Innovation Week and delivered greetings to the students.
- Attended the OFSAA AAA Girls' Hockey Championships, which WCDSB and St Benedict's in particular hosted. Brought greetings at the Banquet dinner.

## **5.2 Student Success Update/Plan**

Superintendent Olson provided Board of Trustees with a Student Success Update. The Student Success/Learning to 18 (SS/L18) Strategy is designed to meet five inter-related goals focused on the secondary school system:

1. Provide students with an effective elementary to secondary school transition
2. Support a good outcome for all students
3. Provide students with new and relevant learning opportunities
4. Build on students' strengths and interests
5. Increase graduation rates and decrease dropout rates

Students who are in jeopardy of graduating or accumulating credits due to in-risk situations are guided by caring adults into learning opportunities that take advantage of the many student success initiatives and programs our Catholic school district offers within the context of the student's strengths, skills and interests. Our district's definition of an "in-risk" student can be summarized in this way:

- elementary students who are performing at level 1, or below grade expectations
- secondary students who are performing significantly below the provincial standard
- secondary students earning marks in the 50s and low 60s, and who do not have the foundations to be successful
- students who are disengaged for a variety of reasons, which tend to be reflected in poor attendance

The Student Success strategy intends to offer support to our most vulnerable students, key highlights from the Student Success Learning to 18 Strategy includes:

- Program & Pathways (learning opportunities both inside and outside the classroom for our students will help them explore and reflect upon their interests, strengths and aspirations and will honour all five post-secondary destinations – apprenticeship, college, community, university, work)
- Experiential Learning (Specialist High Skills Major Program –SHSM, Dual Credits, Ontario Youth Apprenticeship Program)
- Elementary Skills Competition
- E-Learning
- Literacy
- Numeracy
- Re-engagement Strategy.

## **5.3 French Immersion Review Update**

Superintendent Klein provided the Board of Trustees with the progress of the French Immersion (FI) Committee to date. The Board formed the FI Committee to examine the successes of the program pilot and determine next steps."

The FI Committee has met on three occasions since the last report to discuss the results of Public Consultation Meeting. The priorities identified by the committee centers on four themes:

- Accommodation: students should be offered access to the FI program in the same school from Grades 1-8
- Staffing: recognizing to the challenge faced by the WCDSB in hiring FSL staff, the committee is prioritizing program quality over rapid growth (ambitious but achievable growth)
- Transportation: need to reduce traffic congestion at schools
- Entry point: Gr. 1 remains the recommended entry point

The committee conducted a SWOT analysis which examined Strengths, Weaknesses, Opportunities, and Threats identified through the discussions from October 2017 through January 2018 that noted strategies the WCDSB could employ as it deals with enrolment pressure (at FI sites and elsewhere). This SWOT analysis focused on such issues as:

- The addition of portables
- Changing boundaries to move English students
- Opening a new dual-track school
- Opening a new single-track school

Future committee meetings will review the feedback received from the public sessions and electronic feedback in order to produce a final report to Board in April.

## **5.4 School Year Calendar 2018-2019**

Superintendent Klein presented the Board of Trustees with the 2018-2019 School Year Calendar and the consultation process for approval. Consultation with representatives from our coterminous board, the Waterloo Region District School Board (WRDSB), also took place in the development of the 2018-2019 school year calendar. It should be noted that the WCDSB and the WRDSB share some transportation costs. Consequently, on days when we do not share transportation costs (i.e. when the WRDSB has scheduled a PA day and the WCDSB has not or, whenever WCDSB elementary and secondary schools do not share the PA Day) there are added costs. These non-aligned PA days in the 2018-2019 school year will cost the Board approximately \$64 000.00. However, these reflect WCDSB priorities (i.e. faith development day aligning with the liturgical calendar) or address particular aspects of reporting in secondary and elementary schools.

**2018-38 -- It was moved by Trustee Reitzel and seconded by Trustee Fee:  
THAT The Board of Trustees approve the 2018-2019 School Year Calendar. --- Carried by consensus**

## **5.4 Trustee Election Distribution**

Superintendent Maharaj confirmed that the Trustee Determination and Distribution was based on last month's report. The Board of Trustees are required to pass a motion by March 30<sup>th</sup> identifying the number of Catholic Trustees that will be elected in 2018 (Trustee Determination) and identifying the geographical areas that Trustees will represent (Trustee Distribution).

The Election Expense Compliance Audit Committee must be passed by October. Both the Waterloo Catholic District School Board and Waterloo Region District School Board have expressed an interest in sharing an Election Expense Audit Committee. The Board of Trustees will need to appoint the various members of this Committee. This report will be brought forward in the coming months.

**2018-39 -- It was moved by Trustee Price and seconded by Trustee Gravelle:  
THAT the Board of Trustees sets the number of Catholic trustees to be elected in the 2018 Municipal Election at 9  
--- Carried by consensus**

**2018-40 -- It was moved by Trustee Schmalz and seconded by Trustee Fee:  
THAT the Board of Trustees not designate any municipality as an area of low population for the purposes of trustee distribution in the 2018 Municipal Election. --- Carried by consensus**

**2018-41 -- It was moved by Trustee Reitzel and seconded by Trustee Van Alphen:  
THAT That the Board of Trustees, for the purpose of the 2018 Municipal Election, agrees to distribute Catholic trustees as follows:  
Kitchener / Wilmot – 4 Trustees  
Cambridge / North Dumfries – 3 Trustees  
Waterloo / Woolwich / Wellesley – 2 Trustees  
--- Carried by consensus**

## **6 Ownership Linkage (Communication with the External Environment)**

## **7 Actions From Board Committees/Task Forces**

### **7.1 Student Trustee Monthly Update**

Student Trustee Jamieson and Student Trustee Nemeth provided update from their activities for the month of March 2018 most notably were:

- Monsignor Doyle and St. Mary's have been working hard to extend information to their student body about Relay for Life.
- St. David's held "Hoops for Heart", a charity basketball tournament during periods three and four that allowed students to raise a minimum of 100 dollars for the heart and stroke foundation.
- St. David's created a charity event called "The Acoustic Charity Concert". Students raised funds to attend the event. The concert raised over 800 dollars and all proceeds were donated to Haven House.
- The Student Senate has additionally been organizing and planning the Elementary Student Leadership Conference, and a Mental Health Week Initiative.
- Student Trustee applications have also been sent out to the student body.

- Monsignor Doyle has been working hard to raise money for a community in the Dominican Republic through a cake walk, the event was a huge success, raising over \$600.

## 8 Board Education (at the request of the Board)

### 8.1 OCSTA/CCSTA Communications

## 9 Policy Discussion

## 10 Assurance of Successful Board Performance

### **10.1 Board Policy I 001 Ends - Broad Policy Provision (All) – in compliance?**

#### 10.1 Board Policy II 013 Cost of Governance (B. Schmalz)

2018-42 -- It was moved by Trustee Schmalz and seconded by Trustee Van Alphen:

THAT the Board of Trustees reviewed Board Policy II 013 Cost of Governance and find the Board in compliance. ---  
Carried by consensus

##### 10.1.1 Is There a Need to Review This Policy? No

#### 10.2 Board Policy II 014 Trustee Expenses (All)

2018-43 -- It was moved by Trustee Fee and seconded by Trustee Van Alphen:

THAT the Board of Trustees reviewed Board Policy II 014 Trustee Expenses and find the Board in compliance. ---  
Carried by consensus

##### 10.2.1 Is There a Need to Review This Policy? No

#### 10.3 Board Policy III 005 Monitoring CEO Performance (B. Schmalz)

2018-44 -- It was moved by Trustee Schmalz and seconded by Trustee Fee:

THAT the Board of Trustees reviewed Board Policy III 005 Monitoring CEO Performance and find the Board in compliance. --- Carried by consensus

##### 10.3.1 Is There a Need to Review This Policy? No

#### 10.4 Board Policy II 008 Chairperson's Role (Chair)

2018-45 -- It was moved by Trustee Price and seconded by Trustee Schmalz:

THAT the Board of Trustees reviewed Board Policy II 008 Chairperson's Role and find the Board in compliance. ---  
Carried by consensus

##### 10.4.1 Is There a Need to Review This Policy? No

## 11 Assurance of Successful Director of Education Performance

### **11.1 Hiring and Promotions - Monitoring Report IV – 005**

Superintendent Connolly presented a report for approval with respect to Hiring and Promotions Monitoring Report IV – 005. During dialogue, specifically with respect to section 4, it was noted that Superintendent Connolly's explanation did not correspond with the policy and further clarity was requested.

The policy states that "CEO shall not promote to an academic position of responsibility including that of Principal, Vice-Principal, Program Head or Consultant of Religious Education/Family Life Education without a Pastoral Declaration from a Catholic priest". Superintendent Connolly noted that "Candidates to Administrator Pools and Program Heads of Religion and Consultant of Religious Education/Family Life education are required to provide a Pastoral Declaration".

Ultimately the Board of Trustees confirmed that the policy was in compliance with the exception of section 4, which will be discussed at Governance.



2018-46 -- It was moved by Trustee Reitzel and seconded by Trustee Schmalz:

THAT the Board accept this report indicating compliance with Hiring and Promotions Policy IV 005 with exception of Section 4 and which will be excused until the next monitoring report. --- Carried by consensus

Is there a need to review policy? – Yes, item will be moved to next Governance Meeting.

Director Notten confirmed that Superintendent Gerry Clifford will be retiring this fall. Interviews will be scheduled on either April 12<sup>th</sup> or 13<sup>th</sup>, 2018. An email will be sent to Trustees requesting whether they wish to be involved in the interview process.

## 12 Potential Agenda Items

### **12.1 Trustee Inquiry Report from the CEO**

### **12.2 Shared Concerns**

## 13 Announcements

### **13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):**

- Mar. 27 Beacons of Hope Monsignor Doyle FOS
- Mar. 28 Beacons of Hope Resurrection FOS
- Apr 4: Beacons of Hope Monsignor Doyle FOS
  - This is an error Monsignor Doyle FOS was rescheduled to March 27
- Apr. 7: Woolwich Mayor's Breakfast & Pancake Flipping
- Apr. 7: Mayors' Dinner
- Apr. 11 Mayor Dave Jaworsky's 2018 State of the City
- Apr. 12 Beacons of Hope – St. Louis
- Apr. 17: 2018 City of Kitchener State of the City Address

Director Notten advised the Board of Trustees that just before March Break, we received notification from the Ministry of Education that the Auditor General will be auditing our IT Services. They will be auditing the Ministry of Education but the Board becomes the proxy.

### **13.2 Pending Items:**

### **13.3 Pending Items for OCSTA Consideration**

## 14 Items for the Next Meeting Agenda

## 15 Adjournment – Confirm decisions made tonight.

The Recording Secretary confirmed the meeting decisions.

## 16 Closing Prayer

## 17 Motion to Adjourn

**2018-47-- It was moved by Trustee Fee and seconded by Trustee Van Alphen:**

***THAT the meeting be now adjourned. The meeting was adjourned by consensus at 7:53 p.m.***

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Chair of the Board

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Secretary

Date: April 23, 2018  
To: Board of Trustees  
From: Director of Education  
Subject: Budget Update #3

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

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

Origin:

Board Executive Limitation IV007 identifies criteria to which staff must adhere in the preparation, planning and presentation of the budget. Budget planning typically commences in January and concludes with the presentation of the budget to the Trustees in early June. Administration requires an approved budget by the end of June in order to file the budget with the Ministry on time.

Management will provide 2018-2019 budget development progress updates to Trustees monthly commencing in February as per the Board approved budget consultation plan. The updates are to provide Trustees with information on the progress on timing of the budget development and to inform Trustees of any pressures that may arise as the budget develops.

Policy Statement:

Board Policy IV 007 "Financial Planning/Budgeting"

"The CEO shall not...

1. Develop a budget without conducting a formal process for soliciting input on the needs and priorities of the system
6. Present a budget that does not allow sufficient time for decision-making

Alignment to the MYSP:

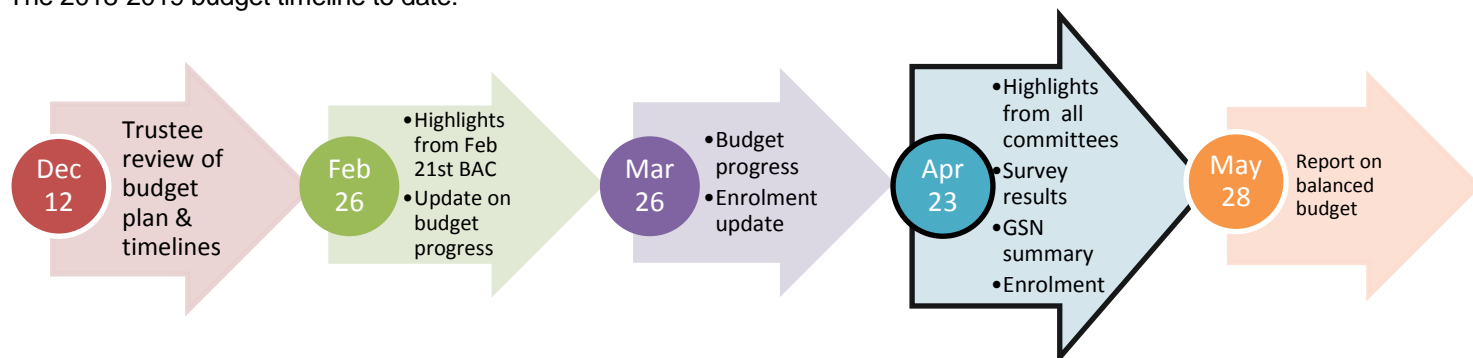
Building Capacity to Learn, Learn and Live Authentically

Strategic Direction: Our decisions, actions and stewardship of resources are evidence-based and responsive

- Goal: To commit to evidence based, responsive, timely and professionally executed planning and gap analysis in all budgetary decisions.

Background/Comments:

The 2018-2019 budget timeline to date:



### Overall Budget Development Progress

The following progress has been made since the last update to Trustees:

- Grants for Student Needs were released by the Ministry
- Budget Advisory Committee established elementary and secondary enrolment for use in revenue projections and staffing
- EFIS, the Ministry reporting and revenue calculation tool, is expected to be released April 27, 2018
- Salary and benefit projections are substantially complete
- All budgets have been submitted from budget holders

### Grants for Student Needs Summary

The Ministry of Education released the annual Grants for Student Needs (GSN) Memorandum on Monday, March 26, 2018. Summarized below are the contents of the announcement and the related memos circulated by the Ministry.

#### General:

- Total GSN funding for all boards is \$24.53 billion, which represents a 2.6% increase over 2017-2018
- Average per-pupil funding = \$12,300 vs \$12,100 for 2017-2018 (\$200 increase)

#### New key investments:

##### Special Education

- The Ministry is investing \$300 million over the next three years which includes:
  - \$125 million in EPO funding aimed to address current waitlists for internal assessments
  - Over \$170 million through the Special Education Grant which will support increased programs and services such as:
    - Building board capacity to help special education staff better understand and adapt to the unique needs of students.
    - Providing funding for other staff to support students.
    - Building capacity and providing direct support to students. This investment will provide for a total of approximately 600 additional FTEs by 2019-20. (6.4 FTE for WCDSB - \$637,964)
- An additional investment of \$30 million to support students with extraordinary high needs to be successful in school will be made in 2018-19. The maximum Special Incidence Portion (SIP) amount per eligible claim will increase to \$38,016 from \$27,000 in 2017-2018 and will be adjusted annually.

##### Preparing for Success in High School

- The Ministry is investing \$140 million over the next 3 years to support more than 450 additional teachers who will help Grade 7 and 8 students make successful academic transitions and engage in career and pathways planning. (5.4 FTE for WCDSB - \$539,089)

##### Demographic and Growth: Investments and Review

- The Ministry is investing \$10 million in the Diversity in English Language Learners (DELL) which will better support growth in ESL/ELD programs for pupils whose language spoken most often at home is neither English nor French.
- A review will be performed on the Learning Opportunities Grant (LOG) Demographic Allocation to update the formula and accountability structure.

### **Student Transportation**

- The Ministry is investing \$9.0 million towards a standardized on-site school bus rider safety training for elementary students.

### **Changes to GSN:**

#### **Cash Management Strategy**

- The Ministry will be implementing a cash management strategy to help reduce the Province's borrowing costs. Boards' monthly cash flows will be refined based on each board's cash requirement, however boards' funding entitlements will remain the same. This may cause boards to incur higher interest overdraft charges.

### **School Board Administration and Governance Grant**

- The Ministry will be engaging with Trustees' Associations to develop a revised trustee honorarium formula. In the meantime, further discussions will be held locally to assess if changes to the honorarium are required. The new limit will be \$6,300.
- The Ministry is introducing the Program Leadership Allocation (PLA) into the School Board Administration and Governance Grant. This allocation is comprised of six lead positions that were previously funded through other allocations within the GSN and through EPO. The leads include:
  - Mental Health Leaders
  - Technology Enabled Learning and Teaching (TELT) Contacts
  - Indigenous Education Leads
  - Student Success Leads
  - School Effectiveness Leads
  - Early Years Leads (Formerly in EPO)
- PLA funding will be enveloped and will allow for a 10.44% travel and professional development allocation in addition to benchmarked salary and benefits.

### **New Teacher Induction Program (NTIP) Grant**

- The Ministry is investing \$0.75 million in order to accommodate local hiring realities and to provide support for new teachers over a longer period of time. The grant has now been expanded to allow long-term occasional (LTO) teaching staff access to the program.

### **Indigenous Education Grant**

- The Ministry is enveloping the Board Action Plan (BAP) funding, which is to be exclusively used to support the implementation of programs and initiatives aligned to the framework.

### **Literacy and Math outside the School Day Allocation**

- Adult students enrolled in Continuing Education classes/courses will now be eligible for funding, at the Con Ed rate, for remedial literacy and/or math courses/classes.

### **Keeping up with Costs**

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

- 4% increase in funding for student transportation (2017-2018: 2%) which will be netted against any transportation surplus
- 2% increase in funding for non-staff school operations benchmark (2017-2018; 2%)
- The base cost adjustment allocation for education workers has been updated and reflects a \$7million increase

### **Ongoing Implementation**

The Ministry will continue to implement reforms that began in prior years:

### **Rural and Northern Education Fund (RNEF) Grant**

- Established to further improve education for students in rural and northern communities, the benchmark amounts will be adjusted to reflect impacts from the centrally bargained agreements.

### **Retirement Gratuities**

- The Ministry will continue to implement a reduction in the benefits funding benchmarks as part of the phase-out of retirement gratuities, which began in 2012–13.

### **Implementation of Labour Framework**

The Ministry will continue to support the negotiated central labour agreements:

- 1.5% salary benchmark increases for teaching and non-teaching staff

- 3.0% increase in the amount for Community Use of Schools (CUS) to assist boards with the costs involved with keeping schools open after hours.
- Local Priorities Fund (LPF)
  - Funding will continue to be provided as per the extension agreements while the requirements for use of the funds remains unchanged.
- Employee Health, Life & Dental Benefits
  - Increases to funding for the provincial benefits trusts will be included in updated table amounts and will also reflect updated staffing for boards.
- Continued Class Size Reduction Investments
  - The Ministry is investing \$49 million to help boards manage the costs of reducing Full-Day Kindergarten (FDK) classes from 25.75 to 25.57 and grades 4 to 8 classes from 24.17 to 23.84. This was a 2-year commitment which is part of the government's plan to advance student achievement and well-being.
  - The class size regulation will continue to require the average FDK class size be no greater than 26, but will now also require at least 90% of all FDK classes to have 32 or fewer students.

## Capital

- **School Condition Improvement (SCI)**  
The Ministry is investing \$1 billion for critical improvements to key building components to ensure student safety and improve energy efficiency.
- **School Renewal**  
The Ministry is investing \$400 million as part of the government's commitment to address health and safety issues, improve energy efficiency and accessibility.
- **Greenhouse Gas (GHG) Reduction Fund**  
The Ministry is investing \$100 million which aims to reduce greenhouse gas emissions from facilities. This funding is a continuation of the 2017-2018 pilot.
- **Capital Planning Capacity Funding**  
The Ministry will continue funding for a position to help school boards undertake a range of capital planning related activities.
- **Joint-Use Funding**  
The Ministry will continue to support boards who engage in joint-use facility space. This funding is available on an application basis.
- **Early Years Funding**  
The Ministry is investing \$1.6 billion, over the next five years, to create access to licenced child care in schools for 100,000 more children aged 0 to 4.

## School Year Education Programs – Other (EPO)

- At this time, the Board will receive \$1,195,594 as summarized below, however further grants may be announced throughout 2018-19. The most significant of these is the continuation of the Renewed Math Strategy K-12 (\$477,314).
- The Autism Supports and Training and Early Years Leads EPOs previously received will now be transferred into the GSN.
- The only new EPO is the Mental Health Workers in Schools which is intended to hire regulated health professionals with specialized training in mental health. All secondary schools will receive funding for one mental health worker, plus an incremental amount based on average secondary school size and enrolment.

Community Use of Schools: Outreach Coordinators	\$ 77,600
Highly Skilled Workforce Strategy K-12: Experiential Learning	\$ 134,211
Innovation in Learning Fund	\$ 108,111
Mental Health Workers in Schools ***NEW***	\$ 255,102
Renewed Math Strategy K-12	\$ 477,314
Well-Being: Safe, Accepting and Healthy Schools and Mental Health	\$ 143,255
<b>Total</b>	<b>\$ 1,195,594</b>

## Secondary Enrolment Committee – Meeting Highlights: March 23, 2018 and April 4, 2018

*The purpose of this committee is to generate secondary enrolment projections using documented methods that will establish a secondary student average daily enrolment (ADE) for the purpose of budgeting and staffing*

Meeting highlights:

- The secondary enrolment committee projection methodologies were updated for most recent trends and were calculated to include March 31 attrition rates.
  - Registration Scenario [Principal Numbers] 6,545 ADE
  - Planning Scenario [Planning Dept.] 6,481 ADE
  - Linear Regression [3 Year Trend] 6,442 ADE
  - Secondary Enrolment Committee 6,461 ADE

**Elementary Enrolment Committee – Meeting Highlights: March 20, 2018 and April 4, 2018**

*The purpose of this committee is to generate elementary enrolment projections using documented methods that will establish an elementary student average daily enrolment (ADE) for the purpose of budgeting and staffing*

Meeting highlights:

- The elementary enrolment committee projection methodologies were updated based on trending and growth by family of schools.
  - Elementary Enrolment Committee 16,130 ADE
  - Planning Scenario #1 [Planning Dept.] 16,238 ADE
  - Planning Scenario #2 [Principal Numbers] 16,255 ADE
  - Linear Regression 16,169 ADE

**Budget Advisory Committee – Meeting #2 (April 10, 2018)**

- The Committee met and reviewed the scenarios illustrated above by both enrolment committees and chose the following enrolments for the Board:
  - **Elementary: 16,200 ADE**
  - **Secondary: 6,510 ADE**
- Results of the budget survey were reviewed
- Update on the current progress on the budget was provided

**Budget Survey**

- The survey closed March 29<sup>th</sup>. There were 517 respondents (2017-2018 – 603)
- Results have been made available to budget holders who will review and make adjustments to their budgets. The information will be made public when the budget is presented

**Upcoming**

- Draft Balanced Budget: May 7th
- Budget Presentation: June 4th

Recommendation:

This report is being provided as information on the development of the 2018-2019 budget.

Prepared/Reviewed By: Loretta Notten  
Director of Education

Shesh Maharaj  
Chief Financial Officer

Laura Isaac  
Senior Manager of Financial Services

Renee King  
Manager of Budget and Financial Reporting

\*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."

Date: April 23, 2018  
To: Board of Trustees  
From: Director of Education  
Subject: Interim Financial Report - #2 of 3

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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  
☐ Information only of day-to-day operational matters delegated to the CEO

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

Interim financial reports are presented to the Board to assist Trustees in their monitoring of the financial well-being of the school board. These reports are presented to the Board of Trustees three times per school year (January, March, and June). Reports are reviewed by the Audit Committee prior to being sent to the Board of Trustees.

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

Executive Limitation IV008: Financial Conditions and Activities

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

Alignment to the MYSP:

Building Capacity to Learn, Learn and Live Authentically

Strategic Direction: Our decisions, actions and stewardship of resources are evidence-based and responsive

Goal: To commit to evidence based, responsive, timely and professionally executed planning and gap analysis in all budgetary decisions

Background/Comments:

Attached to this report are the following:

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

This report contains data up to and including February 28, 2018. Notes, where appropriate are included to provide the reader with additional information.

General Commentary:

Significant changes to budget are as follows:

- The Board continues to attract students to both elementary and secondary schools resulting in a projected enrolment of over 450 students above the estimates budget.
- Management is closely monitoring costs associated with temporary replacement staff, utilities, and special education staff as these costs are difficult to control.
- Due to a number of unfilled teaching jobs, temporary replacement staff costs are currently trending below budget. Management continues to monitor daily activity for staff replacement and is implementing strategies to address these shortfalls.
- During 2018, remaining employee groups will transition their health, dental, and life benefits from plans offered by the school board to an Employee Health Life Trust (EHLT) as negotiated through the central bargaining process. This transition is intended to be cost neutral, but have required budgets to be set based on Provincial rates which are well above those previously paid.
- At the end of 2016-2017, management provisioned for several potential grievances and WSIB claims which were deemed to have a high likelihood of payout. The funds set aside for these items are still considered to be adequate.

The overall risk assessment related to the Board's financial well-being for the 2017-2018 school year is **MODERATE**.

Recommendation:

That the Board of Trustees receive this monitoring report as information on the financial well-being of the board as at February 28, 2018.

Prepared/Reviewed By:     Loretta Notten  
   Director of Education

   Shesh Maharaj  
   Chief Financial Officer

   Laura Isaac  
   Senior Manager of Financial Services

   Renee King  
   Manager of Budget

\*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

2017-2018 Second Quarter Interim Financial Report

For the Period Ended February 28, 2018

Summary of Financial Results

	Budget	Forecast	In-Year Change	
			\$	%
Revenue				
Provincial Grants (GSN)	237,343,127	243,118,885	5,775,758	2.4%
Grants for Capital Purposes	4,751,819	5,203,371	451,552	9.5%
Other Grants	3,264,362	5,356,410	2,092,048	64.1%
Other Revenues	11,374,846	12,610,047	1,235,201	10.9%
Amortization of DCC	15,107,356	15,456,933	349,577	2.3%
Total Revenue	271,841,510	281,745,646	9,904,136	3.6%
Expenses				
Classroom	188,099,726	196,123,882	8,024,156	4.3%
Non-Classroom	35,657,408	36,344,511	687,103	1.9%
Transportation	5,645,180	6,056,732	411,552	7.3%
Pupil Accommodation	23,260,428	23,790,518	530,090	2.3%
Capital	4,071,411	3,863,672	(207,739)	(5.1%)
Amortization/Writtenowns	15,107,357	15,566,331	458,974	3.0%
Total Expenses	271,841,510	281,745,646	9,904,136	3.6%
Balance before Accum Surplus	-	-	-	-
Accumulated surplus use	-	-	-	-
Surplus/(Deficit) - end of year	-	-	-	-

Note: GSN - Grants for Student Needs

Note: DCC - Deferred Capital Contribution

Changes in Revenue

**GSN:** increased enrolment, additional ESL learners and labour enhancements

**Grants for Capital Purposes:** increased temporary accommodation grants

**Other Grants:** increase due to additional EPO announcements since budget and Continuing Education due to elevated participation in fee-driven programs

**Other Revenues:** increase due to growth of Extended Day Program, International Education Program and Continuing Education programming

**Amortization:** increase due to the timing of the completion of construction projects

Changes in Expenses

**Classroom:** increase due to enrolment, student needs, growth in Extended Day Program, additional EPO announcements and labour enhancements

**Non-Classroom:** increase due to labour enhancements

**Transportation:** increase due to reallocation of administration salary and benefits

**Pupil Accommodation:** increase due to added portable leases and moves

**Amortization:** increase due to the timing of the completion of construction projects

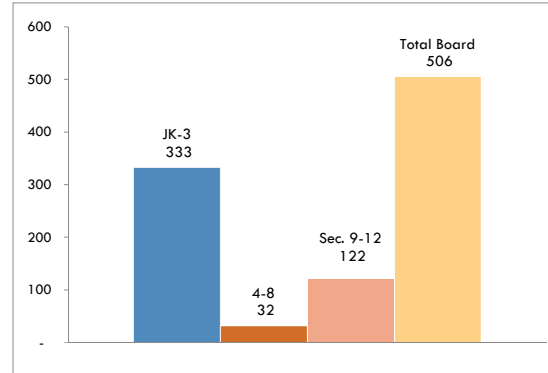
Summary of Enrolment

ADE	Budget	Forecast	In-Year Change	
			#	%
Elementary				
JK-3	7,344	7,677	333	4.5%
4-8	8,038	8,070	32	0.4%
VISA Students	12	23	11	91.7%
Total Elementary	15,394	15,770	376	2.4%
Secondary <21				
Pupils of the Board	6,291	6,413	122	1.9%
VISA Students	175	183	8	4.3%
Total Secondary	6,466	6,596	130	2.0%
Total	21,860	22,366	506	2.3%

Note: ADE is comprised of actual enrolment reported at October 31, 2017 and projected enrolment as at February 28, 2018

Note: VISA students pay tuition & their enrolment does not affect our GSNs

Changes in Enrolment: Budget vs. Forecast



Highlights of Changes in Enrolment:

**Elementary:** the increase is attributed to students of other traditions as well as an influx of ESL learners

**Secondary:** the increase is attributed to growth in the area

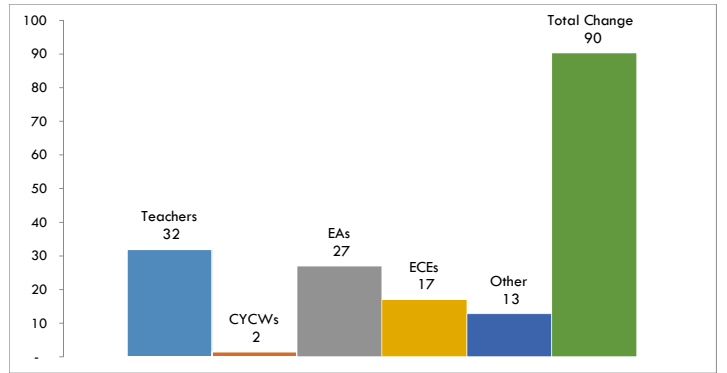
**VISA Students:** the increase is attributed to increased recruitment efforts

Summary of Staffing

FTE	Budget	Forecast	In-Year Change	
			#	%
Classroom				
Teachers	1,339	1,371	32	2.4%
Child & Youth Care Workers (CYCWs)	44	46	2	3.4%
Educational Assistants (EAs)	334	361	27	8.1%
Designated Early Childhood Educators	144	161	17	11.8%
Total Classroom	1,861	1,939	78	4.2%
Other Support Staff				
School Administration	157	160	3	1.9%
Board Administration	66	68	2	2.9%
Facility Services	195	196	1	0.4%
Consultants/Co-ordinators	25	25	0	0.3%
Paraprofessionals	89	95	6	6.7%
Library & Guidance	59	60	1	1.7%
Total Other Support Staff	591	604	13	2.2%
Total Staffing	2,452	2,543	90	3.7%

Note: FTE is calculated as at February 28, 2017

Changes in Staffing: Budget vs. Forecast



Highlights of Changes in Staffing:

**Classroom Teachers:** Increase due to enrolment and planning time teachers

**Classroom Support Staff:** Increased EAs and PSWs due to student needs and ECEs to support enrolment as well as growth in Extended Day Program

**Other Support Staff - School Admin:** Increase due to enrolment based on collective agreement requirements

**Other Support Staff - Paraprofessionals:** Increased Lunch Hour Supervisors due to enrolment and staff to support student needs

**Waterloo Catholic District School Board**  
**2017-2018 Second Quarter Interim Financial Report**  
**Revenues**  
**For the Period Ended February 28, 2018**

	Budget Assessment				Material Variance Note
	2017-2018				
	Budget	Forecast	Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
Grant Revenues					
Pupil Foundation	116,677,665	120,142,834	3,465,168	3.0%	
School Foundation	15,205,944	15,571,396	365,452	2.4%	
Special Education	29,383,103	30,124,828	741,725	2.5%	
Language Allocation	4,430,127	4,905,103	474,976	10.7%	
Learning Opportunities	5,887,610	6,070,628	183,018	3.1%	
Adult Education, Continuing Education	3,402,487	3,104,092	(298,395)	(8.8%)	c.
Teacher & DECE Q&E	26,287,640	26,242,714	(44,926)	(0.2%)	
Transportation	6,519,910	6,761,371	241,461	3.7%	
Administration and Governance	6,743,415	6,878,594	135,179	2.0%	
School Operations	21,182,849	21,640,537	457,688	2.2%	
Community Use of Schools Grant	294,244	294,244	-	0.0%	
Indigenous Education	393,062	396,204	3,142	0.8%	
Safe Schools Supplement	382,612	393,197	10,585	2.8%	
New Teacher Induction program	154,484	152,844	(1,640)	(1.1%)	
Rural and Northern	-	42,324	42,324	0.0%	
Permanent Financing - NPF	397,975	397,975	-	0.0%	
Regular Operating On-going Grants	237,343,127	243,118,885	5,775,757	2.4%	a.
Grants for Capital Purposes					
School Renewal	377,360	377,612	252	0.1%	
Temporary Accommodation	551,000	953,570	402,570	73.1%	b.
Short-term Interest	150,000	198,730	48,730	32.5%	
Debt Funding for Capital	3,673,459	3,673,459	-	0.0%	
Total Capital Grants	4,751,819	5,203,371	451,552	9.5%	
Other Grants					
Continuing Education	1,981,123	2,228,111	246,988	12.5%	d.
Extra Programming Grants - Other	1,283,239	3,128,299	1,845,060	143.8%	e.
Total Other Grants	3,264,362	5,356,410	2,092,048	64.1%	
Other Revenues					
Continuing Education Fees	2,511,209	2,731,398	220,189	8.8%	
Rentals	984,434	1,002,223	17,789	1.8%	
Interest	200,000	260,000	60,000	30.0%	f.
Tuition Fees	3,333,500	3,588,668	255,168	7.7%	g.
Other	4,345,703	5,027,757	682,054	15.7%	h.
Total Other Revenue	11,374,846	12,610,047	1,235,200	10.9%	
Deferred Revenues					
Amortization of DCC	15,107,356	15,456,933	349,577	2.3%	i.
Net Deferred Revenue	15,107,356	15,456,933	349,577	2.3%	
Total Revenue and Grants	271,841,510	281,745,646	9,904,134	3.6%	

**Explanations of Material Grant Variances**

- a. Increase due to enrolment which includes a high number of ESL/FSL learners and labour enhancements
- b. Increase due to table amount adjustment by the Ministry
- c. Decrease due to lower ESL Summer School participation
- d. Increase due to elevated participation in fee-driven programs
- e. Increase due to additional EPOs since budget announced
- f. Increase due to timing of cash on hand
- g. Increase due to additional international students since revised
- h. Increase due to growth of the Extended Day Program and Energy Rebate Program
- i. Increase due to the timing of completion of construction projects

**Notes:**

- 1. Budget is the 2017-2018 Estimates Budget as approved by the Board of Trustees in June 2017

**Waterloo Catholic District School Board**  
**2017-2018 Second Quarter Interim Financial Report**  
**Expenses**  
**For the Period Ended February 28, 2018**

	Budget Assessment				
	2017-2018				Material Variance Note
	Budget	Forecast	Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
<b>OPERATING</b>					
<b>Classroom Instruction</b>					
Teachers	137,438,124	139,882,964	2,444,840	1.8%	a.
Supply Teachers	5,158,004	5,159,555	1,551	0.0%	a.
Educational Assistants	15,096,738	16,632,809	1,536,071	10.2%	a.
DECEs	7,106,399	8,422,688	1,316,289	18.5%	a.
Classroom Computers	2,085,655	2,403,105	317,450	15.2%	b.
Textbooks and Supplies	4,890,833	5,809,246	918,413	18.8%	c.
Professionals and Paraprofessionals	10,211,404	10,420,341	208,937	2.0%	
Library and Guidance	4,710,320	4,857,976	147,656	3.1%	
Staff Development	920,091	2,061,931	1,141,840	124.1%	b.
Department Heads	482,158	473,267	(8,891)	(1.8%)	
<b>Total Classroom</b>	<b>188,099,726</b>	<b>196,123,882</b>	<b>8,024,156</b>	<b>4.3%</b>	
<b>Non-Classroom</b>					
Principal and Vice-Principals	9,190,045	9,282,001	91,956	1.0%	
School Office	5,772,305	5,626,641	(145,664)	(2.5%)	
Co-ordinators and Consultants	4,669,546	4,892,655	223,109	4.8%	
Continuing Education	8,725,086	8,887,189	162,103	1.9%	
<b>Total Non-Classroom</b>	<b>28,356,982</b>	<b>28,688,486</b>	<b>331,504</b>	<b>1.2%</b>	
<b>Administration</b>					
Trustees	232,311	227,444	(4,867)	(2.1%)	
Director/Supervisory Officers	1,525,053	1,607,091	82,038	5.4%	
Board Administration	5,543,062	5,821,490	278,428	5.0%	
<b>Total Administration</b>	<b>7,300,426</b>	<b>7,656,025</b>	<b>355,599</b>	<b>4.9%</b>	
<b>Transportation</b>	<b>5,645,180</b>	<b>6,056,732</b>	<b>411,552</b>	<b>7.3%</b>	
<b>Pupil Accommodation</b>					
School Operations and Maintenance	22,883,068	23,412,906	529,838	2.3%	d.
School Renewal	377,360	377,612	252	0.1%	
Other Pupil Accommodation	4,071,411	3,863,672	(207,739)	(5.1%)	
Amortization and Write-downs	15,107,357	15,566,331	458,974	3.0%	
<b>Total Pupil Accommodation</b>	<b>42,439,196</b>	<b>43,220,521</b>	<b>781,325</b>	<b>1.8%</b>	
<b>TOTAL OPERATING</b>	<b>271,841,510</b>	<b>281,745,645</b>	<b>9,904,135</b>	<b>3.6%</b>	

**Explanations of Material Budget Variances**

- a. Increase due to enrolment, and labour enhancements
- b. Increase due to additional EPOs since budget announced
- c. Increase due to Extended Day Program growth, contracts and EPOs
- d. Increase due to added portable leases and moves

**Notes:**

1. Budget is the 2017-2018 Estimates Budget as approved by the Board of Trustees in June 2017

Date: April 23<sup>rd</sup>, 2018  
To: Board of Trustees  
From: Director of Education  
Subject: Director's Report

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)

Policy 1 001 Ends  
Policy IV 013 Leadership

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

Policy 1 001 Ends  
Policy IV 013 Leadership

Alignment to the MYSP:

**Strategic Priority:** Nurturing Our Catholic Community

**Strategic Priority:** Student Engagement, Achievement and Innovation

**Strategic Priority:** Building Capacity to Lead, Learn and Live Authentically

Background/Comments:

The month of April has brought a few surprises – both the hints of the spring we hope is coming and the winter that wants to remind us it has not left! As always there have been a few significant events in the life of Waterloo Catholic and the last week of April holds great promise for a very special event. We celebrate as a Catholic faith community the season of Easter which is a time of celebration and great joy for all Christians, and the Waterloo Catholic community is no exception. Below you will find highlights from the past month, that capture some of the more notable events or accomplishments from my work as Director:

- Participated in Holy Rosary CES Holy Thursday bread service.
- Participated in meeting with Ministry Regional Office Rep regarding future of our PD model.

- Participated in a belated “Fiction Festival” literacy reading with several classes from Our Lady of Grace – also had a conversation with students about the role of Director of Education.
- Continued ongoing conversations regarding the foundational steps to launching our new MYSP with our researcher and with the senior team. Specifically the development and launch of our system survey on the same.
- Continued dialogues/providing support to Regional Leaders Advisory Committee meeting for SMARTWaterloo Region – to explore possibilities for our area in relation to a federal grant application that is responding to the Smart Cities Challenge.
- Attended ERDI Conference in British Columbia with fellow Directors of Education from across Canada to review and advise on innovative developments in the field of education.
- Attended a tour of the Cambridge Toyota plant where EC had the opportunity to not only observe plant operations, but to also receive an orientation to their environmental goals, footprint and related initiatives.
- Visited and toured St Michael and St Augustine Catholic Elementary Schools.
- Hosted *Beacons of Hope* Breakfasts for each of the Monsignor Doyle and Resurrection Family of Schools, as well as St Louis Adult Learning Centre.
- Participated in system-wide Jersey Day in support of Humboldt Broncos. All of WCDSB continues to pray for their community.
- Continued involvement in the planning and preparations for the OCSTA AGM in April 2018, via in person local meetings, on line meetings and several teleconferences. Also involved in planning for a labour panel for the OCSTA Business meeting.
- Attended monthly K-12 Administrators’ Meeting and delivered opening remarks.
- Attended a debrief meeting with representatives of Waterloo Region Board in regards to a Smart Carbon Neutral School Systems briefing.
- Presented at Monsignor Doyle parent evening providing a further orientation to the three credit service learning opportunity connected with travel to Kenya.
- Attended the Mayor of Waterloo, Dave Jaworsky, State of the City Breakfast; Attended the Mayor of Kitchener, Berry Vrbanovic State of the City Evening Address.
- Attended tri-city Mayor’s Fundraiser Dinner at Bingeman’s in support of The Working Centre and St John’s Kitchen.
- Participated in both Governance and Budget Advisory Meetings.
- Participated in and concluded interviews for an Acting Supervisory Officer for WCDSB.
- Attended the Elementary Student Leadership Conference at St Mary’s CSS, where Mark Quattrocchi was a guest speaker amongst others
- Attended WCDSB Innovators PD conference at Resurrection CSS.
- Attended St Brigid Pro Grant Event.
- Attended ECCODE meeting, followed by the OCSOA AGM held in Niagara Falls.

- Attended the Simcoe Muskoka CDSB Gala Dinner in Barrie in support of their Service Learning Trips to Kenya and other countries with WE. (Two of our Vice Principals will join one of their schools this May as part of an orientation/mentorship opportunity)
- Attended and offered remarks on behalf of WCDSB at the Expressions Art Event at the KW Art Gallery.

Recommendation:

This report is for the information of the Board.

**Prepared/Reviewed By:** Loretta Notten  
Director of Education

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**Date:** April 23, 2018

**To:** The Board of Trustees

**From:** Kate Jamieson, and Meghan Nemeth

**Subject:** Student Trustee Report

To kick things off in April, our board successfully held our annual Elementary Student Leadership Conference (ESLC) on April 13th. Where students in grade 7 and 8 from our elementary schools attended a full day of exciting new activities that branched from focusing on individual leadership, to global leadership throughout the day. The day began with an energetic zumba warm up, to get students moving and awake in the morning. We then introduced the conference to all the students by explaining the theme of the day, "Global and Local Leadership." Students were provided a workbook for them to take notes throughout the day, WCDSB pens, and MADD headphones.



After introductions, students were split into their first breakout session which focussed on individual leadership and how people can lead in a diverse range of ways. This served as a review of last year's theme of "Diversity in Leadership" and allowed students to discover how they effectively and positively lead in their own style. Students were brought to the cafe to experience small leadership activities and games before they went to their second breakout session which discussed local leadership. The second presentation in the breakout session involved more student participation and taking a look at what action can be taken to make a difference in your own community.

After lunch, the students put what they learned throughout the day into action by working together in small groups to create an event that would raise funds or awareness for a specific cause. They were given a list of resources that they could buy with a budget of \$200, and they decided when their event would take place, the audience they hoped to invite, and other key factors that they wished to include. The students worked extremely hard and the events planned truly showed that. They were then able to present these ideas and share them with another group, the groups provided each other with feedback and constructive criticism. Then the breakout groups reviewed what they had learned throughout the day so students could review what they learned at the beginning and end of the day.

Finally the students were brought back to the cafe for a quick mass movement activity, before they would listen to the keynote presentation presented by Mark Quattrocchi who has spoken before in our board, at our Cambridge high schools. His presentation focused on global leadership and how to become global leaders through three steps of, being aware, sharing your



gifts, and taking action. We were honoured to have such an amazing speaker come in and share such valuable information with our youth leaders. Overall, the conference provided students with an amazing learning opportunity and we hope to continue it in the years to come.

We've had many fun school activities also taken place relating to recognizing diversity and celebrating culture. At St. Benedict's they had an Indigenous Week, where they had multiple events throughout the week to raise awareness about the importance of Indigenous people. Such events include, orange t-shirt day, a video shown in class which discussed Indigenous Identity, t-shirt and sticker sales to fundraise for the Save the Evidence Campaign, universities, and indigenous organizations set up during lunch, and Indigenous awareness community night. St David's has also been hosting a Multicultural week that allows students to share their own culture through events within the week. Such events include, a multicultural fair in the gym during periods three and four, Kahoot contest held during lunch, a coffee house, and a day for students to wear their national jersey.

To allow students to have a small break to relax from school work Monsignor Doyle, St. Benedict's, and St. David's all had fun events planned for their schools. For example, St. David's recently held their semi-formal which had a candy land theme. Monsignor Doyle recently planned a coffee house that allowed participants to sign up freely for karaoke. Through selling muffins, cookies, and other baked goods they raised over \$400.00 for the family of a student who has recently been diagnosed with cancer. St. Benedict's is currently holding their spirit week that includes the following activities throughout the week, a bake sale, a Kahoot competition, a photo booth set up during lunch, and their Neon Night dance at the end of

the week.

Overall our students have been enthusiastic throughout the course of this month in response to a large variety of exciting events.



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#### **1.4 Approval of Minutes of Regular and Special Meetings**

**2007-31--** It was *moved* by **R. Hétu** and *seconded* by **J. Gowing**:

*THAT the minutes of the public Board Meeting held on February 26, 2007, be now approved. -- Carried by consensus.*

#### **1.5 Items for Action from Previous Meeting**

**2007-32--** It was *moved* by **M. da Silva** and *seconded* by **J. Gowing**:

*THAT the actions arising from the in-camera meeting of the Committee of the Whole Board held on March 26, 2007, be now approved. -- Carried by consensus.*

### **2. Consent Items**

#### **2.2.1 Minutes of Special Education Advisory Committee Meeting of March 7, 2007**

- Page 8-9 of agenda -- presented as information.

#### **2.2.2 Minutes of Family Life Advisory Committee Meeting of February 28, 2007**

- Page 10-11 of agenda -- presented as information.

#### **2.2.3 Minutes of Accommodation Review Committee Meeting of February 28, 2007**

- Page 12-14 of agenda -- presented as information.

#### **2.2.4 Information on grants/Projects approved during the last month.**

- Page 15 of agenda -- presented as information.

**2007-33--** It was *moved* by **L. Ervin** and *seconded* by **J. Nairn**:

*THAT the Board of Trustees has received as information and read the committee minutes provided under agenda items 2.2.1, 2.2.2, 2.2.3 and 2.2.4. -- Carried by consensus.*

Date: April 23, 2018  
To: Board of Trustees  
From: Chair of the Board  
Subject: Chair's Report

---

Type of Report: ☒ Incidental Information

Type of Information: ☒ Information only of the activities of the Chair

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

Policy I 001 Ends  
Policy II 003 Board Job Description  
Policy II 004 Advocacy and Advertising

Comments:

Attended and participated in the Governance Committee meeting.

Attended the Nutrition for Learning Banquet with Trustees Conway, da Silva, Fee and Superintendent Clifford.

Attended the Mayors Dinner with Trustees Conway, da Silva, van Alphen, Gravelle, Fee and Director Notten.

Participated in the Liturgical Planning Committee Meeting for OCSTA AGM.

Attended Major Jaworsky's State of the City Address with Trustees Conway, Schmalz and Director Notten.

Attended St Louis Beacon of Hope celebration with Trustees Conway, da Silva, Schmalz, Director Notten and Superintendent Clifford.

Participated in the Superintendent interview process over two days with Trustee Conway, Director Notten, Superintendents Connolly, Olson.

Participated in an OCSTA Teleconference with Director Notten.

Attended Mayor Vrbancovic State of the City Address with Trustees Conway, Schmalz and Director Notten

Attended Mayor Shantz State of the Township Address with Trustees Conway and Schmalz.

Attended the Expressions Art Event at the KW Art Gallery.

Prepared/Reviewed By: Wendy Price  
Chair of the Board

# **Municipal Election 2018**

## **Monday, October 22, 2018**

### **Voting Information for Catholic Ratepayers**

***Protect and promote Catholic education...Ensure you are registered to vote as a Catholic separate school supporter***

- Ensuring you are registered as a separate school supporter is important for the protection and preservation of Catholic education in Ontario.
- As a registered Catholic school supporter, you have the opportunity to elect trustees who will represent and address your interests and concerns at the school board level and at various levels of the government.
- Registering your Catholic school support ensures your school board's assessment roll is accurate. This is important because:
  - Your school board's assessment base is a public record of the breadth of support for Catholic schools
  - It helps track demographic trends for educational planning purposes
  - It guarantees your right to enroll your children in Catholic schools

#### **How to check if you are registered:**

- Visit [voterlookup.ca](http://voterlookup.ca), an online service created by the Municipal Property Assessment Corporation (MPAC) to check the accuracy of your voter information.
- Or call your Municipal Clerk's Office to inquire how to check the local list of electors.

#### **If your name is not on the list of electors or if the information is incorrect (e.g., name, address or school support data missing or incorrect) you should:**

- Update or change your information, add a name to an address, or change your school support directly on the [voterlookup.ca](http://voterlookup.ca) website.
- Go to the municipal offices for your community and fill out an application to be added to the list or to correct information. Proof of identification may be required. Please call your municipal office to determine what documentation you may need.

#### **At the Polling Station:**

- Verify that you are registered as a separate school supporter. If your support status is incorrect ask for an '**Application to Amend Voters' List**'. This form may be completed and submitted at the polling station.
- Ensure the ballot you are given is a separate school ballot.

#### **Voting for Catholic School Board Representation:**

- Catholic ratepayers must declare themselves to be Catholic and separate school electors in order to cast a vote in the election of separate school trustees in municipal elections.



Ontario Catholic School  
Trustees' Association

Members' Centre

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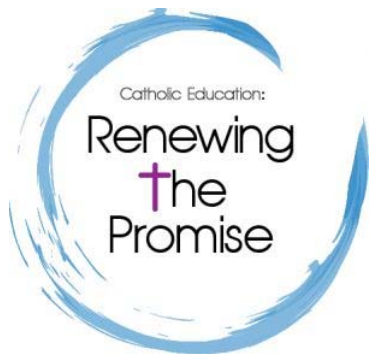
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CONTACT

## OCSTA NEWSWIRE – APRIL 6, 2018

Posted by Editor | Apr 6, 2018 | OCSTA Newswire | 0 🗨️ | ★★★★★

### CATHOLIC EDUCATION WEEK AND YOUTH DAY



MAY 6 – 11, 2018

Easter blessings to our Catholic school boards across the province! Catholic Education Week is approaching and we know Catholic school communities are busy preparing for this wonderful celebration of publicly funded Catholic education in Ontario.

We would like to remind everyone that the resources developed by the Catholic Education Week Committee and Director of Catholic Education, Brian O'Sullivan, are available for download on the [Catholic Education Week Page](#).

### CATHOLIC YOUTH DAY EVENT – MAY 8



OCSTA is pleased to announce that over 100 students from various boards across the province been already confirmed as attendees for the upcoming Catholic Youth Day planned for May 8th. Our capacity limit is 200 for this event.

A focal point of the Catholic Youth Day event will be the sharing and acknowledgement of the Christian Service Activities coordinated by boards and students across Ontario. We would like to

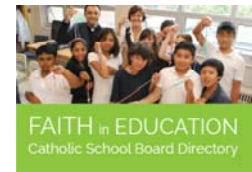
CATHOLIC EDUCATION  
WEEK



SPEAK UP FOR  
CATHOLIC EDUCATION

Together  
in Faith

CATHOLIC SCHOOL  
BOARD DIRECTORY



Tweets by @CatholicEdu



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thank the WE Movement organization and the Canadian Catholic Organization for Development and Peace for their support in providing resources to assist boards in the coordination of these activities.

We would also like to thank His Excellency Bishop G. Bergie who graciously consented to be the celebrant for the Catholic Youth Day Mass and Fr. Ed Smith, Pastor for St. Paul's Basilica. St. Paul's Basilica will be the location of the opening Mass on May 8th.

## THE PROGRAM



For your reference, following is an overview of the Catholic Youth Day Program

### **9:30 a.m. – 10:30 a.m. – St. Paul's Basilica**

Mass at St. Paul's Basilica, 83 Power St., Toronto. *After Mass students and staff will walk together to the WE Global Learning Centre at 339 Queen St. East (5-minute walk).*

### **11:00 a.m. – WE Global Learning Centre**

Welcome and Opening Prayer:

–Patrick J. Daly, OCSTA President

–Student Trustees: Ben Smith (York CDSB), CBC President; Christina Atrach (Halton CDSB), CBC Vice President

### **11:20 a.m.**

Fr. Renatus Karumuna, C.S.Sp. (Spiritan Fathers), Tanzania

### **12:15 p.m.**

LUNCH, sponsored by Freshii

### **12:45 p.m.**

Spencer West, *Social Activist and World Change Warrior*, WE

### **1:15 p.m.**

Luke Stocking, Canadian Catholic Organization for Development and Peace

### **1:25 p.m.**

Christian Service Activities – CDSB Highlights (all are invited to participate!)

### **2:00 p.m.**

Closing Remarks

For more information about Catholic Youth Day, please contact Sharon McMillan at OCSTA – 416-932-9460, ext. 232.



## 2018 OCSTA AGM AND CONFERENCE



88th Annual General Meeting & Conference  
April 26 - 28, 2018

OCSTA's 88th Annual General Meeting and Conference will this year be co-hosted by the Waterloo Catholic District School Board, April 26 – 28, 2018 at the Crowne Plaza Hotel in Kitchener. The theme of this year's conference is "Stewards of the Promise" — a theme that focuses upon the role of publicly elected Catholic trustees in leading, protecting and promoting the gift and promise of Catholic education in Ontario.

### Program Highlights:

- Keynote Address – "Stewards of the Promise"
  - presented by Rev. John Comiskey, Moderator of the Curia for the Diocese of London and author of *My Heart's Best Wishes for You*, a profile on the 19th century Archbishop of Toronto, John Walsh.
- The Hon. Indira Naidoo-Harris, Minister of Education
- Closing address by Craig Kielburger, WE Organization
- "Demographic Trends in Ontario's Education System"
  - presented by Jack Ammendolia, Watson & Associates, Economists
- "Maximizing the Board Agenda for Strong Stewardship"
  - presented by the Waterloo CDSB
- "Trustee Resources Developed by the Ontario Education Services Corporation"
  - presented by Ted Doherty, Executive Director, OESC
- His Grace, Cardinal Thomas Collins, Celebrant and Homilist for Mass
- "Students and Global Citizens", Student Trustee Workshop
  - presented by Kate Jamieson and Meghan Nemeth, Waterloo CDSB Student Trustees
- "An Interactive Exploration of the Religious Education Program: Growing in Faith, Growing in Christ"
  - presented by Carol Bryden, Catholic Trustee, St. Clair CDSB
- "Connecting Child Welfare and Education: A System Transformation"
  - presented by Christina Campbell, Ontario Association of Children's Aid Societies



To view the full program click [here](#).

To register online click [here](#).

## 2018 BUSINESS SEMINAR

This year's OCSTA/OCSBOA Business Seminar will be held April 26, from 10:30 a.m. to 3:15 p.m. at the Crowne Plaza Hotel in Kitchener (immediately prior to the launch of the OCSTA AGM and Conference later that evening).

To view the program and register online please click [here](#).

For more information, please contact Connie Araujo-De Melo at [cdemelo@ocsta.on.ca](mailto:cdemelo@ocsta.on.ca).

## MUNICIPAL ELECTION INFORMATION

Recent revisions to legislation has resulted in changes to the municipal election process – see OCSTA overview of [Bill 68 Modernizing Ontario's Municipal Legislation Act](#).

For your reference, following are some of the key details for trustees to know regarding the 2018 Municipal Election.

- Election Day – October 22
- The campaign period has been shortened by 120 days. Candidates can file their nominations between May 1 and July 27.
- MPAC has once again launched the [voterlookup.ca](http://voterlookup.ca) site. It is very important for Catholic ratepayers to know that they can correct information on the voters list, especially school support data by accessing the voterlookup.ca website. Due to MPAC's default mechanism, many times Catholic school supporters are listed incorrectly as public school supporters (typically the default mechanism happens after a move). Catholic school boards are encouraged to share the [voterlookup.ca](http://voterlookup.ca) website with parents and other supporters in the community to ensure that our Catholic voters are able to vote for their local Catholic trustee in the next municipal election.
- For more resources and guides for Catholic trustees please visit OCSTA's [Municipal Election Page](#).

## RECENT OCSTA NEWS RELEASES AND BUDGET MEMO

[OCSTA Applauds Historic Funding for Youth Mental Health](#)

[OCSTA Responds to Budget Announcement](#)

[OCSTA Ontario 2018 Budget Analysis](#)

## TCDSB CREDIT COURSE – ITALY, POLAND, CZECH REP.

This summer, from July 4 – 20, 2018, the Toronto Catholic District School Board will be offering a summer course for Music & History Grade 10/11/12 in Italy, Poland, The Czech Republic and The Vatican.

For more information contact Dr. Andrzej Rozbicki – [andrzej.rozbicki@tcdsb.org](mailto:andrzej.rozbicki@tcdsb.org).



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## Alice Figueiredo

---

**From:** Loretta Notten  
**Sent:** Friday, April 06, 2018 9:05 PM  
**To:** Alice Figueiredo  
**Subject:** FW: Final Nominations Report – OCSTA President, Vice President & CCSTA Representative

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

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**From:** Jane Ponte [<mailto:JPonte@ocsta.on.ca>]  
**Sent:** Friday, April 06, 2018 11:48 AM  
**To:** Jane Ponte <[JPonte@ocsta.on.ca](mailto:JPonte@ocsta.on.ca)>  
**Subject:** Final Nominations Report – OCSTA President, Vice President & CCSTA Representative

**TO: Trustees & Directors of Education**  
**CC: OCSTA Staff**  
**Board Secretaries & Administrative Assistants**

[This message has been sent directly to all Trustees and Directors of Education.](#)

The following nominations, duly Moved and Seconded, have been received by the deadline of 9:00 a.m. on Friday, April 6, 2018.  
Nominations are now closed.

<b>President</b>	Beverley Eckensweiler	Bruce-Grey CDSB
<b>Vice President</b>	Michelle Griepsma Mario Pascucci	Peterborough Victoria Northumberland & Clarington CDSB Dufferin-Peel CDSB
<b>OCSTA Representative to CCSTA Board of Directors</b>	Sean Kelly Mark Mullan	Algonquin & Lakeshore CDSB Ottawa CSB

Elections will be held for the positions of Vice President and OCSTA Representative to the CCSTA Board of Directors at the Annual General Meeting & Conference on April 27.

The deadline for receipt of Proxy Forms is **April 25, 2018 – 9:00 a.m. EST.**

**Jane Ponte** | Executive Assistant | Ontario Catholic School Trustees' Association | 1804-20 Eglinton Ave W, Box 2064, Toronto, ON M4R 1K8 |  
t 416-932-9460 ext. 223

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# The Ideology of Justin Trudeau

## Freedom of religion is under attack in Canada

By Thomas Rosica



On Dec. 19, the department of the Canadian government known as Employment and Social Development Canada announced a major change to its requirements for groups seeking federal funding under its Canada Summer Jobs program for youth employment. The program provides federal funding to entities—including small businesses and nonprofits such as charitable organizations—that hire students during the summer. The change has set off a firestorm in Canada that continues to this day.

Applicants for the grants must now affirm that “both the job and the organization’s core mandate respect individual human rights,” including “reproductive rights and the right to be free from discrimination on the basis of sex, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation or gender identity or expression.”

According to the department, the inclusion of language on reproductive rights (including “the right to access safe and legal abortions”), sexual orientation and gender identity or expression is intended to “prevent youth (as young as 15 years of age) from being exposed to employment within organizations that may promote positions that are contrary to the values enshrined in the Charter of Rights and Freedoms and associated case law.”

Along with the Canadian Conference of Catholic Bishops, Jewish and Muslim leaders have expressed alarm at these changes to the summer jobs

program. These faith communities in Canada consider sexual orientation, gender identity or expression, and abortion as serious questions with ethical, moral, social and personal bearing. How we answer these questions determines our understanding of human dignity and the purpose and significance of human life. This new policy conflicts with the rights of these groups to freedom of religion and conscience.

The new requirement will have serious consequences: The services of many nonprofit organizations will be reduced; critical opportunities for young people to learn valuable work skills will be lost; even summer camps will close. These effects will be felt in faith communities across the nation. I am the chief executive officer of the Salt and Light Catholic Television Network in Canada, which has benefited in the past from these grants. We will also suffer the consequences of the loss of federal funding to employ young people this summer.

The Canadian government refers to the Charter of Rights and Freedoms as the basis for this new policy. But Prime Minister Justin Trudeau and his advisors are misreading the Charter, which is supposed to protect citizens from being intimidated by the government. It is not intended to intimidate citizens.

Instead of focusing on what summer jobs would pay young people to do, Mr. Trudeau’s government has made an issue of what the organizations that apply for the funds believe. Wouldn’t it have

made more sense for the government to meet with faith groups and inform them that some past recipients of the grants have been problematic?

Several solutions have been proposed to allow groups to continue to apply for the jobs program. Some say, “Just check the attestation box; no one will ask questions.” Others suggest making an application for grants and adding a statement of alternative beliefs regarding the issues.

But many Canadians have decided to take a firm stand. We will not be bullied into the appearance of collusion on this most divisive issue. We cannot simply “check the box” and get on with life in order to benefit from the grants. By firmly saying no to Mr. Trudeau and his cohort, we also say no to any attempt to infringe on the freedoms of conscience and religion, of thought and belief, and of opinion and expression, as guaranteed by the Charter itself.

Mr. Trudeau and his colleagues have lost their moorings. They tout their liberal doctrine of diversity but in reality are agents of a new dictatorship of imposed ideologies. And ideology makes it impossible for people to confront individual issues on their own merits.

**Thomas Rosica, C.S.B., is C.E.O. of the Salt and Light Catholic Media Foundation in Canada. He served as English language Media Attaché at four Synods of Bishops (2008-2015) and also to the Holy See Press Office from 2013 to 2017.**

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**Neil MacCarthy**

Director of Public Relations & Communications, Archdiocese of Toronto

### **THE BLOG**

## **Words And Symbols Matter, Whether It's Ice Cream Or A Political 'Values Test'**

The name of Jesus and sacred symbols of Christianity hold great meaning for the faithful.

04/09/2018 11:27 EDT | **Updated** 20 hours ago



HUFFPOST CANADA

Recently across Canada, hundreds of thousands of Christians attended church, commemorating the death and resurrection of Jesus, while our Jewish friends observed Passover. Both traditions are filled with sacred texts, symbolism and prayer.

Words and symbols matter in our society, whether they belong to ice cream products or the imposed values on a government form.

Though the connection doesn't seem immediately clear, as Christians celebrated the joyous season of Easter, these two issues intersected in the public square.



sweetjesus  
Sweet Jesus Scarborough Town Centre

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6 MONTHS AGO

Recent coverage of the federal government's check box beside the [Canada Summer Jobs attestation](#), and the satirical names and symbols used by [Sweet Jesus ice cream shops](#), both serve as important reminders that words and symbols matter.

There has been a lengthy debate in the House of Commons and across the country regarding new government requirements for the Canada Summer Jobs program. As well as an obvious commitment to honour labour laws, charities applying for funding are now required to check a box to indicate their endorsement of additional values, described by many as a "values test."

“

Cardinal Collins' regularly reminds us that the name of Jesus and sacred symbols of Christianity hold great meaning for the faithful.



Meanwhile, a Toronto-based ice-cream chain, Sweet Jesus, has developed a frosty rapport with many Christians who find the name and symbols of their business offensive.

More than 30,000 people have signed a petition voicing their concern.

In November 2017, the Archbishop of Toronto, Cardinal Thomas Collins, wrote to the founders of Sweet Jesus. He asked for a meeting to learn more about the origin of the brand and to help explain to their corporate executives why some might take offence. The spiritual leader of two million Catholics in the Greater Toronto Area never heard back.



EMANUEL PIRES/ARCHDIOCESE OF TORONTO

Cardinal Thomas Collins joins interfaith leaders in January for a press conference calling on the government to amend the Canada Summer Jobs guidelines. From left to right, he is joined by Rabbi Chaim Strauchler of the Shaarei Shomayim Congregation, Imam Refaat Mohamed representing the Canadian Council of Imams and Bruce Clemenger, President of the Evangelical Fellowship of Canada.

In speaking with clarity and charity, Cardinal Collins regularly reminds us that the name of Jesus and sacred symbols of Christianity hold great meaning for the faithful. He would have told Sweet Jesus executives that the upside-down cross that has been used on many of their products is a reminder to Christians that St. Peter, one of the 12 apostles in Jesus' inner circle and the first pope of the Catholic Church, was crucified upside down. The Cardinal would have emphasized that calling their bottled water "Holy Water" has a sensitive meaning for the family members of a child who is baptized, or for all those who bless themselves with holy water as they enter a church.



**For anyone who is deeply committed to a cause or a faith tradition, signing a bond, testament or attestation is not mere paperwork.**

In his recent pastoral letter, "The Holy Name of Jesus," Cardinal Collins wrote, "We ask our friends who do not share our faith to respect the name of Jesus, as we are equally committed not to treat disrespectfully what is sacred to others."

Words and symbols matter greatly. When the government asks people to check a box affirming rights that aren't enshrined in law, we should be concerned. For anyone who is deeply committed to a cause or a faith tradition, signing a bond, testament or attestation is not mere paperwork. For Christians, religious convictions still cost people their lives today in parts of the world where executions are not infrequent. This is not just a Christian issue. Jewish and Muslim leaders have expressed deep concern that checking an additional box and committing to imposed values for summer job funding could start us down a slippery slope of governmental intimidation.

#### More from HuffPost Canada:

- [Sweet Jesus Asked To Change 'Blasphemous' Name By Christian Petitioners](#)
- [Trudeau Can Call Abortion A 'Right.' But That Won't Make It True \(Blog\)](#)
- [Summer Jobs Program Fell Short By Thousands Of Positions: Feds](#)

Our beliefs shape who we are as individuals and a society; they are infused in all that we do. We don't switch on our faith inside a church and become secularized the moment we leave it — in fact, we are called to do the opposite, to walk the talk.

Christians across the country remember a young man from Galilee who made the ultimate sacrifice for us all nearly 2,000 years ago; standing up for his values and dying for his words. It seems a simple way for us to follow his lead today by taking a pass on ice cream tainted by insensitivity. And, on election day, we should remember how important it is to check the box that best corresponds with our values.

Words and symbols matter. Always.

*Neil MacCarthy is the Director of Public Relations & Communications for the [Archdiocese of Toronto](#).*

**Also on HuffPost:**

01:23

Ice cream shop named Sweet Jesus slammed by critics

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Ontario Catholic School  
Trustees' Association

April 12, 2018

**MEMORANDUM**

**TO:** Chairpersons and Directors of Education  
- All Catholic District School Boards

**FROM:** Patrick J. Daly, President

**SUBJECT: School Board Trustee Elections 2018**

---

On April 5, 2018 OCSTA received the attached letter from Bruce Drewett, Director, Leadership, Collaboration and Governance Branch, Ministry of Education. He informs us that the ministry is introducing three new initiatives in preparation for the 2018 school board elections. These include:

1. **Curriculum resource on school board elections.** The ministry is developing support materials for teachers of grade 10 civics and citizenship course about school board governance.
2. **Support and funding for student-organized All-Candidates meetings:** in an effort to increase civic engagement, experiential learning and voter turn out, the ministry is supporting YouthREX to conduct a pilot project to support students to organize all candidate's meetings for trustee elections. YouthREX will contact Directors of the pilot boards in the coming weeks to discuss the program.
3. **Trustee candidate research:** the ministry will support OESC to partner with Ryerson University to conduct research about trustee candidates for the 2018 school board elections. The goals are to produce demographic profiles of candidates and produce a report on barriers, enablers and best practices related to candidates reflecting the socio-demographic data in school boards' jurisdictions. The research will include on-line surveys of all trustee candidates and interviews with about 100 candidates from across the province and school board systems.

Further details on these initiatives are included in the attachment. If you have any questions please contact me or Steve Andrews at [sandrews@ocsta.on.ca](mailto:sandrews@ocsta.on.ca).

*Attachment*

I am pleased to provide the following information about three new initiatives that the Ministry of Education is supporting in preparation for the 2018 school board elections. Please circulate this information to your members.

### **1. Curriculum Resource on School Board Elections**

The province is committed to enhancing civic engagement among young people. In service of this goal, and to promote knowledge of and interest in school board elections, the Ministry is working with the [Ontario History and Social Science Teachers Association](#) (OHASSTA) to develop support materials for teachers of the Grade 10 Civics and Citizenship course specifically about school board governance. The curriculum resource will support students to find opportunities to engage with parents and other adults about school board elections and to canvass their peers on issues affecting their school board.

To ensure the success of the OHASSTA curriculum resource, OHASSTA will be contacting the associations in the coming weeks requesting feedback. OHASSTA is planning to launch the resource with principals through the principals' associations in May 2018.

### **2. Support and Funding for Student-Organized All-Candidates Meetings**

In addition to promoting civic engagement among Ontario's students, the Province is also committed to Community-Connected Experiential Learning and to increasing voter turn-out rates more broadly. To this end, the Ministry is supporting [YouthREX](#) to conduct a pilot project that aims to support students to organize public all-candidates meetings for trustee elections. YouthREX is a research and implementation group at York University that promotes the integration of evidence and evaluation in the development and delivery of Ontario's youth programs. The pilot will include boards from each of the four systems to provide grant funding and hands-on support to students and their teachers to organize public all-candidates meetings.

The support for students of pilot boards will be through YouthREX's [NOISE](#) program. Students will be encouraged and supported to engage the adults in their families and communities as well as their peers. Additionally, because low voter turn-out rates have often been found to correlate to areas with large marginalized populations, YouthREX will be focusing their engagement efforts on outreach to marginalized communities, including Indigenous communities.

YouthREX will contact Directors of Education of the pilot boards. If the pilot is successful, we may consider providing this support across the province for the 2022 elections.

### 3. Trustee Candidate Research

The Ministry will be supporting the Ontario Education Services Corporation (OESC) to partner with Ryerson University to conduct research about the candidates who are seeking election to school boards for 2018. This project has a two-fold objective:

- to produce a demographic profile of trustee candidates seeking election in the October 2018 school board election that will then be compared to population data in school boards' jurisdictions; and
- based on sampling interviews, to produce a report on barriers, enablers, best practices and the significance of trustees reflecting the socio-demographics of their constituent populations.

Ontario's Education Equity Action Plan includes comprehensive data collection as one of its pillars. Demographic data collection allows for systemic issues to be seen and tracked, and provides much-needed information that the Ministry and the associations can use to enhance the vibrancy of trustee elections.

The research will include online surveys to all trustee candidates in the 2018 school board election and approximately 100 semi-structured interviews with school board candidates sampled from across the regions and school board systems of Ontario. The research findings will support the Ministry and the associations to pinpoint areas where initiatives would have the greatest effect on increased voter turn-out rates, robust candidacy, and enhanced civic engagement.

OESC will be in contact with you about this project. We trust that you will make every effort to encourage your trustee colleagues to support this important research.

The ministry will also be supporting OESC to update and enhance the following 2014 election resources:

- An elections website with information on each trustee candidate and election results by board;
- *Making a Difference for Kids: Running for Election as a School Board Trustee Guide for Candidates and Communities*;
- *Your Guide to Hosting a School Board Trustee All Candidates Meeting*; and,
- *Good Governance: A Guide for Trustees, School Boards, Directors of Education, and Communities*

Thank you, in advance, for taking the time to share your feedback on the OHASSTA curriculum resources, and for your continued collaboration as we approach the next school board election.

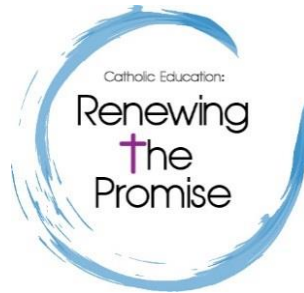
Sincerely,

Bruce Drewett  
Director, Leadership, Collaboration and Governance Branch  
Ministry of Education

Cc Benoit Mercier, Association franco-ontarienne des conseils scolaires catholiques  
Désirée Eisner, Regroupement des élèves conseillers francophones de l'Ontario  
Isabelle Girard, Association des conseils scolaires des écoles publiques de  
l'Ontario  
Nick Milanetti, Ontario Catholic School Trustees' Association  
Nicolas Bottger, Ontario Student Trustees' Association/l'Association des élèves  
conseillers et conseillères de l'Ontario  
Rusty Hick, Ontario Public School Boards' Association  
Ted Doherty, Ontario Education Services Corporation

# CATHOLIC STUDENT YOUTH DAY

Tuesday, May 8, 2018



## PROGRAM

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### 9:30 a.m. – St. Paul's Basilica

*Mass at St. Paul's Basilica, 83 Power Street, Toronto*

*Celebrant: His Excellency Bishop G. Bergie*



*After Mass, students and staff will walk together to the WE Global Learning Centre,  
339 Queen Street East.*

### 10:50 a.m. – WE Global Learning Centre

Welcome

*Patrick J. Daly, OCSTA President*

*Ben Smith, York CDSB, CBC President*

*Christina Atrach, Halton CDSB, CBC Vice-President*

### 11:00 a.m.

*Spencer West*

*Social Activist & World Changer, WE*

### 11:40 a.m.

*Fr. Renatus Karumuna, C.S.Sp.*

*Spiritual Fathers, Tanzania*

### 12:15 p.m.

**LUNCH** – Sponsored by Freshii

### 12:45 p.m.

*Luke Stocking*

*Canadian Catholic Organization for Development & Peace*

### 1:00 p.m.

*Greg Rogers*

*Director, Catholic Educational Partnerships, WE*

### 1:15 p.m.

*Christian Service Activities – CDSB Highlights  
(all are invited to participate!)*

### 2:00 p.m.

*Closing Remarks & Dismissal*

Members' Centre



SEARCH

Ontario Catholic School  
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## 2018 AGM & CONFERENCE ELECTIONS

[Final Nominations Report](#)OCSTA REPRESENTATIVE TO CCSTA BOARD  
OF DIRECTORS[Sean Kelly](#)[Mark Mullan](#)

VICE PRESIDENT

[Michelle Griepsma](#)[Mario Pascucci](#)CATHOLIC  
EDUCATIO  
N WEEKSPEAK UP  
FOR  
CATHOLIC  
EDUCATIO  
NTogether  
in FaithCATHOLIC  
SCHOOL  
BOARD  
DIRECTOR  
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## Ontario Catholic School Trustees' Association

April 16, 2018

### MEMORANDUM

**TO:** Chairpersons and Directors of Education  
- All Catholic District School Boards

**FROM:** Stephen Andrews, Director of Legislative and Political Affairs

**SUBJECT: Summary of NDP Election Platform**

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#### Overview

On Monday April 16, 2018, the Ontario NDP released its election platform for the general election in 2018. This memorandum summarizes issues of importance for Catholic school boards.

The title of the platform is "*Change for the Better*". The key elements include the following:

- Reform the education funding formula
- Increase hiring of teachers and educational assistants
- Cap kindergarten classroom sizes at 26 students
- invest \$16 billion to repair schools
- Eliminate EQAO testing
- Adjust rules related to education development charges
- Reform curriculum to instruct students' inclusive history, including Indigenous history, the history of Black Ontarians, our province's history with the Underground Railroad, and Caribbean and African experiences.

#### Funding Formula

The objective of a reformed funding formula is to address three matters:

- violence in classrooms by giving boards and staff more resources;
- to curb class sizes and support our most vulnerable students;
- restructure special education funding on actual needs of students and not overall populations. This will mean overall funding increases for students with special educational needs.

## **Capital Plan**

- Develop a 10-year capital plan for schools that will specifically address repair issues;
- Adjust the rules around Education Development Charges so they can be used to fund new schools.

## **EQAO**

- Eliminate EQAO tests and administration and reinvest \$40 million in student mental health initiatives.

## **Student Mental Health**

- Hire 400 new mental health workers to ensure every high school has access to mental health supports.

## **Students with Autism**

- Develop a comprehensive autism-support strategy, in full collaboration with families, caregivers, people with autism and experts in the field.

## **Labour Issues**

- Enabling any workplace to unionize when 55% of workers sign a union card;
- Introduce first contract arbitration legislation to prevent possible delays;
- Increase the minimum wage to \$15 per hour, and index ongoing increases to inflation.

## **Broadband Access Issues**

- Create a 10-year \$1 billion fund for bringing broadband service to rural and northern Ontario and secure agreements with the federal government to match funding.

## **Indigenous Issues**

- Establish a true government-to-government relationship with Ontario's First Nations;
- Work with First Nations leaders to sign a cooperative, government-to-government accord;
- Implement the recommendations of the Truth and Reconciliation Commission.

## **Education Tax Issues**

- The platform states the NDP will introduce a uniform Business Education Tax rate and continue the Education Tax Reduction Plan adjusted to equalize rates.



## **Next Steps**

OCSTA will continue to monitor the election platforms and actions of the main political parties in the general election. OCSTA will also develop a comparative analysis of the key platform policies in terms of the key policy and education funding priorities articulated in our Finance Brief and Pre-Budget submission.

If you have any questions, please contact me at [sandrews@ocsta.on.ca](mailto:sandrews@ocsta.on.ca). To review the platform document please click on the following link <https://www.ontariondp.ca/platform>.



Ontario Catholic School  
Trustees' Association

April 17, 2018

**MEMORANDUM**

**TO:** Chairpersons and Directors of Education  
- All Catholic District School Boards

**FROM:** Patrick J. Daly, President

**SUBJECT: Cannabis Retail Outlet Siting in Local Communities**

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Further to our memo of December 4, 2017 regarding the siting of standalone cannabis retail outlets, the LCBO and the Ontario Cannabis Store announced on April 11, 2018 four stores that will open across Ontario sometime in the summer or fall of 2018. These include:

- 304 Stone Road West, Guelph
- 770 Gardiners Road, Kingston
- 2480 Gerrard Street East, Toronto
- 570 Harbour Expressway, Thunder Bay.

As you are aware, the province has committed to opening 40 stores in total in 2018 or as soon as the federal legislation is passed.

The siting of these stores in local communities is the responsibility of local municipalities within general guidelines set by the province. At the present time, the Ministry of Finance, the LCBO and municipalities have identified the following guidelines:

- Adhering to municipal zoning by-laws
- Proximity of sites to nearby schools
- Equitable access for consumers within municipalities
- Illegal storefront activity.

In terms of public engagement, proposed locations will be identified based on municipal input and real estate searches and a public notice identifying a potential location. The LCBO will also have a website: <https://lcbocannabisupdates.com> for further siting information and for feedback on proposed locations.

OCSTA is strongly encouraging boards to continue to contact your local municipalities and the LCBO to express your concerns about potential siting locations of these cannabis stores. (<https://lcbocannabisupdates.com/feedback>).

In OCSTA's submission to the Standing Committee on Justice Policy it was recommended that cannabis stores be at least 3km away from the nearest school. Attached is a Toronto Star article illustrating some of the challenges school boards have experienced ensuring cannabis store locations are located at sufficient distance from schools.

OCSTA will be writing a letter to the CEO of the Ontario Cannabis Corporation to ensure that Catholic school boards are consulted regarding cannabis store locations.

If you have any questions, please do not hesitate to contact me or Stephen Andrews at [sandrews@ocsta.on.ca](mailto:sandrews@ocsta.on.ca).

*Attachment*

## How did one of Ontario's first legal pot stores end up next to a Toronto public school?

Parents at Blantyre Public School, just south of the location at Victoria Park Ave. and Gerrard St. E., say they had no idea a marijuana outlet would open at the strip mall where students go at lunchtime.

By [KRISTIN RUSHOWY](#) Queen's Park Bureau  
[ROBERT BENZIE](#) Queen's Park Bureau Chief  
Thu., April 12, 2018

Premier Kathleen Wynne is demanding answers on why one of the Ontario government's first cannabis stores will be located 450 metres from a school in a Gerrard St. plaza.

The Toronto District School Board also has concerns — saying it had asked to be consulted, but was not.

“I would love to know if schools were even considered as part of the equation. I hope they were,” said board Chair Robin Pilkey. “... This is new, and it is an opportunity to do things the right way from the beginning — because once (the stores) are established, it's hard to go back.

“It all seems not very well thought out.”

Wynne, speaking to reporters Thursday at Mount Sinai Hospital, said she was going to ask staff to find out “exactly how the decision was made.”

“My priority in the implementation of the [federal government's decision](#) to legalize cannabis has been safety. It's been safety and security particularly for young people,” the premier said. “I just want to know that the school board had input into it. I know there are a lot of factors and in Toronto there are 800 schools so there are schools in many, many, many neighbourhoods.”

Of the province's other three initial sites — in Guelph, Kingston and Thunder Bay — only the Lakehead school board in the north had any say.

“It was made very clear throughout the process that we did not support a location that was near a school or where young people frequent,” said spokesperson Bruce Nugent, noting the board is satisfied given the closest elementary is three kilometres away and secondary school more than five.

In Kingston, the outlet will be at least two kilometres from the nearest school. In the Upper Grand board, the closest school is an elementary about 850 metres away, with two others about a kilometre away.

Toronto families whose children attend Blantyre Public School, just south of the location at Victoria Park Ave. and Gerrard St. E., say the strip mall is a place where many elementary and high school students go at lunchtime to get food from McDonald's or Tim Horton's — or where kids go for after-school math tutoring or martial arts classes.

“We’re disappointed we weren’t consulted at all,” said Scarborough Southwest Trustee Parthi Kandavel. “If we were, we would have consulted with parents on this.”

Parents discussed the matter at a Wednesday night school council meeting at Blantyre, said co-chair Garfield Richards.

“Overall, they weren’t welcoming of the idea,” he said, adding families want to know if there are any alternate sites that could be considered instead.

“That just speaks to one of our concerns,” Richards said of the lack of information on how the spot was chosen. “There isn’t the level of engagement there. It seems like a decision that was made removed from any of the key stakeholders in the community. To me, that is very worrying.”

The Ontario Cannabis Store outlets will be run by a subsidiary of the LCBO. The federal government is expected to legalize marijuana this summer.

In a statement, the LCBO said “we are continuing to engage with municipalities through the siting and ultimately through the construction process” and that guidelines include “minimizing proximity to primary and secondary schools.”

“We can confirm that the Toronto location does adhere to the local criteria that were provided to us by City of Toronto staff.”

Local Toronto Councillor Gary Crawford is worried about the volume of traffic in the already busy area.

“Ultimately, safety is the biggest concern, and (the location) does pose challenges,” he said.

**Number: II 015**  
**Subject: Ownership Linkage**

**Approval Date:** November 29, 2010  
**Effective Date:** November 29, 2010  
**Revised:** May 27, 2013; May 25, 2015; October 30, 2017

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**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:** to be prepared and distributed to the Catholic ratepayers annually as part of the "Director's Annual Report". This report 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 SEAC, CPIC 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.



Date: April 23, 2018  
To: Board of Trustees  
From: Director of Education  
Subject: Monitoring Report – IV 010 “Facilities/Accommodations”

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**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 **IV 010**
- ☐ Information only of day-to-day operational matters delegated to the CEO

**Origin:**

This report will provide Trustees with information on compliance with Board Policy IV 010 “Facilities/Accommodations”.

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

Executive Limitation IV 010, “Facilities/Accommodations”

**Alignment to the MYSP:**

Strategic Priority: Building Capacity to Lead, Learn & Live Authentically

Strategic Direction: Our decisions, actions and stewardship of resources are evidence-based and responsive

Goal: To commit to evidence based, responsive, timely and professionally executed planning and gap analysis in all budgetary decisions

Goal: To ensure all decisions connected to stewardship of environmental and capital resources are ecologically and socially responsible, in alignment with our Catholic Social Teachings and gospel values

Goal: To ensure all program offerings are tied to student need and stakeholder interests, and that they will equip globally-engaged responsible citizens

Strategic Priority: Nurturing our Catholic Community

Strategic Direction: Everyone is included, respected, and welcomed

Goal: To attain improved access to Board facilities and services

**Background/Comments:**

Annually, a report will be provided to Trustees on compliance with Board Policy IV 010.

Each component of the Policy has been broken out and information on how compliance has been achieved has been provided.

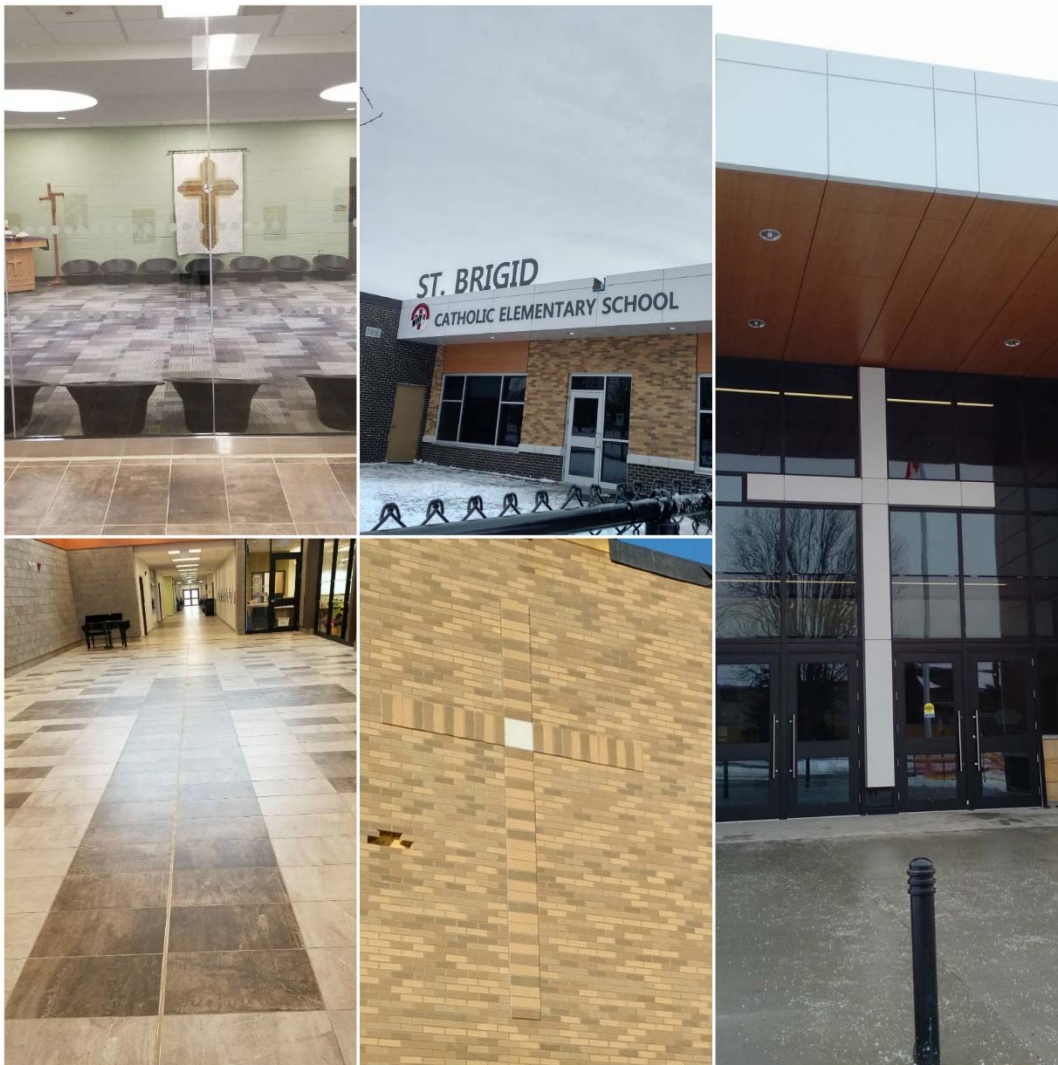
**Policy Statement:**

***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.***

During the 2017/2018 school year, one new site was established:

**St. Brigid Catholic Elementary School**

- The design of this school was underpinned by the desire to express to the community that it was an exciting new Catholic school, ready to welcome all who wish to receive a faith-based education. The main entrance is highlighted by a one and a half story cross, and once inside, families are greeted by a large tile mosaic of a cross in the main foyer. The new school contains contemporary sacred space that is used by students regularly as part of their school day. Finally, the playground contains masonry in the shape of a cross.
- Students can fully experience the curriculum in 21<sup>st</sup> Century ready classrooms and library commons, built to Ministry standard sizes, with opportunities for collaboration and break out sessions are required.
- The St. Brigid community is very much involved in school life, planning successful fundraisers, advocating for resources, and supporting students in many positive ways. The community at large also makes use of the facility through the Community Use of Schools rentals program, and some families also take part in the attached childcare and extended day programs which are located on site.





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.**

During the 2017/2018 school year, there were no accommodation reviews carried out. Further there were no administrative boundary changes carried out (which would fall outside of the accommodation review process).

Material changes to facilities in the area of Continuing Education are planned in the next two years, and details of these changes were provided to Trustees in January 2018 and April 2018 through a Board Report and direct communication.

- 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.**

In April of 2018, staff presented Trustees with an updated version of the Long Term Accommodation Plan (LTAP) which contained historical, current, and projected enrolments, changes in demographics over time which affect enrolment, and a summary of schools which may be subject to boundary changes in the future.

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

As part of Capital Priorities submissions to request funds from the Ministry of Education for major projects, public sector partnerships are always explored. During the year, discussions have taken place with:

- Childcares
- EarlyON centres
- The Region of Waterloo
- The City of Kitchener
- The City of Cambridge
- The Township of Wellesley
- Co-terminous school board

These partnerships have provided opportunities for cost savings as pertains to economies of scale in construction costs, and opportunities to provide enhanced programs and services to our families.

Financing for major construction projects (those funded outside of annual grants, reserves, or proceeds of disposition balances) is provided by the Ministry of Education through the Capital Priorities process.

- 4. Engage in facility partnerships without board approval.**

The partners noted above are highlighted as part of Capital Priority projects which are brought to the Board before submission to the Ministry of Education.

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

In April of 2017, Trustees were presented with a multi-year energy conservation and sustainability plan. This plan contained commitments to reduce energy usage and greenhouse gas (GHG) emissions in line with Ministry direction (1% per year), and the Province's commitment to reduce GHG emissions by 80% by the year 2050. Through Sustainable Waterloo Region, management has also committed to reducing GHG emissions by 20% by the year 2024. An updated plan will be presented to Trustees in May 2018.

**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.**

The current administrative procedure APF008 "Pupil Accommodation Guidelines" aligns with Ministry of Education Guidelines and directives.

The Ministry is currently reviewing the Guidelines and will issue an updated version in the coming months. Once the new version is released, APF008 will be updated as required.

During 2017/2018, no accommodation reviews were carried out.

**Recommendation:**

That the Board of Trustees approves this report as demonstrating compliance with Board Policy IV 010 for the 2017-2018 school year.

**Prepared/Reviewed By:**

Loretta Notten  
Director of Education

Shesh Maharaj  
Executive Superintendent of Corporate Services

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

Date: April 23, 2018  
To: Board of Trustees  
From: Director of Education  
Subject: Monitoring Report – IV 006 “Legal Responsibilities and Liabilities”

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 **IV 008**  
☐ Information only of day-to-day operational matters delegated to the CEO

## Origin:

This report will provide Trustees with information on compliance with Board Policy IV 006 “Legal Responsibilities and Liabilities”.

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

Executive Limitation IV 006, “Legal Responsibilities and Liabilities”

## Alignment to the MYSP:

Strategic Priority: Building Capacity to Lead, Learn & Live Authentically

Strategic Direction: Our decisions, actions and stewardship of resources are evidence-based and responsive

Goal: To commit to evidence based, responsive, timely and professionally executed planning and gap analysis in all budgetary decisions.

## Background/Comments:

Annually, a report will be provided to Trustees on how compliance has been achieved with Board Policy IV 006.

### **Policy Statement:**

*With respect to legal issues that affect trustees and school boards, the CEO shall not cause or allow conditions to arise whereby the board does not meet its obligations and responsibilities arising from both legislation and common law.*

From time to time individuals, entities, or employee groups may question certain practices or positions that have been taken by management. In many cases, these disagreements can be resolved through discussion and communication. Often disagreements take the form of requests for financial compensation or operational changes.

Management works closely with the Ontario Ministry of Education, Ontario Catholic School Trustees Association, Council of Senior Human Resource Officials, Council of Senior Business Officials, Ontario Association of School Business Officials, employee groups, legal firms, other school boards, and refers to agreements and contracts to ensure operational practices are

in alignment with expectations set out in legislation and in common law, and more importantly that leading practices are employed throughout the organization.

A listing of uninsured claims is provided on a regular basis to the audit committee to ensure full disclosure of potential liabilities is made. Within this listing is the likelihood of expected success of each claim as well as a potential liability amount. Where appropriate, amounts are set aside at year end to manage these costs.

The listing of uninsured claims most recently presented to the Audit Committee contained the following:

- One lawsuit from an alleged incident in the 1970s
- One claim related to compensation
- One injury related claim

In each case, staff evaluate the issues, assess likely outcomes, and attempt to resolve issues with the complainant. If a liability is confirmed (usually through the assistance of a third party), it will be satisfied as required.

Recommendation:

That the Board of Trustees approves this report as demonstrating compliance with Board Policy IV 006 for the 2017-2018 school year.

Prepared/Reviewed By: Loretta Notten  
Director of Education

Shesh Maharaj  
Executive Superintendent of Corporate Services

Jason Connolly  
Superintendent of Human Resources

\*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."

Date: April 23, 2018  
To: Board of Trustees  
From: Director of Education  
Subject: Monitoring Report – IV 008 “Financial Conditions and Activities”

**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 **IV 008**  
☐ Information only of day-to-day operational matters delegated to the CEO

**Origin:**

This report will provide Trustees with information on compliance with Board Policy IV 008 “Financial Conditions and Activities”.

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

Executive Limitation IV 008, “Financial Conditions and Activities”

**Alignment to the MYSP:**

Strategic Priority: Building Capacity to Lead, Learn & Live Authentically

Strategic Direction: Our decisions, actions and stewardship of resources are evidence-based and responsive

Goal: To commit to evidence based, responsive, timely and professionally executed planning and gap analysis in all budgetary decisions.

**Background/Comments:**

Annually, a report will be provided to Trustees on compliance with Board Policy IV 008.

Each component of the Policy has been broken out and information on how compliance has been achieved has been provided.

**Policy Statement:**

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

The Board of Trustees is provided with quarterly dashboard reports summarizing in a reader-friendly format how expenses are tracking against the approved budget. In addition to financial information, key drivers of revenue and expense are provided to ensure Trustees are aware of changes in expectations. These key drivers are enrolment and staffing changes. Finally, appended to each quarterly dashboard report is a narrative outlining any areas of concern which may be affecting finances in a negative way, provincial issues with funding or expenses, how management is addressing any issues, and any deviations from priorities set out in the approved board budget.

***Further, without limiting the scope of the foregoing and without approval of the board, the CEO shall not:***

***1. Operate with a line of credit of more than \$30 million***

The line of credit held with the Board's Chartered Bank is \$30M. Appendix A shows a confirming e-mail from CIBC confirming the amount.

***2. Use any reserves***

On December 11, 2017, a report was provided to Trustees outlining available reserve balances and their intended use. After receiving the report, Trustees approved the following amounts to be used from reserve:

1. That Administration be given permission to use up to \$30,921 from the WSIB surplus to service potential WSIB costs.
2. That Administration be given permission to use up to \$700,000 from the Technology Renewal surplus for technology needs in the classroom.
3. That Administration be given permission to use up to \$200,000 from the Early Learning Resources surplus to purchase resources as needed.
4. That Administration be given permission to use up to \$531,978 from the Administrative Capital surplus to renovate Board Administrative buildings as previously discussed.
5. That Administration be given permission to use up to \$50,000 from the Committed Sinking Fund surplus to service known Committed Sinking Fund costs.
6. That Administration be given permission to use up to \$210,000 from the Committed Capital Project surplus to service depreciation on internally funded capital projects.

No other amounts have been used from reserves for the 2017-2018 school year.

***3. Acquire, encumber or dispose of real property***

On January 29, 2018, a report was brought to Trustees outlining planned purchases and sales of properties in the near future.

To date, for the 2017-2018 school year, no properties have been purchased. A report may come forward before the end of the school year requesting permission to purchase property in Breslau for the new St. Boniface School.

The following properties were declared surplus by Trustees and are being circulated for sale:

1. 91 Moore Avenue, Kitchener, ON (former administrative building)
2. 25 Chalmers Street South, Cambridge, ON (former St. Ambrose)
3. 1869 Notre Dame Drive, St. Agatha, ON (former St. Agatha)

The sale of rights to property in Kitchener (which is not subject to regulation 444/98) is being discussed with the property owner.

A long term lease for 80 Young Street, Kitchener, ON has been terminated effective July 2020.

No other transactions have been completed during the school year.

#### **4. Enter into any financial or professional services agreements over 5 years**

Management has conducted a review of all contracts signed since September 2017 and none exceed the specified 5 year period.

#### **5. Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed**

Since September 2017, no tax payments or government-ordered payments or filings have been late or inaccurately filed.

Bi-weekly payroll remittances related to statutory deductions and EHT are filed automatically by our payroll provider, Ceridian.

HST returns are prepared monthly and result in funds flowing back to the Board (due to sales tax rebates). T4s, payroll garnishments, and records of employment are all prepared in house and have not been late.

Required filings	Remitted to	Penalties and interest incurred
Statutory Deductions (CPP, EI, Tax)	Canada Revenue Agency	None
Employer Health Tax (EHT)	Ministry of Finance	None
Harmonized Sales Tax (HST)	Canada Revenue Agency	None
T4 Submissions	Canada Revenue Agency	None
Garnishments	Sheriff	None
Records of Employment	Service Canada	None

#### **6. Allow debts to be unpaid beyond a reasonable period of time or in such a way as to jeopardize the organization's ability to receive trade credit, damage its credit-worthiness, or diminish its reputation in the trades or in the community**

Invoices received from vendors are entered into the accounting system using the terms stated on the invoice. Where no terms are stated on the invoice, amounts are paid out within 30 days.

Management has not experienced any issues with obtaining credit, and trades (outside contractors) have not indicated any concerns with the Board's / management's reputation which would cause disruption in services being provided to schools. Finally, no formal claims have been received for non-payment.

#### **7. Receive, process or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.**

PricewaterhouseCoopers (PwC) completed their audit of the 2016-2017 financial statements in November 2017. In their closing report, there were no control deficiencies noted as pertains cash handling and management of cash. The report was presented in private to the Audit Committee in November 2017.

#### **8. Allow unregulated access to funds in any part of the school system.**

[APO 006 "Purchasing Procedures"](#) contains the following sections which address this policy provision:

- Section 3.0 – Segregation of Duties (ensures no single individual has uncontrolled access to funds)
- Section 4.0 – Approval Authority (ensures one-over-one approval exists for all purchases)

[APB 011 "Signing Authorities"](#) provides information to stakeholders on who has the authority to sign on behalf of the Board (where Board of Trustee approval is not required).

Appendix B provides a narrative on how cash and cheques are handled when received centrally. This narrative is part of the external auditor's file as pertains to their review of our control environment.

These three documents (in combination with the procedures described below for School Generated Funds) ensure there is no unregulated access to funds within the system.

**9. Enter into any grant or contract arrangements unless it is consistent with Catholic faith and values**

Management is not aware of any contract or grant that does not align with the Board's values or Catholic faith. The MYSP is used as an important primary decision filter for new contracts. Any arrangements that fall outside of the scope of normal activities are brought forward for review at an Executive Council meeting, which ensures the partners and funders we work with align with our shared values.

**10. Permit fundraising/sponsorship activities without appropriate accounting procedures and ethical standards in place.**

Administrative Procedure [APB 004 "School Generated Funds"](#) provides schools and other fundraisers with a comprehensive guide on how fundraising should occur, controls that need to be in place, required reporting, and a complete listing of required forms.

Schools and other individuals who fundraise are supported by the Executive Assistant of Corporate Services by way of e-mail and telephone support, and in-person one-on-one and group training.

All fundraising is subject to audit by the Board's Internal Audit Officer. Further, school fundraising records are reviewed on a random basis each year by the Board's external auditor.

Ethical resources made available to staff and stakeholders include:

- The WCDSB Professional Standard of Ethics
  - [https://www.wcdsb.ca/wp-content/uploads/sites/36/2017/03/WCDSB-Professional\\_Standards\\_of\\_Ethics.pdf](https://www.wcdsb.ca/wp-content/uploads/sites/36/2017/03/WCDSB-Professional_Standards_of_Ethics.pdf)
- APB 006 "Fraud and Accountability Management"
  - <https://www.wcdsb.ca/about-us/policies-and-administrative-procedures/fraud-and-accountability-management-apb006/>

**Recommendation:**

That the Board of Trustees approves this report as demonstrating compliance with Board Policy IV 008 for the 2017-2018 school year.

**Prepared/Reviewed By:**

Loretta Notten  
Director of Education

Shesh Maharaj  
Executive Superintendent of Corporate Services

Laura Isaac  
Senior Manager of Financial Services

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



## Appendix A

**From:** [Snez.Popov@cibc.com](mailto:Snez.Popov@cibc.com)  
**Sent:** April 4, 2018 11:42 AM  
**To:** [Laura.Isaac@wcdsb.ca](mailto:Laura.Isaac@wcdsb.ca)  
**Subject:** RE: Line of Credit

Hi Laura,

Do you need a signed letter from us on letterhead or just an email?

If it is just an email, I can confirm the operating line limit (line of credit) is \$30 million.

Please let me know if you need a formal letter.

Snez



Snezana Popov | Senior Manager | Not-for-Profit and Public Sector Group | Commercial Banking | CIBC  
1 King St. W. 3<sup>rd</sup> Floor, Hamilton, ON L8P 1A4 | Tel: 905-572-3137 | Fax: 905-526-7414 | [snez.popov@cibc.com](mailto:snez.popov@cibc.com)

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**From:** Laura Isaac [<mailto:Laura.Isaac@wcdsb.ca>]  
**Sent:** Wednesday, April 04, 2018 11:39 AM  
**To:** Popov, Snezana  
**Subject:** Line of Credit

Snez

For our annual monitoring, I just need confirmation from you as to what the Boards' available line of credit is.

If you could please let me know, that would be appreciated.

Thanks!

Laura Isaac  
Senior Manager, Financial Services  
Waterloo Catholic District School Board  
35 Weber St. W.  
Kitchener, ON N2G 4G2  
Phone: 519-578-3660 x2322  
Fax: 519-578-9967

We want your feedback! [E-mail the Superintendent.](#)

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**YouTube:** [www.youtube.com/user/WCDSBVidLink](http://www.youtube.com/user/WCDSBVidLink)

General Inquiries: [Finance@wcdsb.ca](mailto:Finance@wcdsb.ca)

 Please consider the environment before printing this email.

## Appendix B

### Cash Handling

Management tries to minimize the amount of cash or cheques that are received. Cash or cheques are generally only received from retirees or individuals on leave paying for benefits, extended day fee payments, international student tuition or coffee machine funds. All amounts are received by the Executive Administrative Assistant (Mandy) to the Executive Superintendent of Corporate Services (Shesh) and marked for "deposit only" if applicable. Amounts can be received from individuals or through the mail. Occasionally funds are received by other members of the Finance Department when the Executive Administrative Assistant to the Executive Superintendent of Corporate Services is not available. Funds are generally scanned for adequate back up and budget numbers. Where the amount received is cash, the recipient will count the cash provided and sign off on the amount being received. All funds are then filed in the safe in the Finance Department.

Deposits are prepared and taken to the bank weekly. The Accounting Clerk (Emily or Nitsa) will prepare a deposit summary of cheques and cash in the deposit module in NAV. A summary of the deposit is printed and the back up is reviewed by the Accounting Supervisor or occasionally by the Senior Manager of Finance prior to the deposit being taken to the bank. The deposit is then posted within NAV. The Accounting Clerk will then sign the deposit slip and take the deposit to the bank. Generally, the Accounting Clerks rotate the task of preparing the bank deposits.

The Board has the ability to accept funds via online banking, pre-authorized withdrawal or credit card. These notifications are received by the Accounts Receivable Officer and entered into NAV via journal entry approved by the Accounting Supervisor. Schools are also trying to eliminate cash and cheques from parents by using an online payment module called School Cash Online. This allows families which are registered to submit online payments to the schools for items which the school has set up. Where cash or cheques are received, the schools have a "cash received" form which must be completed by the person collecting the cash (usually the teacher). The form and cash is then taken to the Administrative Assistant in the office who verifies the amounts indicated on the cash received form. The Administrative Assistant then signs off on the form and puts the funds and form in the safe until the deposit is completed. Deposits are generally completed weekly however where there are minimal funds, this time may be extended. The Principal does not sign or review the deposit prior to it being taken to the bank unless anomalies are found. Petty cash is not used in the Finance Department or any other department or school. All receipts and disbursements must be accounted for through the cash receipts and disbursements processes.

Date: April 23, 2018  
To: Board of Trustees  
From: Director of Education  
Subject: Communication and Support to Board IV 012

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 **IV 005**  
☐ Information only of day-to-day operational matters delegated to the CEO

Origin: (cite Education Act and/or Board Policy or other legislation)  
Communication and Support to the Board IV 012

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

Education Act Section 169.1  
Achieving Excellence: A Renewed Vision for Education in Ontario  
Multi-Year Strategic Planning A Guide for School Board Trustees October 2017  
Communication Guidelines for Staff and Parents APC 001

Alignment to the MYSP:

**Strategic Priority:** Nurturing Our Catholic Community

**Strategic Priority:** Student Engagement, Achievement and Innovation

**Strategic Priority:** Building Capacity to Lead, Learn and Live Authentically

Strategic Direction: *Our decisions, actions and stewardship of resources are evidence-based and responsive.*

**Goal:** *To improve employee health and relations across the system and ensure effective and responsible management of human resources.*

Background/Comments:

**The CEO shall not permit the board to be uninformed or unsupported in its work.**

- a. Waterloo Catholic has a well-articulated Multi-Year Strategic Plan, with three strategic priorities, nine strategic directions and thirty-two aligned goals that map to the desired priorities.

- b. Each month reports are brought forward that map back to the Multi-Year Strategic Plan and in each case the specific strategic Direction and Goal that is addressed by the report is identified.
- c. Each Year a Director's Annual Report is provided in compliance with section 169.1 of the Education Act, with an increased focus on providing relevant evidence mapped to our strategic priorities, directions and goals.
- d. In June of each year, a MYSP Annual Report will be provided, giving a "report card" on system progress on Strategic Directions and goals articulated in the MYSP. The report will be informed by system stakeholder survey feedback, strategic actions completed and evidence that staff can identify as progress against articulated goals.

**Further, without limiting the scope of the foregoing by this enumeration, the CEO shall not:**

- 1. Neglect to submit monitoring data required by the board that is timely, accurate, understandable, and directly addresses provisions of board policies being monitored.**
  - a. (In addition to items above), Per discussions and plan developed at Governance Committee, Monitoring reports on Section IV policies are brought forward over the course of the year.
- 2. Let the board be unaware of relevant trends, anticipated adverse media coverage, threatened or pending lawsuits, material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.**
  - a. The Director of Education provides trustees proactive communication in regards to any matter that is likely to garner media attention or that will be of general interest or concern, including but not limited to lawsuits, budget, material staffing or operational/procedural changes.
  - b. Trustees are provided in a timely manner, with all relevant media stories where Waterloo Catholic is mentioned or profiled.
  - c. Within the context of the Audit Committee information is provided regarding any risk or liability to the board and its assets.
- 3. Deny the board access to, or be uninformed by, a range of relevant perspectives, including staff and external viewpoints, as needed for fully informed board decisions.**
  - a. A system survey related to the MYSP has allowed all Waterloo Catholic stakeholders to comment on all of our strategic goals and that feedback was provided to Trustees in form of a report card in June 2017, and a similar process is being used this year (spring 2018) to inform the final Annual Report on our strategic priorities and goals, as well as to inform future planning.
  - b. Further, a number of system surveys are used to inform Board reports and decision making, including but not limited to the WCDSB Budget Survey, Facilities Condition Survey, the Resiliency Survey, the student grade 9 Transition Survey, staff wellness survey and EDI data.
  - c. The Board has hired a researcher, and she is instrumental in preparing many reports that come to board and in addition to internal data and insights, external research is also used to inform reports as relevant.

Recommendation:

That the Board accept this report indicating compliance with Communication and Support to Board Policy IV 012

Prepared/Reviewed By: Loretta Notten  
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.”