



Board of Trustees' Board Meeting

Date: Monday, October 28, 2019

Time: 6:00 p.m.

** Committee of the Whole In Camera, if necessary, will precede or follow the Board Meeting, as appropriate.*

Location: Catholic Education Centre, 35 Weber St. W., Unit A, Kitchener, ON – Boardroom 2nd Floor

Attendees:

Board of Trustees:
Bill Conway (Chair), Manuel da Silva, Kevin Dupuis, Jeanne Gravelle, Wendy Price, Greg Reitzel, Brian Schmalz, Melanie Van Alphen, Tracey Weiler

Student Representatives:
Meghan Cymbron, Rori Schaefer

Senior Administration:
Loretta Notten, Jason Connolly, Maria Ivankovic, John Klein, Shesh Maharaj, Judy Merkel, Richard Olson, Laura Shoemaker

Special Resource:

Recording Secretary:
Alice Figueiredo

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	Individual Trustees		
1.4.1 From the current meeting			
1.4.2 From a previous public or in-camera meeting			
1.5 Items for Action:	Board Chair		Approval
1.5.1 Committee of the Whole In-Camera Private Meeting on September 24th, 2019 regarding Human Resources matters.			
1.5.2 Committee of Whole In-Camera Meeting on October 3, 2019 with respect to Human Resource matters.			
1.5.3 Committee of the Whole In-Camera Meeting of October 28, 2019 regarding Human Resources matters			

ITEM	Who	Agenda Section	Method & Outcome
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 (Minutes of meetings, staff report)			
3.1 Approval of Minutes of Regular and Special Meetings 3.1.1 Minutes of September 23, 2019 - Board Meeting 3.2 Approved CPIC Minutes of February 20 & June 5, 2019 3.3 Approved SEAC Minutes of October 2, 2019 3.4 Board Self Evaluation Committee 3.5 Trustee Log 3.6 Trustee Budget Update 3.7 Unapproved Governance Minutes of October 22, 2019	Trustees Trustees Trustees Trustees Trustees Trustees Trustees	pp. 4-8 pp. 9-17 pp. 18-21 pp. 22-23 pp.24-25 pp. 26 pp. 27-28	Approval Information Information Approval Approval Information Information
4. Delegations/Presentation			
5. Advice from the CEO			
5.1 Director's Update 5.2 Learning Commons Update 5.3 Well Being Plan 5.4 St. John Boundary Review	L. Notten S. Maharaj/S. Wood R. Olson/J. Merkel S. Maharaj	pp.29-31 pp. 32-33 pp. 34-38 pp. 39-53	Information Information Information Decision
6. Ownership Linkage (Communication with the External Environment)			
7.1 Student Trustee Report	M. Cymbron, R. Schaefer	pp. 54-56	Information
7. Reports from Board Committees/Task Forces			
8. Board Education (at the request of the Board)			
8.1 Chair's Update 8.2 OCSTA/CCSTA Communications 8.3 OCSTA 2020 AGM Resolutions (deadline January 31, 2020)	B. Conway B. Conway B. Conway	pp. 57 pp. 58-79 pp. 80-91	Information Information Discussion
9. Policy Discussion			
10. Assurance of Successful Board Performance			
10.1 Review of Board Policy 10.1.1 Board Policy II 003- Board Job Description Is There a Need to Review This Policy?	M. Van Alphen	pp. 92	Approval
Assurance of Successful Director of Education Performance			
11.1 Monitoring Reports & Vote on Compliance			
Potential Agenda Items/Trustee Inquiry Report (CEO)			
12.1 Trustee Inquiry Report from the CEO 12.1.1 Period Poverty in Schools 12.2 Shared concerns	M. Van Alphen	pp.93-95	Approval

ITEM	Who	Agenda Section	Method & Outcome
Announcements			
13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated): •Oct 29 - Twilight Retreat with Trustees •Oct 30 – SEAC •Nov 5 – Audit Committee •Nov 6 - School Council Commissioning (St. Anthony Daniel) •Nov 10 - Elmira Remembrance Parade •Nov 11 – Remembrance Day Ceremonies Galt, Preston, Kitchener & Waterloo •Nov 11 – COW •Nov 14 - 41 st Annual Justice Dinner •Nov 15 - St. Louis SSC/STW Graduation •Nov 20 – CPIC •Nov 22 - St. Louis PSW Graduation •Nov 25 - Regular Board Meeting			
13.2 Pending Items: 13.3 Pending Items for OCSTA Consideration	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
14. Items for the Next Meeting Agenda	Trustees		
15. Adjournment Confirm decisions made tonight	Director of Education		
16. Closing Prayer			
17. Motion to Adjourn	Board of Trustees	Motion	Approval

CLOSING PRAYER

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

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

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

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

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

Amen

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



Board of Trustees' Board Meeting

A public meeting of the Board of Trustees was held on Monday, September 23, 2019 at St. Benedict CSS.

Trustees Present:

Bill Conway (Chair), Manuel da Silva, Kevin Dupuis, Jeanne Gravelle, Wendy Price, Greg Reitzel, Brian Schmalz, Melanie Van Alphen, Tracey Weiler

Student Trustees Present:

Meghan Cymbron, Rori Schaefer

Administrative Officials Present:

Loretta Notten, Maria Ivankovic, John Klein, Shesh Maharaj, Judy Merkel, Richard Olson, Laura Shoemaker

Special Resources For The Meeting:

Regrets:

Judy Merkel

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:

The Chair of the Board called the meeting to order at 6:09 p.m.

1.1 Opening Prayer & Memorials

The meeting opened with prayer by Father Toby Collins

1.2 Approval of Agenda

Amendment - 4.1 to come before 3.1 on the Agenda

2019-96 -- It was moved by Trustee Reitzel and seconded by Trustee da Silva:

THAT the agenda for Monday, September 23, 2019, as amended, be now approved. --- Carried by *consensus*.

1.3 Declaration of Pecuniary Interest

1.3.1 From the current meeting – NIL

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

1.5 Items for Action:

In-camera meeting of September 23rd, 2019 regarding Human Resources matter.

2019-97 -- It was moved by Trustee Dupuis seconded by Trustee Price:

THAT the items for action regarding in-camera Meeting of September 23rd, 2019 regarding Human Resources matter be now approved. --- Carried by *consensus*.

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 June 24, 2019 - Board Meeting

3.2 Approved SEAC Minutes of June 5, 2019

3.3 Policy Update Report

2019-98 -- It was moved by Trustee Schmalz and seconded by Trustee Van Alphen:

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

Trustees asked clarifying question regarding the Policy Update Report and Director Notten provided clarification. Updates will be provided semi-annually.

4 Delegations

4.1 Commissioning of Student Trustees

Father Toby Collins welcomed the Student Trustees by commencing the Board meeting with a Para-liturgy and the Student Trustees recited and signed the Trustee Oath.

5 Advice from the CEO

5.1 Director's Update

Director Notten provided Trustees with highlights and notable events since the June Board meeting.

5.2 Summer Construction Update

Chief Financial Officer Maharaj provided the Board of Trustees with a background on the Summer Construction Update and introduced Terri Pickett, Senior Manager of Facility Service, who provided an in-depth presentation. The presentation included cost, Ministry funding, schools under construction this summer along with discussions on current and future projects.

Trustees asked clarifying questions and provided feedback.

5.3 Changes to HPE/Sex Ed Curriculum

Superintendents Ivankovic and Olson provided the Board of Trustees with the background on the changes to the HPE/Sex Ed curriculum. Brigitte Webster, Healthy Active Living Consultant and John Murphy, Religion and Family Life Consultant provided a detailed presentation. Ms. Webster presented on the Health and Physical Education curriculum and noted what is new for 2019 and the key additions.

Mr. Murphy provided insight to the Human Development & Sexual Health and noted that for more than 30 years, our schools, and all Catholic schools in Ontario, have successfully provided a family life and sex education curriculum within a Catholic framework under the guidance of the Catholic Bishops of Ontario.

Trustees asked clarifying questions and provided feedback.

5.4 Enrollment/Staffing Report

Superintendent Connolly provided the Board of Trustees with a report on Enrollment and Staffing for 2019-2020 school year including key statistics and largest enrolment/decreases seen in schools.

Trustees asked clarifying questions and provided feedback.

5.5 Capital Priorities

Superintendent Maharaj provided the Board of Trustees with a report on 2019 Capital Priorities Submission which is due to the Ministry on September 30th, 2019. The projects submitted were discussed along with descriptions. Superintendent Maharaj requested that the report be approved for submission.

2019-99 -- It was moved by Trustee da Silva and seconded by Trustee Van Alphen:

THAT the Board of Trustees approves the projects listed in this report for submission to the Ministry of Education in satisfaction of their request for capital priorities. --- Carried by consensus

6 Ownership Linkage (Communication with the External Environment)

7 Actions From Board Committees/Task Forces

8 Board Education (at the request of the Board)

8.1 Chair's Update

Trustee Conway discussed highlights and notable events since the June Board meeting.

8.2 OCSTA/CCSTA Communications

Communications discussed.

9 Policy Discussion

10 Assurance of Successful Board Performance

10.1 Review of Board Policy

10.1.1 Board Policy II 002 Governing Style

Trustee Weiler confirmed that she reviewed Board Policy II 002 Governing Style and questioned paragraph #4 and felt it required more discussion. Trustees discussed wording and felt that it does require further discussion and it would be appropriate to send this item to Governance. It was also noted that the By-law dealing with this issue may need to be reviewed in conjunction with this policy. Governance will review process.

2019-100 -- It was moved by Trustee Weiler and seconded by Trustee Gravelle:

THAT the Board of Trustees find Board Policy II 002 Governing Style in compliance. --- Carried by consensus.

Is there a need to review this Policy? Yes, for clarity on purpose and in conjunction with By-law.

10.1.2 Board Policy III 006 CEO Compensation and Benefits

Trustee Conway confirmed that he reviewed Board Policy III 006 Compensation and Benefits and noted that it is straight forward as we adhere to legislation. Trustees discussed whether they were in true compliance as the current Executive Compensation legislation does not allow for same.

2019-101 -- It was moved by Trustee Conway and seconded by Trustee da Silva:

THAT the Board of Trustees find Board Policy III 006 CEO Compensation and Benefits is not compliance due to the current Executive Compensation Legislation. --- Carried by consensus.

Is there a need to review this policy? Trustees confirmed there is no need to review policy.

10.2 Trustee Self-assessment Committee

Trustee Van Alphen brought forth a report and motion noting that based on a self-evaluation in May 2019 and discussion in Governance, that a working committee be formed to look at self-evaluation and process and how it connects to the work of the Board.

2019-102 -- It was moved by Trustee Price and seconded by Trustee Van Alphen:

THAT the Board of Trustees form a working committee to explore the work of the Board and the Board's corresponding self-evaluation, the committee will consist of Trustee Price, da Silva, Conway and Val Alphen. --- Carried by consensus.

11 Assurance of Successful Director of Education Performance

11.1 Monitoring Reports & Vote on Compliance

N/A

12 Potential Agenda Items

12.1 Trustee Inquiry Report from the CEO

12.1 Trustee Inquiry Report from the CEO

N/A

12.2 Shared Concerns

N/A

12.2.1 Period Poverty in Schools Discussion/Notice of Motion

Trustee Van Alphen brought forth a Notice of Motion to canvass whether the issue of Period Poverty in Ontario Schools was a shared concern amongst Trustees. Trustee discussed the appropriate Board dates to discuss this item and bring to Board for decision. Consensus reached that no discussion would be had today with respect to the issue and this item will be brought forward on November 11th Committee of the Whole for discussion and to allow the Board to research such items and provide the Trustees with information.

2019-103 -- It was moved by Trustee Van Alphen and seconded by Trustee Price:

THAT the Board of Trustees place this matter of Period Poverty in Ontario schools on the agenda for the November 11, 2019 Committee of the Whole Board meeting as a discussion item and that the Board of Trustees request staff to prepare a report updating Trustees on how students experiencing Period Poverty are supported in our schools and what the plan is moving forward. --- Carried by consensus.

12.2.2 Reinstatement of the Trustee Log

Trustee Price brought forth a suggestion that Trustees continue a past practice of tracking concerns in a call log. It was suggested that this concern be brought back to Committee of the Whole for further discussion.

13 Announcements

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

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

•Sept 24 – Audit Committee (Facility Services)

Sept 24 – CPIC

•Oct 2 – SEAC

•Oct 5 – Feast of St. Jerome

•Oct 7 – COW

•Oct 10 – Pastoral Trustee Retreat – now Oct 29

•Oct 28 – Board

•Nov 5 – Audit Committee

•Nov 6 - School Council Commissioning

•Nov 11 – COW

Trustee Conway confirmed that the public board was in agreeance with arranging a get together between Trustees. More details to come via e-mail date and location confirmed.

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.

15.1 Move into Private, Private, Private

2019-104 It was moved by Trustee da Silva and seconded by Trustee Gravelle:
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 8:32 p.m.

16 Closing Prayer

17 Motion to Adjourn

2019-105 It was moved by Trustee da Silva and seconded by Trustee Reitzel:
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 9:05 p.m.

Chair of the Board

Secretary

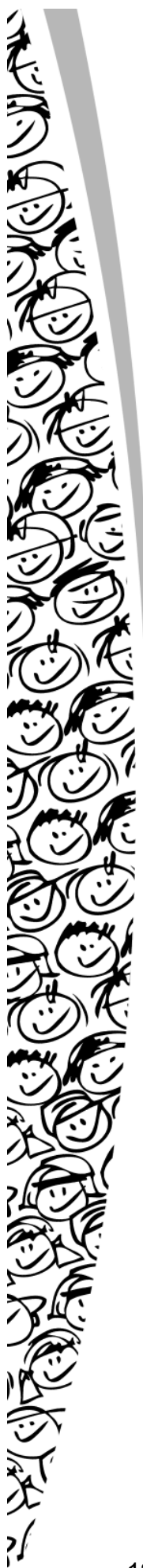
Catholic Parent Involvement Committee Minutes

Date:	Wednesday, February 20, 2018
Time:	6:00pm (Dinner @ 5:30 pm)
Location:	Catholic Education Centre- St. Aloysius
Next Meeting:	tbd
Committee Members:	<ul style="list-style-type: none"> • Vacant (Diocesan Rep.) • Judy Merkel (Administrative Official) • Linda Gregorio (Chair & Member at large) • Manuel da Silva (Trustee) • Wendy Price (Trustee) • Brian Schmalz (Trustee) • Chris Woodcroft (Secondary Principal Rep.) • Sharon Adie (Elementary Principal Rep.) • Julie Hofstetter (Kitchener Secondary) • Bernadette Vanspall (Member at large) • David Perlaky (St. Benedict Elementary) • Denise Porter (Waterloo Secondary) • Lindsay Heuchert (Kitchener Secondary) • Patricia Castillo (Resurrection Elementary) • Gorette Varao-Woodman (Monsignor Doyle Elementary) • Eric Vaz (Cambridge Secondary) • Andrea Visneskie (St. David Elementary)
Present:	Sharon Adie, Manuel da Silva, Linda Gregorio, Julie Hofstetter, Judy Merkel, Dave Perlaky, Denise Porter, Wendy Price (Skype), Bernadette Vanspall, Gorette Varao (Skype), Andrea Visneskie (Skype), Chris Woodcroft
Regrets:	Eric Vaz

TOPIC	Presenter
1. Opening Prayer & Welcome (Welcome new members), Call for additional Agenda items New member Bernadette Vanspall was welcomed.	Judy
2. Approval of Agenda: Agenda approved	

3. Approval of the Minutes:	
Minutes approved	
4. Other Correspondence/ Superintendent Update <p>Audio issues occurred for Skype callers. Linda typed some notes to mitigate the issue.</p> <p>The short video promoting the new Pastoral Plan was shown – this was shown at the launch of the Pastoral Plan as well.</p> <p>WCDSB is moving. Staff are moving to St. Francis, St. Agatha and St. Luke starting Mar. 1st and hope to return in Sept.</p> <p>Judy noted there is inconsistency among schools about what they name their councils; hence the name will be changed to Catholic School Advisory Council to standardize. This was a recent suggestion from recent reports. Bernadette asked about Parent Advisory Council (PAC). This is not a separate council. PAC is the parent council.</p>	Judy
5. Trustee Update: <p>Manuel said he missed last week's meeting but will update the committee on the prior meeting. Trustees elected a new Chair and Vice-Chair. Loretta's annual report was announced and can be found on the web. In January the new Multi-Year Strategic Plan was rolled out. A survey occurred in the spring to inform the plan. New plan introduced Jan. 14. The Renewed Math Strategy team provided an update at the meeting. The full report can be found on the website. The Office of Auditor General visited; WCDSB did well. Report on well-being and active living, FSL and Leadership Strategy was provided at the last Board meeting. WCDSB's leadership program has served 527 staff members in the last six years. The Board is submitting resolutions on Parent Reach Out grants to OCSTA to hope that it continues. 5 resolutions in total: Green investments, trustee honorariums and capital</p>	Manuel
6. Discussion Items/ Updates:	
6.1 Communications Committee: D2L Site Update <p>Sharon provided an overview of the new site. On the board website there is a d2l link on the bottom. PL_CPIC is the name of the site. There is a spot for videos, what's new, newswire feeds, etc. Spots for CPIC handbook, grants meeting minutes, contacts, can store meeting minutes here. A storage area for grants will be helpful for parent councils. Members log in like a class member. There is also a spot for a discussion forum. Discussion forums can be open to only certain people. A fundraising section will be added. It may be possible to video speakers and house it in a library (resource library). There is a calendar where schools can post their events. The committee will need to figure out sub-sections for our committees: All Chair, Communication, PRO grant. Expand the</p>	Sharon

<p>minutes and put trustee reports in there, SEAC minute meetings as well.</p> <p>Bernadette and Eric are interested in the Communications committee. Julie also volunteered. Judy, Linda and Diana can provide input. Google doc sub-folders can store resources too. Put SIPSA, BIPSA documents in it as well.</p> <p>Bernadette had a question on inconsistency at schools, e.g., each school populates their calendar. This is a larger system issue. Linda said this is on the radar (standardizing information delivery and how it is delivered) WCDSB school websites are now consistent.</p>	
<p>6.2 Council Chair Event Committee</p> <p>Linda summarized. The response to the last event date was not ideal; and the Ministry unveiled funding late. As Loretta met many Chairs at commissioning, it was not as crucial she could attend the event. Linda made a google doc to aid planning. The sub-committee came up with an agenda e.g., show how Ministry talks about CPIC, bring the CPIC manual more to life (beginning of year plan and end of year plan). Linda would like to do the opening section on the Ministry.</p> <p>Apr. 3. Was the date suggested. Denise said the onboarding time period has passed. Linda said that the agenda has shifted. We can talk about how to apply for a pro grant, and the end of year report - do you need help with PRO grants, here's what an end of year report looks like? Maybe do a video voice over tutorial; webinar; seminar. Concern was raised that parents won't come out multiple times to events in April.</p> <p>It was suggested to pre-plan the date of our October Chair event and let Chairs know it when they come on board. Networking was mentioned as the key part of the Chair event. A vote was held on whether to move forward with the Apr. 3 event. Email Diana if you'd like to be on either All Chair or PRO grant event committee.</p>	Linda
<p>6.3 PRO Grant Committee</p> <p>April 17th is the date for this PRO grant.</p> <p>This is the same day as the Child Witness Centre Youth Symposium. Linda reached out to some of the speakers including Rick Osborne and Becky Kellar-Duke. Becky is a gold medalist. Rick was a heroin addict. His book is "White Noise". Rick says the "best thing that you can do for your children is build resiliency". Approximately 1100 WCDSB students are registered to be vetted to attend. Idea to ask parents of gr. 8 students going. Chris asked about meeting in a central location and if this meets our application terms of reference. Manuel suggested the Portuguese Club on Townline Rd. Agenda logistics discussed. Dave suggested two speakers in a row; not at the same time. Some schools will be running their pro grant in April – Chris mentioned. Find schools near 401 to host.</p>	Linda



6.3 Finance Committee update Julie mentioned that another meeting will occur. The committee did meet last night.	Julie
6.4 School Year Calendar Committee Update Linda mentioned her participation on the School Year Calendar committee and what the committee does.	Linda
7. Other Items No other items arose.	
8. Gratitude and Closing Prayer	Judy
9. Adjournment Meeting adjourned at 8:45 p.m.	

Catholic Parent Involvement Committee Minutes

Date:	June 5, 2019
Time:	6:00pm
Location:	St. David CSS Library, 4 High St. Waterloo
Next Meeting:	TBD
<u>Committee Members:</u>	<ul style="list-style-type: none"> • Vacant (Diocesan Rep.) • Judy Merkel (Administrative Official) • Linda Gregorio (Chair & Member at large) • Manuel da Silva (Trustee) • Wendy Price (Trustee) • Brian Schmalz (Trustee) • Chris Woodcroft (Secondary Principal Rep.) • Sharon Adie (Elementary Principal Rep.) • Patricia Castillo (Resurrection Elementary) • Julie Hofstetter (Kitchener Secondary) • David Perlaky (St. Benedict Elementary) • Denise Porter (Waterloo Secondary) • Bernadette Vanspall (Member at large) • Gorette Varao-Woodman (Monsignor Doyle Elementary) • Eric Vaz (Cambridge Secondary) • Andrea Visneskie (St. David Elementary)
Attendees:	Sharon Adie, Manuel DaSilva, Linda Gregorio, Julie Hofstetter, Judy Merkel, Dave Perlaky, Denise Porter, Sharon Porty (guest), Wendy Price, Brian Schmalz, Bernadette Vanspall, Eric Vaz, Andrea Visneskie, Chris Woodcroft, Diana Bumstead (recorder)
Regrets:	Gorette Varao-Woodman

TOPIC	Presenter
1. Opening Prayer & Welcome, Territorial acknowledgement, Call for additional Agenda items --Sharon Porty, the WCDSB Mental Health lead was introduced. No additional agenda items added.	Judy
2. Approval of Agenda: Eric moved to approve and Wendy seconded.	
3. Approval of the Minutes: Andrea moved to approve and Sharon	

seconded.

4. Other Correspondence/ Superintendent Update:

Judy/ Sharon
P.


WCDSB has been waiting for more detailed information from the Ministry around funding. The technical paper was finally received last week. The Senior team has been working to come up with a balanced budget. SEAC is presenting their budget tonight (Special Education budget). The Ministry has made a commitment to fund parent engagement. We are anticipating that we will hear about PRO grants in the fall. The per student allocation has changed; that with our increased enrolment leads to a large funding deficit. WCDSB has put student achievement and well-being at the forefront of current budget discussions.

The Board is looking forward to Special Olympics on Monday and then we are heading into exams. Students completed EQAO testing last week. We also just held two days of cannabis (and vaping) awareness for gr. 8 students at the end of May. A member asked about cannabis awareness resources for parents. Sharon P. said the cannabis talk kit is the best resource for parents. It was distributed earlier in the year via newswire. *She will send it out again and send a hard copy or link to the kit for each school chair.*

Sharon P., the Mental Health Lead is working on her plan, or she said, her marching orders for the next year. She asked for input from CPIC members. She mentioned that during her canvassing of students and stakeholders one theme that has arisen is how do we prepare students to manage stress. Andrea echoed the stress factor and the stress around social media. Students have a fear and concern of what the future holds. The transition to university/ college, etc. is a concern. Linda mentioned criminal situations around social media and the predator/ luring aspect of social media are also a concern for parents. Sharon P. said a cyber awareness heads up can go on google classroom

In terms of student mental health supports, WCDSB staff reminded members that there are social workers at schools. Julie mentioned that St. Mary's has evenings around support for transitioning to university. Chris said Gr. 10 and 11 students get the UCEP presentation. Guidance teachers meet individually with each student in gr. 11 and 12 to discuss future post-graduation options. Everyone is invited to the career fair.

Sharon mentioned when she held focus groups with students she became aware that students are worried about money and not knowing how to manage money. Judy mentioned that WCDSB has a good



contact for teaching students about money management. Chris stated there is a new unit in the Careers course as well to focus on this.

Another theme from the focus groups was difficulty with problem solving and self-esteem. Members affirmed an issue with cognitive distortions; what story are you telling yourself. The Umbrella Project talks about this. The Umbrella Project is in many of our schools. It began in many of our schools this year. There was comment of the utility of a method where parents can find other parents in same situation (children who cut, eating disorders in boys, etc.) for support.

CPIC next year action to increase awareness of WCDSB mental health goals and building CPIC community links (e.g., with churches, neighbourhood associations, etc).

5. Trustee Update:

Link to Board bulletin: <https://wcdsb.ca/wcdsb-board-meeting-bulletin-may-2019/>

Wendy mentioned that catholic schools are in jeopardy with the talks of amalgamation occurring within the Ministry. Hence the Board wrote a letter to the government on this.

St. Louis has a site again in Cambridge, situated at 150 Main St.

The Board will receive the budget later on June 24th.

Linda mentioned that parents are already asking about fundraising for Catholic education. Manuel mentioned how few people in the system now know what it is like to have catholic education not fully funded. Manuel stressed the importance of lobbying. Wendy echoed that parents need to be more vocal in supporting catholic education. *CPIC noted this as an action item for next year to find opportunities for parents to speak up for catholic education.*

Manuel,
Wendy,
Brian

6. Discussion Items/ Updates:

6.1 OAPCE Update

Linda said OAPCE is looking at a summer committee that is going to try to keep some of this lobbying for Catholic Education alive. WCDSB paid for six parents to go to the OAPCE conference. The OAPCE rebate should be forthcoming. *Diana to follow up.* OAPCE might do more fundraising about their lobbying.


Linda

6.2 PRO Grant

Judy said grants will be renewed. She does not think grants will be

Linda

revised but we do not have firm details.	
6.3 School Council Chair event 2019-20 Going ahead with the All-Chairs meeting in October. Nick Foley is the speaker. He talks about inclusion. Bio shared. PRO grant dollars will go toward that. Judy mentioned how we are hoping this inclusion focus will set the tone. We know inclusion is difficult. Nick will speak for about 45 min. Commissioning will occur in Nov. April will be another PRO grant event if the dollars are there.	Linda
6.4 Communication Committee Update Sharon A. reviewed the new CPIC D2L site. Scroll down to the bottom of wdsb.ca and click on D2L to get in. The username will be provided in an email attachment. There is a twitter feed. Go to calendar and events will show up there. Events can't be colour-coded. But we can add taglines, e.g., Cambridge, Waterloo, Kitchener on the event calendar. Something you want everyone to see you would put on the announcement feed. Google docs upload easily so this is the preferred option for resource sharing in the site. <i>Diana to follow up with Gorette about the resource list to populate on the google page.</i> Sharon or Diana can load it in the resource section of the site. Links to webinars will be placed in the google doc/ google folder and uploaded to the site. Thanks to Sharon and the Communication committee for their work to make this happen.	Sharon A.
6.5 Finance Committee Update Julie said she couldn't make the last meeting due to a scheduling change so said there was not much to add.	Julie
6.6 School Year Calendar Committee Update The School Year Calendar is posted online now. Linda said that more transparency around PA days should go out. Some PA has to occur early in the year for WSIB certification. Most PA days are Ministry mandated. CPIC will share this next year.	Linda
6.7 End of Year CPIC Self- Evaluation Linda thanked everyone at the table. Judy also voiced her appreciation of everyone's contributions this year. Judy introduced the CPIC committee self-evaluation. The evaluation is an improvement tool.	Judy



The first meeting next year will discuss the goals and objectives of CPIC moving forward. Then subsequent agendas will focus on these goals. Further work next year includes building on the growth of subcommittees in their work to support councils and parents, ensuring schools follow current nomination process for CSAC in Sept., etc.

Wednesday is a good day going forward for meetings. Four meetings are enough with committee meetings in between. *The committee will plan to come up with the full year's meeting dates before end of August and to bring forward terms of office for members so any recruiting that needs to occur will be done as early as possible.*

7. Gratitude and Closing Prayer:

8. Adjournment



Waterloo Catholic
District School Board

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SEAC Committee Meeting Minutes

Date& Time:	Wednesday, October 2 nd , 2019, 4:00 p.m.
Location:	Board Room, St. Mary's CSS
Next Meeting:	October 30, 2019
Committee Members: Kim Murphy, John Gilbert, Frank Thoms, Tracey Weiler, Jeanne Gravelle, Irene Holdbrook, Stuart Cross; Sue Simpson	
Administrative Officials: Laura Shoemaker, Gerald Foran Regrets: John Gilbert	

1. Opening Prayer Welcome	G. Foran
2. Approval of Agenda Motion by: Jeanne Gravelle Seconded: Kim Murphy	
3. Declared Pecuniary Interest N/A	
4. Approval of the September Minutes Motion by: Jeanne Gravelle Seconded: Sue Simpson	
5. School System Operational Business 5.1. BIPSA 2019-2020 BIPSA: https://www.wcdsb.ca/wp-content/uploads/sites/36/2017/01/WCDSB-BIPSA.pdf <ul style="list-style-type: none">Beginning, Year I, of our Board's renewed three-year Board Improvement Plan for Student Achievement (BIPSA)The 2019-2020 BIPSA reflectsBIPSA informed by:<ul style="list-style-type: none">Ministry of Education priorities, curricula updates, budgets, etc.	J. Klein

- Institute for Catholic Education's (ICE) Ontario Catholic School Graduate Expectations

WCDSB's Multi-Year Strategic Plan (MYSP)

- The WCDSB BIPSA is a broad document that strives for overall increased student achievement and well-being in key areas (Catholic Community, Culture, and Caring; Numeracy; Literacy; and Pathways to Success).
- Process:
- A broad-based committee met in 2018-2019 to create this renewed BIPSA
- Input was gathered from:
 - ☐ Administrators
 - ☐ Consultants
 - ☐ Superintendents
 - ☐ Ministry "critical friends"
 - ☐ Other BIPSA's

FEATURES:

- "Call-and-response" dynamic of assessment-for-learning and responsive instruction and environment
- Collaboration at center
- Identification of specific roles
- Four pillars
- Goals, High Impact Strategies, Monitoring
- Structural and aesthetic alignment with other key WCDSB documents (*i.e.* MYSP, Pastoral Plan, & Well-Being Plan)
- Incorporates WCDSB branding updates
- Concise "placemat" format
- Rooted in WCDSB's Multi Year Strategic Plan (*i.e.* priorities, goals, actions, and key performance indicators)
- Incorporates "global competencies"
- Broader focus on equity
- Universal supports noted
- Use of marker students as part of monitoring and assessment for learning
- Experiential learning noted

SIPSA:

- Like the BIPSA, the SIPSA has a basic starting point: knowing the needs of the learner. From this, all else flows: choice of strategies, wise use of data, resource selection and use, capacity building, and monitoring)
- The SIPSA should connect to the school's Pastoral Plan
- SIPSA's are at the heart of the superintendent/principal/vice-principal/SIT dialogues
- They inform and are informed by the BIPSA and MYSP
- When collaboratively and thoughtfully created, they guide other protocols and documents as well (*i.e.* performance appraisals, budgets, monitoring by superintendents, annual growth/learning plans, *etc.*)
- SIPSA's should frame all school budget decisions including those budgets monitored and guided by parents (*i.e.* school council funds)
- The SIPSA focuses on school's *most urgent critical learning needs*
- Created by school staffs at beginning of school year
- Shared with school community and council

- September 20th Professional Activity (PA) Day

DATA SOURCES:

- Use of varied data such as:
 - ☐ EQAO
 - ☐ CCAT
 - ☐ CAT4
 - ☐ Graduation rates
 - ☐ Report card
 - ☐ OSSLT
 - ☐ Pass/Fail
 - ☐ Graduation rates
 - ☐ Resiliency survey, etc.

6. Ministry Updates (10 min)
N/A

7. SEAC Committee Functions

- Making sure IEP Checklist are sent with all the IEPs
- Laura will bring more brochures from the RSEC Conference

8. Policy Advice to the Board
N/A

9. Updates
(20 minutes)

9.1. Association Updates

- WRDSS - GO21 (Kim Murphy)



Go21-Waterloo-201
9_Poster_PRINT (2).P

- WRFN (Sue Simpson) – Camp Day and Golf Tournament were a huge success.

9.2. Trustee Updates

Tracey Weiler and Jeanne Gravelle presented September Trustee updates.

<https://www.wcdsb.ca/wcdsb-board-meeting-bulletin-september-2019/>

10. Pending Items

10.1. Confirmation was received that Cst. Mellissa Quarrie from WRPS will be presenting at the Special Olympics meeting. New topic schedule was created.

Month	Topic	Presenter	Location
September 4, 2019	• Special Education Plan	L. Shoemaker	St. Mary's CSS Board Room
October 2, 2019	• BIPSA	J. Klein	St. Mary's CSS Board Room
October 30, 2019	• Well Being Plan	Richard Olson	St. Mary's CSS Board Room
December 4, 2019	• Board Certified Behaviour Analyst/ ABA	S. Catania, M. Delcourt, A. Ditmars, J. Mackenzie, L. McDonald	Board Office
January 8, 2020	• Special Olympics	Cst. Melissa Quarrie WRPS	Board Office
February 5, 2020	• Ministry Updates/ Budget Impact 2019	L. Shoemaker	Board Office
March 4, 2020	• Special Education Visioning Committee	School Principals T.B.D.	Board Office
April 1, 2020	• Assistive Technology and Special Education Liaisons	C. Runstedler, A. Leonardo, C. Sullivan, J. Dreyer, N. Offak, L. Smits	Board Office
May 6, 2020	• Budget (Special Education Plan)	R. King	Board Office
May 20, 2020	• Budget (if needed)	R. King	Board Office
June 3, 2020	• Social	SEAC	Board Office

11. Adjournment

Motion by: Jeanne Gravelle
Seconded: Kim Murphy

12. Action Items Place Holder



Date: October 28, 2019
To: Board of Trustees
From: Wendy Price, Chair of Board Self Evaluation Committee
Subject: Board Self Evaluation Committee Terms of Reference

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)

Board Policy II 002 Governing Style

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

Policy II 002-Governing Style- states "Monitor and discuss the Board's process and performance at each meeting. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance process and Board-Staff Relationship categories."

Alignment to the MYSP:

Not applicable

Background/Comments:

Scope of Work

The Committee will:

- 1) Review the self-evaluation tool currently used by the Board in relation to Board's policies.
- 2) Examine Module 21: Board Self-Assessment: Governance Performance to help with the committees review.
- 3) Review how this tool is connected to the yearly "Work of the Board" as outlined each year at September/October Board meeting.
- 4) Research what other Boards do in terms of self-evaluation.
- 5) Research how the tool could help with the future work of the Board.
- 6) Make recommendations to the Board of Trustees



Timelines:

Interim Report to the Board of Trustees: Committee of Whole Meeting-January 13, 2019

Final Report to the Board of Trustees: Board Meeting March 23, 2019

Recommendation:

That the Board of Trustees approve the Board Self-Evaluation Committee Terms of Reference.

Prepared/Reviewed By: Wendy Price

*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: October 28, 2019
To: Board of Trustees
From: Wendy Price
Subject: Reinstatement of Trustee Call Log

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)

Board Policy II 002 Governing Style

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

Policy II 002 – Governing Style – states “Monitor and discuss the Board’s process and performance at each meeting. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance process and Board-Staff Relationship categories.”

Alignment to the MYSP:

Not applicable

Background/Comments:

Purpose:

- Trustee call log allows for concerns/inquiries from WCDSB stakeholders to be shared with all trustees
- By using and having access to the log, trustees are better able to understand what the concerns/inquiries are, gather data and look for commonalities in the concerns/inquiries.
- With the help of staff, trustees will be informed and educated regarding procedures and protocols in relation to the concerns/inquiries.

Process:

- After trustees have informed the appropriate superintendent of the concern with all the details including name and contact information they are to complete the call log found on trustee team site.
- The log headings include the following: Title of Inquiry, School, Nature of Inquiry, Name of Trustee, Issue Resolved, Date. Note the name and contact information will not be shared on this log for privacy purposes.
- Looking at the log could become a duty of the Vice Chair-to look for commonalities and bring any issues forward to the whole board of trustees.



Recommendation:

The Board of Trustees reinstate the trustee call log, with a few minor changes, on the trustee team site to help trustees with their work in support of WCDSB stakeholders.

Prepared/Reviewed By: Wendy Price, Trustee

*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."



Trustee Budget - October 28, 2019		
Name	Budgeted Amount	Budget Available
PD Non-Academic	\$14,000.00	\$14,000.00
Catering	\$9,000.00	\$9,000.00
Other Trustee Travel	\$13,000.00	\$13,000.00
Other Travel Expenses	\$8,000.00	\$7,867.87
Travel Expenses-Outside Region	\$1,500.00	\$1,388.32
Office Supplies	\$500.00	\$500.00
Legal Fees	\$7,000.00	\$7,000.00
Board Memberships	\$121,000.00	\$119,070.90
Trustee Awards	\$750.00	\$750.00
Miscellaneous	\$900.00	\$690.00
	\$175,650.00	\$173,267.09



Governance Committee Meeting

Date:	Tuesday, October 22 nd , 2019
Time:	5:00 p.m.
Location:	Director's Meeting Room - CEC
Next Meeting Date(s):	January 20, 2020, March 2 nd , 2020 & June 8 th , 2020
Attendees	
Committee Members: Bill Conway, Greg Reitzel, Brian Schmalz, Melanie Van Alphen (Chair)	
Administrative Officials: Loretta Notten	
Regrets:	

1. Welcome and Opening Prayer

The meeting opened with prayer by Bill Conway

2. Approval of Agenda

That the agenda for Tuesday, October 22nd, 2019 be now approved.

Motion: Greg R

Seconded: Brian Schmaltz

3. Declared Pecuniary Interest

Nil

4. Approval of the Minutes of June 10, 2019

That the Minutes of June 10, 2019 be now approved as amended. (22nd not 21st)

Motion: Brian

Seconded: Bill

5. Discussion Items

5.1 Review terms of reference (October)

- The chair distributed Terms of reference and suggested that from her perspective Governance Committee is following Terms of Reference.
- Terms were reviewed item by item – all were accepted.
- Date to be updated to 19-20 in header.

5.2 Review Policy II 002 – Governing Style - Board Evaluation

- Clarity on purpose and in conjunction with By-law
 - Discussion regard #4 – how topics are brought forward
 - Some recent examples were explored
 - The committee review II 002 and #4 in particular and remains confident that this is an accepted and adopted process by the WCDSB Board
 - It is the spirit of the questions in #4 which are addressed as opposed to an explicit itemization of each of the points.
 - Trustees may bring a topic forward through a Trustee Inquiry (a simple



question) or trustee motion (a question with a request, eg., for a report) – both are subject to the full will of the Board as to whether it is a shared concern.

5.3 Develop schedule in reviewing By-law as Board

- Discuss of how to embrace work and ensure full Board has a chance for PD and involvement as all should have knowledge of the By-Laws
- Schedule over 3 meetings:
 - Articles 1, 2, 3, 4 – January
 - Articles 5, 6, 7, 8 - March
 - Articles 9, 10, 11 - June

6. Pending Items

6.1 Review Board Policy Number: II 006 Celebration of Excellence (January)

- Two concerns – how long to retain past nominations and communication package.

- Suggest that nominations will be retained for 3 years and that should be specified in the package that goes out.

Update the policy to reflect that: Nominations are only retained for three years, for each of Chair's Award, Community Leaders Award and Distinguished Graduate. This will not preclude the candidate being re-nominated in any given year.

- o In the Distinguished Graduate application – include the CGEs and ask nominators to indicate how the individual exemplifies by example some or all of the CGEs.

Motion: Update Policy II 006 , articles 1, 2 and 3 to indicate that “Nominations will be retained for 3 years. This does not preclude anyone from being re-nominated in any given year.”

Moved: Brian

Seconded: Bill Consensus

Motion: In the Distinguished Graduate application – include the CGEs and ask nominators to indicate how the individual exemplifies by example some or all of the CGEs.

Moved: Greg

Seconded: Bill Consensus

6.2 Review Board Policy II 011 Student Representation on the Board (January)

6.3 Review Board Policy II 012 Student Trustee Role Description (January)

7. Recommendations to the Board

8. Adjournment

Moved: Bill

Seconded: Brian

At 6:19 pm



Date: October 17, 2019
To: Board of Trustees
From: Director of Education
Subject: October 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 **IV 012**
- ☒ Information only of day-to-day operational matters delegated to the CEO

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

Executive Limitation IV 012 Communication to Board

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 October was quite a unique one, populated by some unique challenges, in large part connected to the provincial landscape at this time, and some exciting new developments, connected to our return to our home at the Catholic Education Centre. Below are a few short highlights since our last Board meeting update that capture some of the more notable events or accomplishments from my work as Director:

- Attended the St Jerome's Annual Feast where Mary Kuntz was recognized as the 2019 John Sweeney Award recipient.
- Continued discussions with Professors John Milloy and Patricia Goff to explore next steps in our collaborative examination of the secondary school- university transition in the Liberal Arts. A series of Mini-dialogues are planned.



- Visited St John's CES with MPP Laura Mae Lindo, along with Chair Conway and Shesh Maharaj to discuss enrolment and facility pressures and to explore potential ways forward to address this pressing concern.
- Chaired our Initiatives and Opportunities Committee with members of all our various working associations and unions.
- Met with Cathy Horgan to discuss next steps for our Board's involvement with the Diocese program "Information to Transformation".
- Met with Michael Pautler of ICE to discuss potential collaboration regarding how we deepen our fidelity to our action plans for Nurturing our Catholic Community, as well as for Adult Faith Formation.
- Chaired WCDSB FACE Steering Committee
- Attended the Audit Committee Meeting
- Attended the Monsignor Doyle CSS Opening Liturgy, celebrated by Fr Dan Lobsinger.
- Participated in St Mary's FOS meeting with 2 Ministry of Education staff members to explore the correlation between school goals and the instructional core, and the connection to collective efficacy.
- Participated in the OCSOA BOD meeting and provided the ECCODE update.
- Chaired/Participated in various meetings to plan for and manage CUPE work-to-rule in our schools, including system wide teleconferences with our administrators.
- Chaired/Participated in various meetings to plan for the potential for a CUPE strike in our schools.
- Chaired ECCODE teleconferences on the same.
- Participated in OCSTA teleconference on the same.
- Participated in CEC Sept Mass at St Mary's of the Seven Sorrows
- Participated in the Secondary Administrators' meeting.
- Attended the WCSF Board meeting at St Luke's
- Visited St Joseph, St Vincent de Paul, Holy Spirit, Christ the King, St Margaret, St Michael's, Holy Rosary Sir Edgar Bauer and St Benedict's to speak with administrators and tour/visit buildings and staff. Participated in grade 4 Bible ceremony at Holy Rosary.
- Attended meetings to discuss options and planning for St John's CES; began process of review boundary review options to help alleviate the enrollment pressures.
- Attended the Innovation Visioning Meeting for the Innovation Committee at Kitchener Public Library
- Attended Special Education Visioning Committee Meeting where High Needs Verification, Spec Ed Teacher Staffing and CYCW staffing were explored.
- Visited Monsignor Doyle CSS to experience their Global Leadership Program and St Benedict's CSS to receive an overview of their Engineering Certificate program. The latter was also attended by Trustees Conway and DaSilva and MPP Harries and staff from MPP Karahalios' office.
- Attended Governance Meeting
- Participated in K-12 Administrators' Meeting and offered Director's Update.



- Spoke to the members of the current PQP cohort...
- Continued the process of facilitating meetings with the various members of the senior team to discuss goals and priorities for the upcoming school year.
- Attended the Catholic Curriculum Cooperative Dinner for Directors to launch the formal start of the When Faith Meets Pedagogy Conference 2019

Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: Loretta Notten
Director of Education

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Date: October 28, 2019
To: Board of Trustees
From: Director of Education
Subject: Learning Commons System Wide Refresh

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)

The 2015-2018 MYSP as well as the 2018-2021 MYSP made commitments to refresh learning commons spaces at each school. This report provides an update on this commitment.

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

Alignment to the MYSP:

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

Strategic Direction: Investment in global competency development and leading technologies

Goal: Increase in precise student programming and use of New Pedagogies for Deep Learning (NPDL)

Background/Comments:

In 2017-18 staff embarked upon a 5-year plan to refresh all of the learning commons spaces in the system.

As part of preparing the plan, each school was visited by the Library Support Services Supervisor to scope out proposed changes as well as to draft an annual budget for the investments. Administrators, library technicians, and other school staff at each site were part of the planning process.

Work included reviewing spaces to look for opportunities for collaboration, implement current technologies, and to make these environments more appealing for students to visit.

During the summer of 2018-19, renovations at following schools were completed:



Christ the King
St. Aloysius
St. Bernadette
St. Dominic
St. Gregory
St. Margaret
St. Mary's HS
St. Paul
St. Timothy

In the current school year (year 3), the following schools will be updated:

Blessed Sacrament
Holy Spirit
John Sweeney
Our Lady of Grace
St. Anne Kitchener
St. David
St. John Paul II
St. Kateri
St. Matthew
St. Teresa K

Shelly Wood, Library Support Services Supervisor will be present at the Board meeting to provide more detail on the renovations that took place including before and after pictures of the work.

At present, 20 of our 48 learning commons have been renovated. Updates on progress on the five-year plan will be brought annually to the Board of Trustees.

Recommendation:

That the Board of Trustees receives this report as information.

Prepared/Reviewed By:

Loretta Notten
Director of Education

Shesh Maharaj
Executive Superintendent of Corporate Services

Shelley Wood
Library Support Services Supervisor

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Date: October 28, 2019
To: Board of Trustees
From: Director of Education
Subject: Well Being Plan Update

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)

Ontario Human Rights Code (OHRC)
Ontario's Well Being Strategy for Education: Discussion Document, 2016
PPM 128: The Provincial Code of Conduct and School Board Codes of Conduct

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

Board Policy 1- Ends
APC037: Equity and Inclusive Education Policy
APH018: Wellness
APC018: Code of Conduct
APC034: Bullying Prevention and Intervention

Alignment to the MYSP:

Nurturing Our Catholic Community

- Promote a culture of belonging and respect, that supports success for all:
 - Equitable access to learning opportunities

Building Capacity to Lead, Learn and Live Authentically

- Nurture the well-being of all students and staff
 - Intentional programming for students on well-being as a skill
 - Exposure to constructive conflict resolution processes through restorative justice program and Alternative Suspension program
 - Continued implementation of The Umbrella Project and resiliency training
 - Integration of Healthy Active Living and Learning into local School Well Being Plans



Background/Comments:

"I have called you by name, you are mine." (Isaiah 43.1)

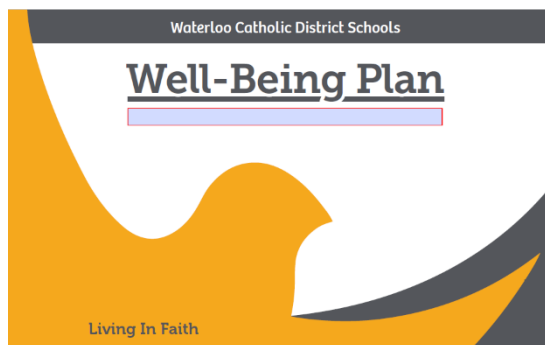
Ontario's Well Being Strategy for Education defines well-being as "that positive sense of self, spirit and belonging that we feel when our cognitive, emotional, social and physical needs are being met." (3) Educators are aware that well-being is fundamental to overall student success. Students who do not feel safe or welcomed at school have a more difficult time achieving academically. The Well Being Strategy reminds us that children who have a positive sense of well-being are more resilient and more successful as learners. We also know that children who have a positive sense of self are better equipped to meet the challenges of a fast-paced and globally connected world and to be active engaged citizens now, and in years to come. (2)



In response to Ontario's Well Being Strategy, the Institute for Catholic Education published a Monograph entitled, "Understanding Well Being from a Catholic Perspective" (Fall 2017)

Key messages from the monograph:

- The Catholic church community has a long tradition of addressing human well-being.
- For Catholic schools, this has always found expression in the care for every child.
- Catholics share a distinctly Christian view of the human person; that is, the human person is not a construct but a creation, the impetus for his or her birth being love, not accident.
- Therefore, for the Catholic community the well-being of our children is a gospel mandate, a moral imperative, a long-understood precursor to the healthy development of the human person.
- In the Catholic/Christian view of the human person as creature, we see personhood at the center of the emotional, cognitive, social, spiritual and physical domains of human experience.
- None of these manifestations of the human experience exist in isolation from the others. They are not silos. There is continual tension and interplay among them.



In planning our three-year Well Being Strategy at Waterloo Catholic District School Board (WCDSB), we sought to align a Catholic vision of the human person with our current Pastoral Plan – which in turn was influenced by the Ontario Bishops' Pastoral Letter, *Renewing the Promise*.

The stated purpose of our Well-Being Strategy is to guide our work towards meeting the cognitive, emotional, social, physical and spiritual needs of all WCDSB students and staff, and to ensure all feel a deep sense of belonging in a Catholic faith-learning community where they are nourished to become builders of the local and global community.





With the collaboration of several working committees: Safe Schools, Mental Health and Wellness, Healthy Schools, and Equity/Inclusion, we have developed a three-year Well Being Strategy for all schools and staff within the Waterloo Catholic District School Board.

The Well-Being Strategy goals are aligned with our Pastoral Plan:

1. Students and staff feel a sense of belonging and inclusion in their learning community. Pastoral Plan (Belonging)
2. Students have equitable access to learning opportunities. Pastoral Plan (Becoming)
3. Building a culture of well-being that supports success for all in the WCDSB community. Pastoral Plan (Building)

Each stated goal includes strategies identified across our four domains of wellbeing – Safe Schools, Mental Health and Wellness, Healthy Schools, Equity and Inclusion. Attention to the prayer and spiritual life of staff and students are embedded in the strategies. Each goal also identifies key performance indicators that will be used to monitor and evaluate the success of each school community in meeting the goals of overall wellbeing.

Wellbeing Plan templates have been shared with all school administrators to be used to complete their plans:



Goal	Safe Schools	Mental Health and Wellness	Healthy Schools (HS)	Equity and Inclusion	Key Performance Indicators
Students and staff feel a sense of belonging and inclusion in their learning community.	<p>Expand The Umbrella Project and Restorative Justice Practices (or other programs readily available)</p> <p>Implement and track responses to School Climate surveys</p> <p>Improve wrap-around student support model through enhanced community involvement and the Alternative Suspension Program</p>	<p>All schools are using the Leading Mentally Healthy Schools toolkit to build a positive school culture.</p> <p>Pro-social and socio-emotional skills are specifically promoted across all grades in age-appropriate ways.</p> <p>School-specific initiatives are driven as a collaboration between staff, students and parent/caregivers.</p> <p>Secondary student focus groups used to inform the Mental Health and Wellness Plan</p> <p>All students have a caring adult in the school community and at least one person who looks forward to their arrival</p>	<p>Schools offer extracurricular activities that promote physical activity and inclusivity</p> <p>School wide initiatives promote Healthy Active Living</p> <p>Opportunities exist for student, staff and parent voice in regard to Healthy Schools (e.g., Healthy School Team)</p>	<p>Prayer/liturgies are inclusive of students of other faith traditions or spiritualities when possible or as appropriate</p> <p>Through educator use of Culturally Relevant and Responsive Pedagogy (CRRP), students from diverse backgrounds see themselves reflected in the curriculum and school environment</p> <p>Voluntary self-identification data for Indigenous students is collected and used to provide supportive programming</p> <p>Recognize occasions of significance for diverse groups of students</p> <p>New building projects or renovations use principles of inclusive design</p>	<p>Transition Survey & School Climate Resiliency and MYSIP Survey data indicates a year over year upward trend of students and staff who express a positive sense of belonging</p> <p>Decrease in high student absenteeism rates year over year</p> <p>Decline in suspension/recidivism rates K-12</p>





Goal	Safe Schools	Mental Health and Wellness	Healthy Schools (HS)	Equity and Inclusion	Key Performance Indicators
Students have equitable access to learning opportunities	<p>Supervised Alternative Learning Programming is responsive to student academic, social and emotional needs</p> <p>Strengthen and leverage community partnerships</p> <p>Provide professional development on how we know the learner</p> <p>Restorative Practices are fostered as part of a progressive discipline strategy</p>	<p>Strengthen and leverage community partnerships</p> <p>Middle Development Inventory programming through the on-line modules for educators</p> <p>Each school has an attendance strategy and planned response for chronically absent students. Individual second intervention is planned and implemented. (as per APC009 Elementary Attendance, APC048 Secondary Attendance)</p>	<p>The Ontario Health and Physical Curriculum is fully implemented with at least 80 mins/week of physical education for all elementary classes</p> <p>Physical and health education opportunities are inclusive to all students</p> <p>As per PPM 138, all classrooms have allotted 20 minutes of DPA on classroom timetables on days where no Physical Education takes place</p> <p>Where appropriate, students have access to Nutrition for Learning in schools</p>	<p>Identity data will be collected and reports generated to measure how well we are serving staff and students</p> <p>Provide professional development on how we know the learner</p> <p>Track resource requests for CRRP and Indigenous perspectives</p>	<p>Increase in specific student outcomes (credit accumulation, report card achievement) based on demographic or identity data</p> <p>Staff feedback from PD with equity focus is positive.</p>



Goal	Safe Schools	Mental Health and Wellness	Healthy Schools (HS)	Equity and Inclusion	Key Performance Indicators
Building a culture of well-being that supports success for all in the WCDSB community	<p>Staff engagement in safe school follow up</p> <p>Staff engagement in workplace violent incident reporting/debrief</p>	<p>Build staff capacity via professional development opportunities, Mental Health events, SafeTALK, PD day sessions, etc.</p> <p>Provide opportunities for staff and students to engage in mental health sessions presented within schools and classrooms</p> <p>Promote daily practice of healthy self-care skills as a "good-for-all" strategy for staff and students.</p> <p>Equip staff and students to be able to navigate to appropriate mental health supports if needed (i.e. EAP, community services)</p> <p>Promote trauma-informed schools through presentations and education for staff.</p> <p>Promote practices that can help build a positive culture and healthy staff relationships</p> <p>Recognize and celebrate accomplishments/contributions of staff</p>	<p>Schools utilize partnerships and resources to build and promote a healthy environment that is rooted in the well-being of students and staff. (Physical, Social, Emotional, Cognitive)</p> <p>Support NTIP programming for well-being of staff & students</p> <p>School wide healthy food and beverage compliance as per APH 021</p>	<p>Use identity data to shape programming for diverse groups</p> <p>Program planning includes the use of an equity lens (Who is not present? Who is not represented?)</p> <p>Strengthen and leverage community partners who support diverse groups</p> <p>Leadership development and mentorship practices include strategies to ensure respectful and bias-aware models of decision-making</p>	<p>Survey results indicate increasing positive trend in staff, student and parent perception of school and/or organizational culture and well-being</p> <p>Decrease in average rate of staff absenteeism year over year</p>

The key performance indicators that will be used to monitor and evaluate the wellbeing plans include:

- Transition Survey & School Climate Resiliency and MYSP Survey data indicates a year over year upward trend of students and staff who express a positive sense of belonging



- Decrease in high student absenteeism rates year over year
- Decline in suspension recidivism rates K-12
- Increase in specific student outcomes (credit accumulation, report card achievement) based on demographic or identity data
- Staff feedback from PD with equity focus is positive
- Survey results indicate increasing positive trend in staff, student and parent perception of school and/or organizational culture and well-being
- Decrease in average rate of staff absenteeism year over year

In Summary

- The WCDSB Wellbeing Strategy aligns goals outlined in our MYSP and our Pastoral Plan and include a Catholic/Christian vision of the human person.
- The WCDSB Wellbeing Strategy includes strategies for both staff and students.
- Each school in the district will complete a Wellbeing Plan for the 2019-2020 school year that will be shared with Family of School superintendents and when completed in early November, posted on school websites.
- School Climate Survey results from MDI Survey administered this past Spring have been shared with all school administrators to help inform the specific strategic areas of focus for each school community.
- Research confirms that students who feel welcome and accepted in their schools are more likely to succeed academically. At WCDSB, our core Catholic values are strongly congruent with the goals of the well-being strategy. We value the dignity of all learners and work to ensure that everyone feels welcomed, included and has opportunity to experience academic success.

Recommendation:

The report is for the information of the Board.

Prepared/Reviewed By: Loretta Notten
Director of Education

Judy Merkel
Superintendent of Learning

Richard Olson
Superintendent of Learning

*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: October 28, 2019
To: Board of Trustees
From: Director of Education
Subject: St. John Boundary Review –Initial Staff Report and Initiation of Review

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)

Long Term Accommodation Plan 2019

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

Board Policy IV 010: Facilities/Accommodations *‘the CEO shall not ...*

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

Alignment to the MYSP:

Strategic Priority: Student Engagement, Achievement, and Innovation

Strategic Direction: Foster maximum opportunity for success for all

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

Strategic Direction: Nurture the well-being of students and staff

Background/Comments:

St. John is WCDSB’s fastest growing elementary school. It is one of the largest schools and has one of the smallest sites with 2.9 acres. The school has a capacity of 502 pupil places and enrolment is currently at 641 students, as of September 2019.

Enrolment is projected to continue increasing and may reach 886 students by 2024.



A request for capital funding to support enrolment growth at this school has been submitted, but as there is no guarantee our request will be approved and because enrolment continues to grow, planning for September 2020 and beyond is required.

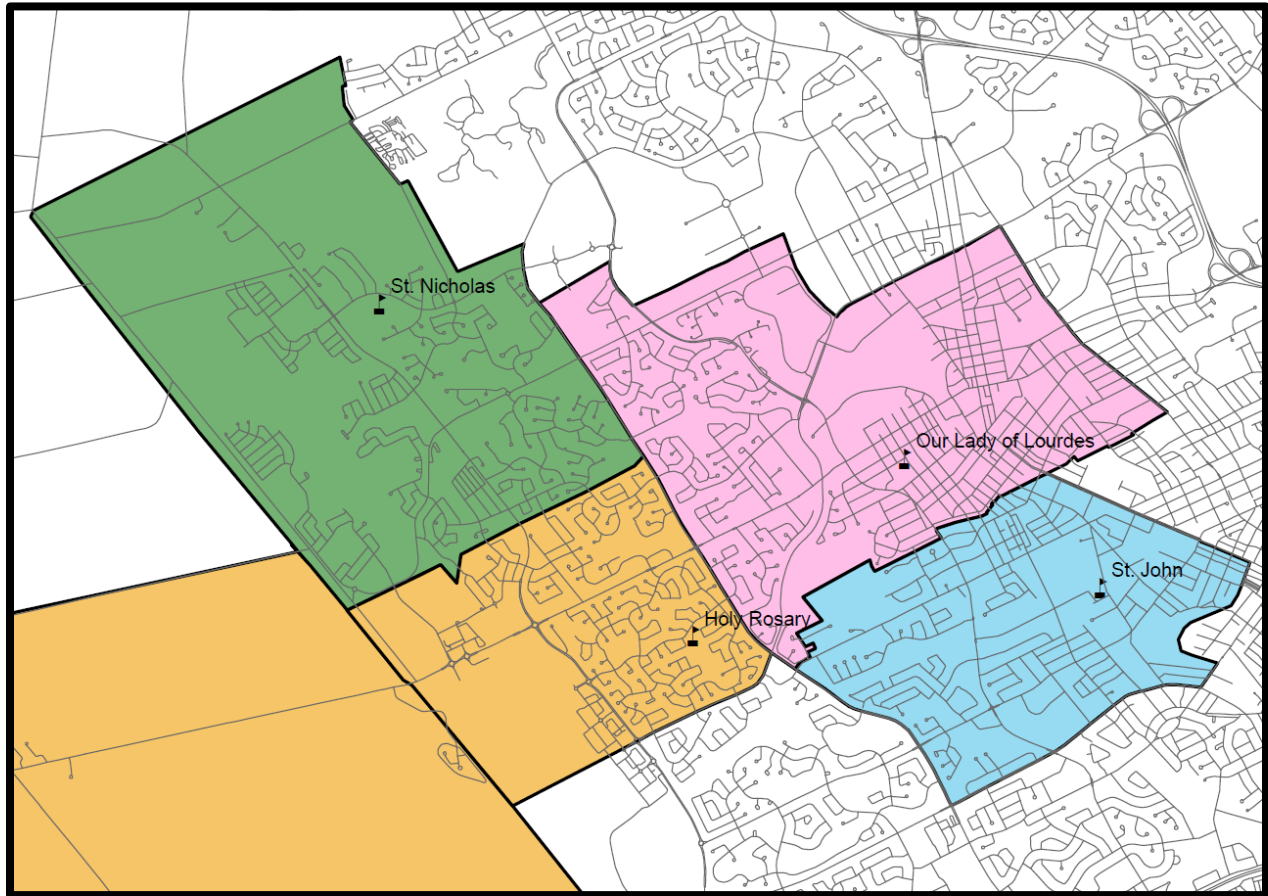
Staff is proposing to initiate a boundary review with the goal of reducing enrolment pressure at St. John.

This boundary review would involve Our Lady of Lourdes (located in close proximity to St. John, Holy Rosary (currently under capacity with a boundary which is not immediately adjacent to St. John), and St. Nicholas (currently under capacity with a boundary which is not immediately adjacent to St. John).

The initial staff report is below and contains the full analysis, including a preferred and an alternate option.



St. John Boundary Review Initial Staff Report



October 28, 2019



1.0 Introduction

The purpose of this report is to provide the Board of Trustees with sufficient information to initiate a boundary review involving Holy Rosary, Our Lady of Lourdes, St. John, and St. Nicholas.

St. John is WCDSB's fastest growing elementary school and has a very small site. The school currently has six portables and almost no remaining playground. Enrolment is projected to continue to increase.

Our Lady of Lourdes is over capacity and currently has two portables. Enrolment is projected to continue to increase.

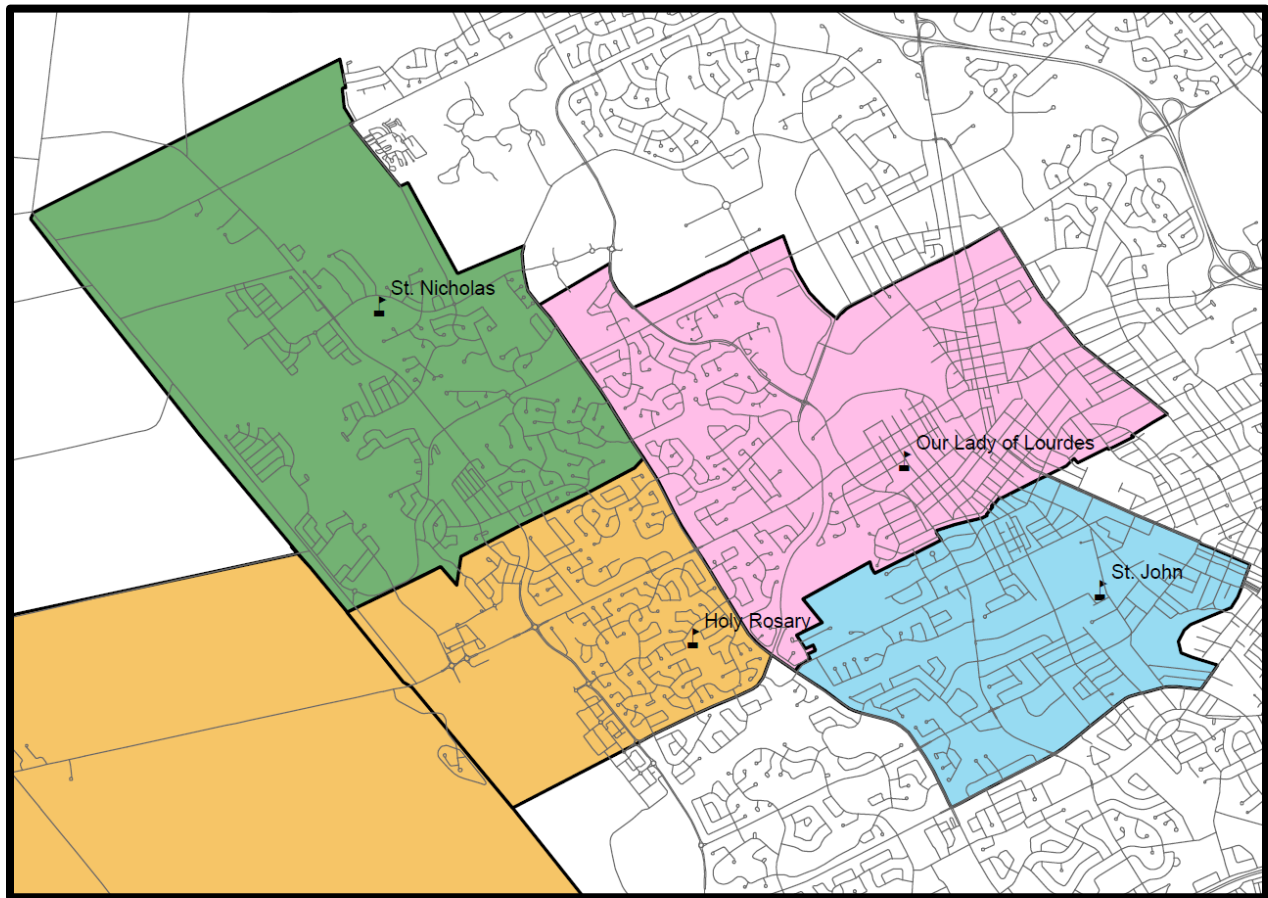
St. Nicholas is currently under capacity with four empty classrooms. Enrolment is projected to remain relatively stable. In addition, the site can easily accommodate portables.

Holy Rosary is also currently under capacity with three empty classrooms and projected to increase. French Immersion has been added to this school and is currently in Year 1.

Through this report, staff is proposing to initiate a boundary review to move students away from St. John and to balance enrolment across the four schools, effective September 2020.

The existing boundaries are shown below.





1.1 St. John

St. John is WCDSB's fastest growing elementary school. It is also one of the largest schools (based on enrolment) and has one of the smallest sites.

It has a site of 2.9 acres and a school capacity of 502 pupil places. Enrolment is currently at 641 students, as of September 2019 and is projected to continue increasing and may reach 886 students by 2024.



There are currently six portables on the site. The maximum number of portables preferred on this site would be zero given the site size. The portables currently on the site have caused a significant decrease in playground space.



1.2 Goal of the Review

The specific goal of this review is to reduce enrolment pressure at St. John.

1.3 Board-wide Accommodation Review Goals

The following goals relate to every accommodation review and must be considered in the St. John boundary review.

- Provide the highest quality learning environment possible.
 - Consider program environments and how they support student achievement.
- Ensure an efficient use of system resources by balancing enrolment and facilities.
 - Maximize the use of Board-owned facilities over the long term.
 - Minimize the use of non-permanent accommodation (portables) as a long-term strategy while recognizing that portables are part of any short-term solution.
- Provide a long-term (5 years +) accommodation solution.

- Create boundaries that maximize the number of students that can walk to school.
 - Consider the Board's existing transportation policy and how it may be impacted by or limit accommodation scenarios.
- Provide logical attendance boundaries.
 - Follow logical divides such as major roads, physical barriers, etc.
 - Recognize existing neighbourhoods wherever possible.
- Reduce operating costs (e.g. maintenance, operations, transportation, etc.)
- Develop accommodation options with consideration for Ministry of Education capital funding formulas and the Board's Long Term Accommodation Plan.

2.0 Boundary Review Process

The boundary review will follow administrative procedure APF008: Pupil Accommodation Review Process – Part A- Boundary Review. The Ministry of Education Guideline applies only to reviews contemplating a school closure, and therefore, is not applicable to this review.

2.1 Initial Staff Report

This report shall serve as the Initial Staff Report as per APF008. This report includes all relevant background information and two options for consideration: a preferred option and an alternative. Once a decision is made by the Board of Trustees to begin the review, a Boundary Review Committee will be formed, and the community will be consulted.

2.2 Boundary Review Committee (BRC)

The Boundary Review Committee (BRC) will be assembled following a decision to proceed with a boundary review. The BRC will follow the process outlined in Part A – Boundary Review of APF008.

The BRC will consist of:

- Two (2) parent representatives from each school under review (One parent representative from each school will be selected by the school's principal and the other will either be the school's council chair or a designate.);
- Principal of each school;
- Two Trustees;
- Superintendent of the affected schools; and
- Executive Superintendent of Corporate Services.

The role of the BRC is:

- To act as the official conduit for information shared between the school board and the school communities.
- Act as a consultation body, providing advice to staff.
- Review materials provided by board staff.
- Comment and provide suggestions on the boundary option(s) and materials provided.



- Consider the needs of the entire school system and resist advocating for any particular school or neighbourhood.
- Attend public meetings and review public comments.

2.3 Public Consultation

The purpose of the public consultation process is to solicit feedback from the community on the boundary options and implementation recommendations.

A minimum of one (1) public meeting is required. However, due to the complexity of this review there will be two (2) public meetings. These meetings will be facilitated by Board staff.

Public meetings will be advertised in advance using a variety of methods to ensure all interested parties are aware.

2.4 Approvals

A final staff report will be submitted to the Board of Trustees summarizing the process, the public consultation, and the recommendations.

This report will be made public and those interested may register as delegations to address the Board of Trustees directly.

The final decision will be made by the Board of Trustees.

2.5 Timelines

It is proposed that the Boundary Review would begin October 28, 2019 with the approval of this report and end in April 2020. The Board of Trustees' final decision is tentatively scheduled for April 27, 2020.

2019/2020 ST. JOHN BOUNDARY REVIEW TIMELINES

	Target Dates	October	November	December	January	February	March	April
		7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	3 10 17 24	2 9 16 23 30	6 13 20 27
Data Collection for affected schools	Completed							
Initiate Review / Report to Board								
Notice Regarding Parent Representative Selection	week of Oct. 28th 2019							
Presentations to School Councils								
- St. John	November							
- St. Nicholas	November							
- Our Lady of Lourdes	November							
- Holy Rosary	November							
Parent Representative Application Due to Principals	due Nov.22 2019							
Selection of Parent Representatives	due Nov. 26 2019							
BRC Meeting #1 - Process, report, options	week of Dec. 2 2019							
BRC Meeting #2 - Narrow options	week of Dec. 9 2019							
Public Meeting #1: background, options	week of Jan 20 2019							
BRC Meeting #3 - select preferred option	week of Jan 27 2020							
Public Meeting #2 - preferred option & recommendations	Week of Feb 10							
ARC Meeting #4 - Finalize recommendations	week of Feb 24							
ARC Meeting #5 (if needed) - Review final report	week of March 2, 2019							
Prepare BRC's Final Report	Feb 24-March 6 2020							
Recommendations to EC	Mon March 9, 2020							
Board Meeting #1 (Board Presentation)	Mon March 23, 2020							
Board Meeting #2 (Clarification)	Mon April 6th, 2020							
Board Meeting #3 (Board Decision)	Mon April 27, 2020							

Legend	
Holidays	
Internal Staff Work	
Public Consultations	★
BRC Meetings	▲
Board of Trustee Meetings	■
School Council Meetings	●
Deadlines	♦

School Holidays	
Thanksgiving	Monday, October 14
Christmas Holidays	Monday, December 23 to Friday, January 3
Family Day	Monday, February 17
March Break	Monday, March 16 to Friday, March 20
Good Friday	Friday, April 10
Easter Monday	Monday, April 13
Victoria Day	Monday, May 18



3.0 Historical Boundary Changes

The four schools in this review have undergone several boundary changes over the last decade. The reviews listed below outline the changes that were specific to Holy Rosary, Our Lady of Lourdes, St. John, and St. Nicholas.

West Kitchener Accommodation Review – 2008-2009

An accommodation review was completed during the 2008-2009 school year resulting in the closure of Monsignor Gleason and a major addition and retrofit to St. John. The Monsignor Gleason and St. John communities consolidated into the new St. John in 2012.

West Waterloo Accommodation Review – 2008-2009

An accommodation review was completed during the 2008-2009 school year resulting in students from St. Nicholas being redirected to Holy Rosary.

Rural West Waterloo Accommodation Review – 2013-2014

An accommodation review was completed during the 2013-2014 school year involving St. Nicholas and Holy Rosary. The outcome of this review moved a portion of students from St. Agatha to St. Nicholas.

St. Agatha Accommodation Review – 2016-2017

An accommodation review was completed during the 2016-2017 school year resulting in the closure of St. Agatha and a portion of its students being redirected to Holy Rosary.

4.0 Analysis

4.1 Enrolment

The following tables show actual and projected enrolment versus capacity. The information has been divided into two tables to illustrate the enrolment pressures at St. John and Our Lady of Lourdes and enrolment capacity at Holy Rosary and St. Nicholas.

Please note that 2018/2019 enrolment data is used for actuals and 2019 onwards are projections.

	OTG	Actual	Projected					
Schools Over Capacity	Capacity	2018 Total	2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	2024 Total
St. John	502	569	641	701	770	820	871	886
Our Lady of Lourdes	337	355	385	422	448	484	513	543
Total Capacity / Enrolment	839	924	1026	1123	1218	1304	1384	1429
Students Over / Under Capacity		85	187	284	379	465	545	590
Utilization Percentage		110%	122%	134%	145%	155%	165%	170%

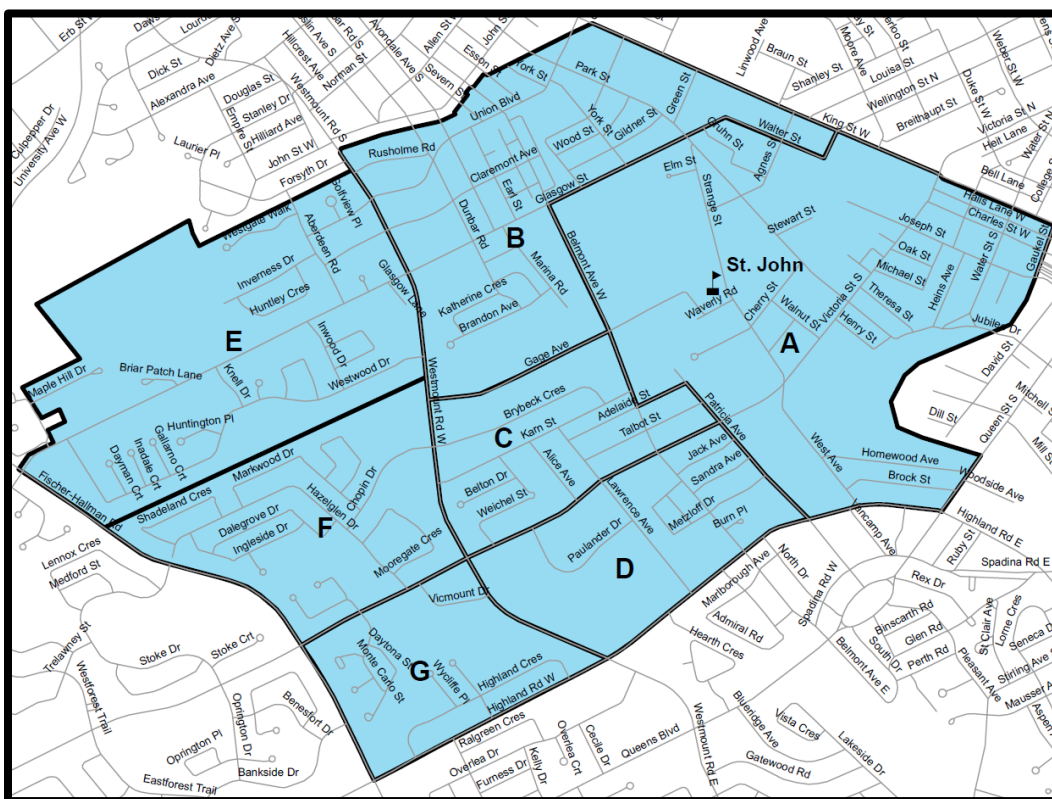


	OTG	Actual	Projected					
Schools Under Capacity	Capacity	2018 Total	2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	2024 Total
St. Nicholas	478	371	356	356	346	343	345	352
Holy Rosary	458	354	362	361	367	385	384	388
Total Capacity / Enrolment	936	725	718	717	713	728	729	740
Students Over / Under Capacity		-211	-218	-219	-223	-208	-207	-196
Utilization Percentage		77%	77%	77%	76%	78%	78%	79%

4.2 Sub-Areas

For the purpose of analyzing boundary options and enrolment patterns, St. John's boundary and Our Lady of Lourdes' boundary have been divided into sub-areas.

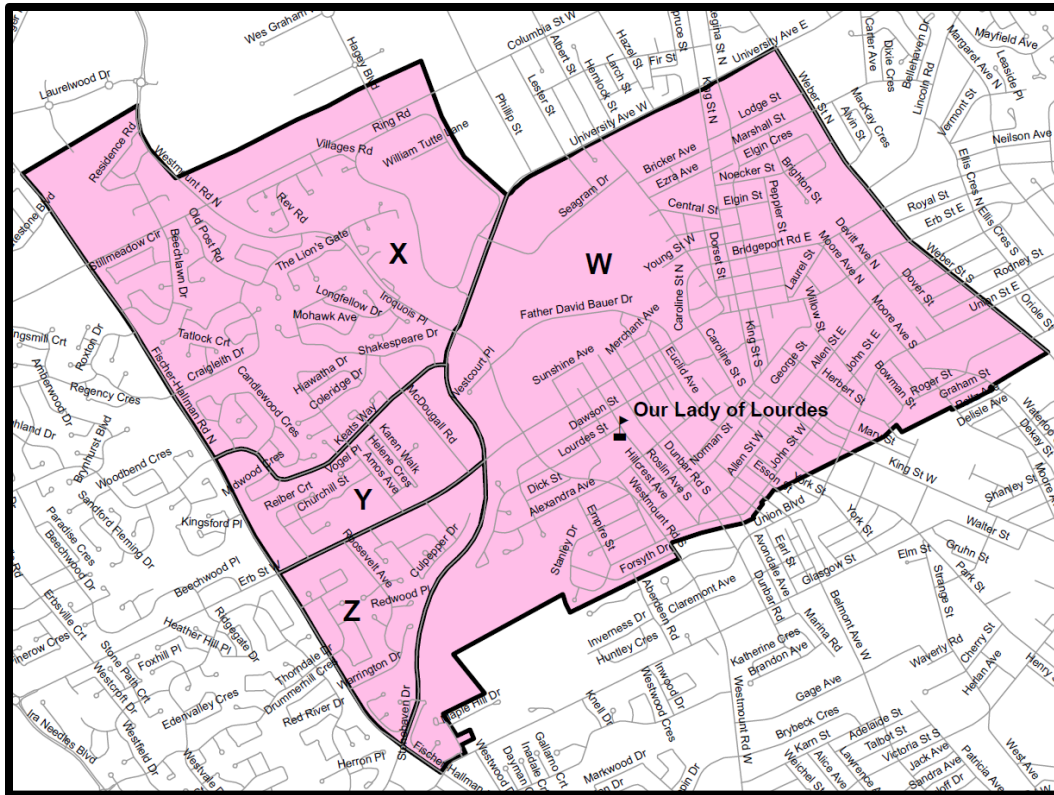
St. John sub-areas and enrolment projections by sub-area are shown below.



SCHOOL	2018 TOTAL	2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2029 TOTAL
St. John - A	128	149	165	183	197	211	224	252
St. John - B	28	32	35	39	40	44	44	39
St. John - C	123	142	161	177	187	202	203	199
St. John - D	60	65	70	77	82	82	86	83
St. John - E	33	37	38	41	42	46	47	50
St. John - F	144	161	178	196	216	228	226	223
St. John - G	50	55	54	56	55	56	53	49



Our Lady of Lourdes sub-areas and enrolment projections by sub-area are shown below.



SCHOOL	2018 TOTAL	2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2029 TOTAL
Lourdes Sub-Area X	76	77	76	79	80	80	84	77
Lourdes Sub-Area Y	64	70	80	82	88	98	104	101
Lourdes Sub-Area Z	28	29	31	32	35	36	38	35
Lourdes W Home Area (& out of boundary)	187	209	235	255	279	298	317	320

5.0 Options

Two options are contained in this report, including staff's preferred option. For the purpose of analysis, the enrolment projections for each option assume immediate implementation starting in 2018. However, the proposed implementation would be September 2020.

Following a decision to change boundaries, the Board will establish a separate committee to address the transition of students and staff. This committee will work with parents/guardians and staff.



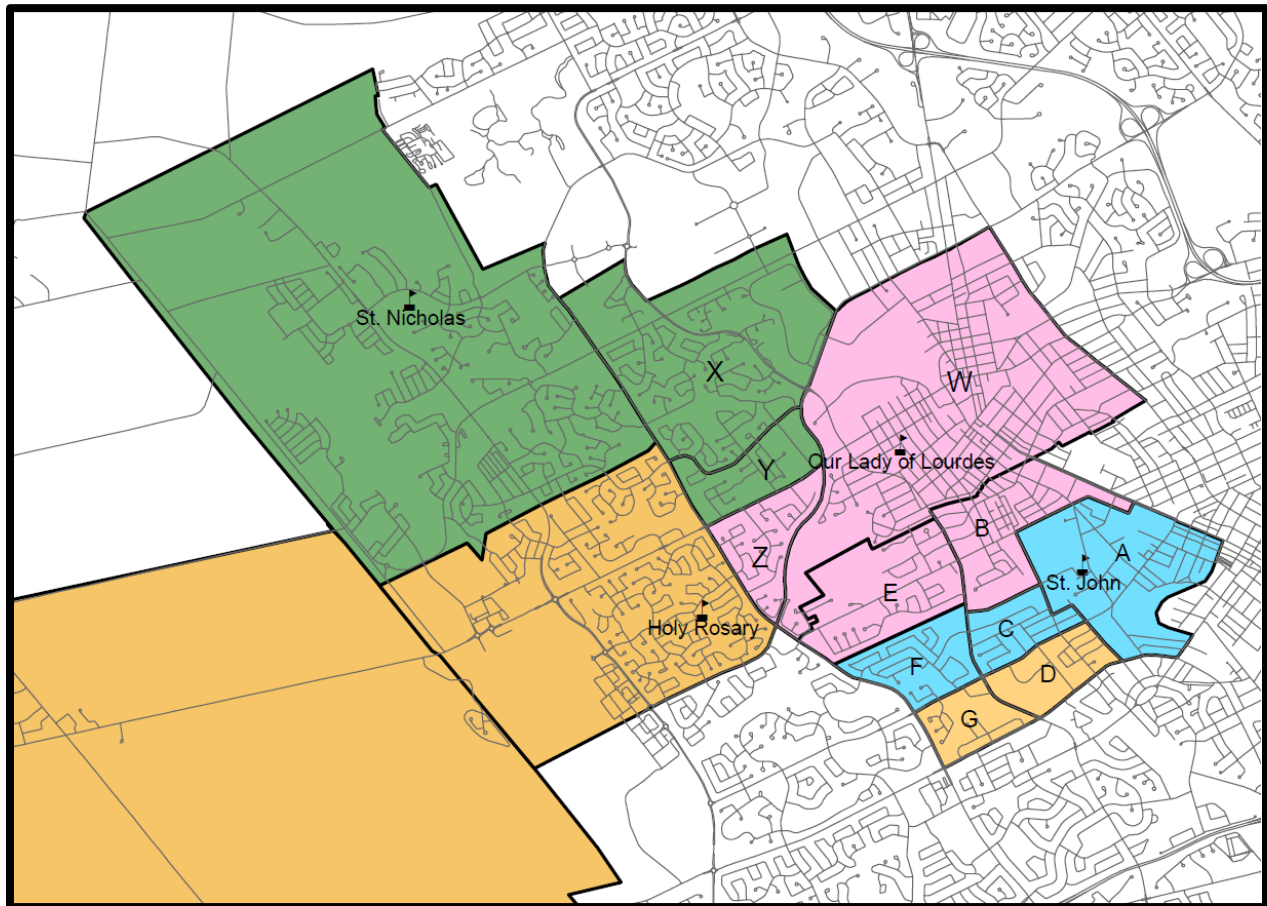
5.1 Option 1 – Preferred Option

This option focuses on balancing enrolment between all four schools.

Specifically, it proposes to:

- move sub-areas D and G (110 students) from St. John to Holy Rosary;
- move sub-areas E and B (61 students) from St. John to Our Lady of Lourdes; and,
- move sub-areas X and Y (140 students) from Our Lady of Lourdes to St. Nicholas.

Below are the proposed boundaries and the associated enrolment projections.



SCHOOL	Capacity	2018 TOTAL	2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2029 TOTAL
St. John	502	395	451	504	556	600	641	654	674
Holy Rosary	458	464	481	484	500	522	523	527	509
Our Lady of Lourdes	337	276	306	338	366	397	423	445	444
St. Nicholas	478	511	503	512	506	512	523	540	574

Strengths:

- Enrolment would be balanced between all four schools.
- The main goal of this review (to reduce enrolment pressure from St. John) would be achieved in the short to medium term.
- Enrolment pressure at Our Lady of Lourdes would be alleviated.
- Holy Rosary and St. Nicholas will no longer be under capacity.

Weaknesses:

- More students would be affected (311 students would move schools).
- All schools would be over capacity in the short term.

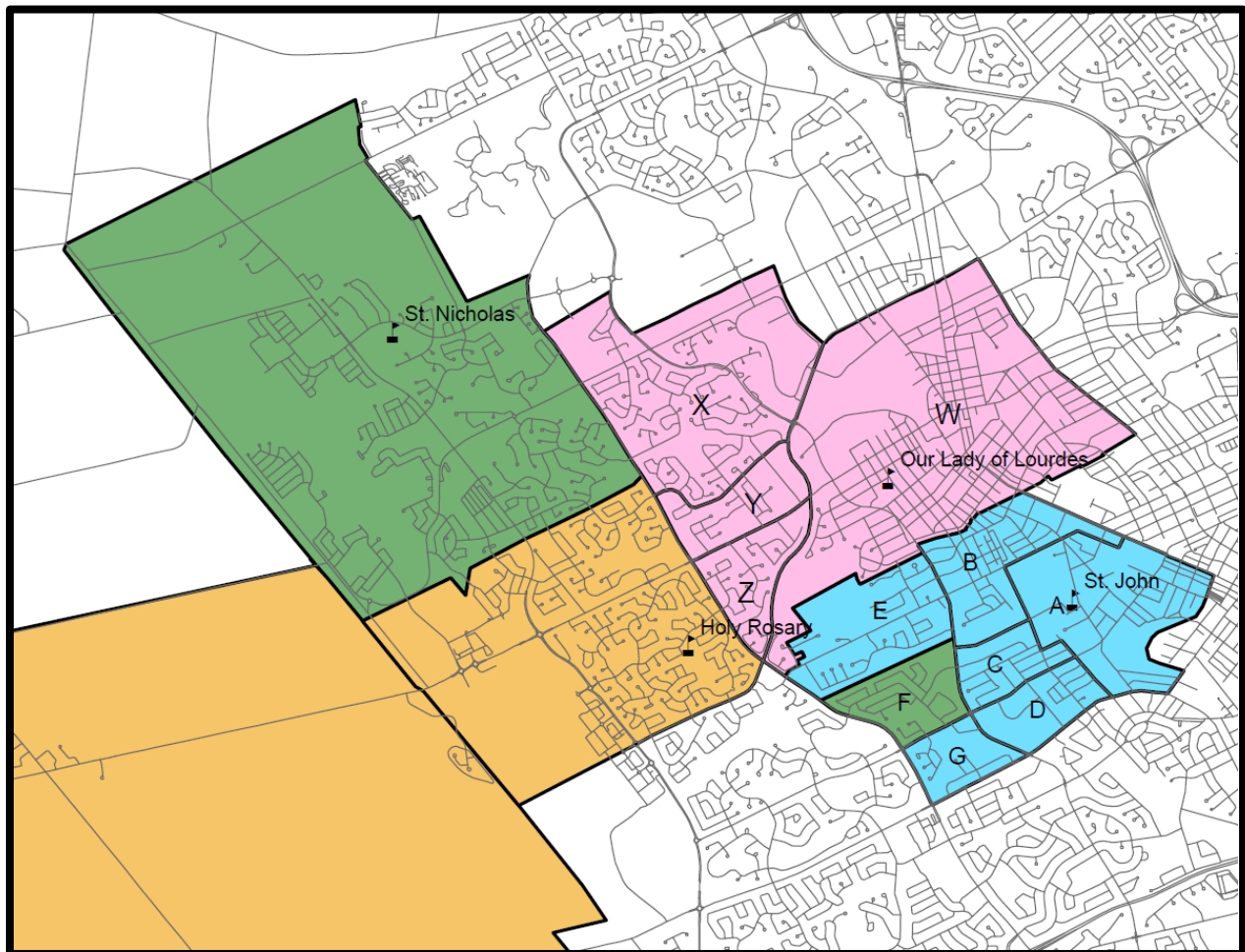
5.2 Option 2 – Alternative Option

This option focuses on limiting the number of affected students.

Specifically, it proposes to:

- move sub-area F (144 students) from St. John to St. Nicholas.

Below are the proposed boundaries and the associated enrolment projections.



SCHOOL	Capacity	2018 TOTAL	2019 TOTAL	2020 TOTAL	2021 TOTAL	2022 TOTAL	2023 TOTAL	2024 TOTAL	2029 TOTAL
St. John	502	422	478	522	573	604	641	658	672
Holy Rosary	458	354	362	361	367	385	384	388	377
Our Lady of Lourdes	337	355	385	422	448	483	512	542	534
St. Nicholas	478	515	516	534	541	559	573	579	619

Strengths:

- The main goal of this review (to reduce enrolment pressure from St. John) would be achieved in the short to medium term.
- St. Nicholas can better accommodate portables compared to the other schools.
- Holy Rosary and Our Lady of Lourdes families are not affected.
- Fewer students would be affected (144 students).

Weaknesses:

- Our Lady of Lourdes remains over capacity with enrolment projected to continue increasing.
- Holy Rosary remains under capacity.

6.0 Conclusion

St. John Catholic Elementary School is WCDSB's fastest growing elementary school and has one of the smallest school sites. Enrolment is projected to continue to increase. Consequently, a boundary review is necessary to reduce enrolment pressure at St. John.

Two options have been identified through this report, with one identified as staff's preferred option. Both options achieve the primary goal of this review which is to reduce enrolment pressure at St. John.

The alternative option affects fewer families and does not address enrolment pressure at Our Lady of Lourdes.

Subject to approval by the Board of Trustees to commence a boundary review on October 28, 2019, it is anticipated that the review will be completed no later than April 27, 2019.

Once a decision is made to move students effective September 2020, a separate committee will be established to support students, families, and staff as they transition to their new schools.



Recommendation:

That the Board of Trustees initiate a boundary review involving Holy Rosary, Our Lady of Lourdes, St. John, and St. Nicholas with the purpose of reducing enrolment pressure at St. John.

Prepared/Reviewed By: Loretta Notten
Director of Education

Shesh Maharaj
Executive Superintendent of Corporate Services

Lindsay Ford
Manager of Planning

Virina Elgawly
Property/Planning Officer

*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**
Quality, Inclusive, Faith Based Education

Date: October 28, 2019

Subject: Student Trustee Report

To: The Board of Trustees

From: Meghan Cymbron, Rori Schaefer

As students became accustomed to school routine, the month of October was especially busy for our secondary schools student councils. To kick off a month of exciting activities, each school held an Opening Assembly. Students of all grades gathered while some even performed, further displaying the talent evident in our schools. Teachers also participated and showed off their own talents through performances or pre-recorded videos. A number of schools even had games that students could participate in, videos about opportunities to get involved, and information on current sports teams. The goal of the assembly was to encourage school spirit and inspire students to get involved in different activities.

Shortly after the Opening Assembly, the secondary schools student activity councils (SAC) organized and lead a variety of spirit week activities. Some activities included games such as a teacher vs. student volleyball game, a neon themed dance, lunchtime contests with merchandise prizes awarded, and a free raffle. Depending on the school, each held different events. The council members decorated the schools halls, classrooms, and door with colourful decorations. Throughout the week, students were encouraged to wear spirit wear or their school colours to show their school spirit. A food drive was also held during this week.

The academic awards nights were hosted at each school and organised by the guidance counselors. This event is held with the intent to recognize students for their achievements in the previous academic year and to acknowledge their hard work. Awards are typically given to the student who achieved the highest overall mark in their class. However, some schools also offer awards recognising students who achieved a mark in the top 5% or 10%. The event was catered by the school's hospitality classes.

Four of our secondary schools participated in two different highly anticipated football games. St. Benedict hosted a football game against St. Mary's, whereas St. David hosted both junior and senior football games against Resurrection. Food trucks were present at both events including a poutine truck and beavertails. St. Benedict's cheer squad and St. David's dance team alongside Resurrection's team performed during their halftime shows. Attendees were also invited to participate in exciting activities such as a free throw competition and musical chairs. Both events were heavily attended by students from each school.

As Halloween is quickly approaching, our secondary schools student councils are busy preparing for activities they have planned for the week. The majority of schools are hosting a pumpkin decorating or carving contest where students in teams of four can sign up to participate. Some other activities include photobooths, a spooky movie shown in the cafetorium at lunch, and a halloween kahoot. Monsignor Doyle in particular is planning to host their annual 'Halloween Haunt' where haunted houses based on different themes are set up for students and

other guests to partake in. Resurrection, took a different approach and decided to make healthy smoothies called 'spooky smoothies' which will be decorated accordingly. Each smoothie can be purchased for a low sum of \$2 with all proceeds dedicated to the local food drive. At St. David, students will be encouraged to wear an orange or black shirt with uniform bottoms throughout the week. The schools have been decorated appropriately in accordance to the upcoming holiday.

Although the month of October was filled with similar themes throughout the schools, there were many opportunities for the schools to also branch out and partake in their own unique activities. Resurrection gladly took these chances to further encourage leadership and participation in the community through starting two initiatives. One of the larger initiatives created in the Resurrection community was the Gift of Life Project, founded by Abby Barbosa. Inspired by her father's kidney transplant, Abby began this project to help spread awareness about organ donation and its growing need across Canada. Abby has been working perpetually to spread the word of her project across Ontario and has even invited our WCDSB student trustees to be ambassadors for GOL. On a smaller scale, Resurrection also just started an interclub council to help form better connections between the student council and the various clubs at the school. Resurrection is looking to use this link to help plan events and obtain a more diverse understanding of what is occurring in their school community.

On the other hand, Monsignor Doyle used these opportunities to bring awareness to the current prevalent climate crisis. Monsignor Doyle hosted a Walk To School Day on October 4 with the goal of encouraging students and staff alike to reduce carbon emissions often created from driving to school. In order to achieve this goal, this activity was advertised beforehand and prizes, such as neon dance tickets for spirit week, were used as an incentive to get more students to walk. On Walk To School Day, the Eco-Schools student council representative and the Eco-Schools Committee set up booths at the main entrances to acknowledge the students who walked to school that day.

Within the St. Benedict's community, there was a strong focus on the importance of mental health. St. Benedict's dedicated a week to highlight how students can ensure their mental health remains a priority in both their academic and extracurricular lives. The student council hosted many events such as a distress room where students could make bracelets and listen to calming music. Resourceful posters were also posted around school outlining the various support contacts available.

This month, St. Benedict's also hosted their first Terry Fox run! Unlike the other schools in the board, St. Benedict's was unable to host this event in September so they opted for October 8 instead. The event was run by their Athletic Leadership class and it was a great success. Approximately 300 students participated in the run and as a group, they raised just under \$1000. They were extremely happy with the results of this event and are hoping to continue to grow it over the years to come.

St. Benedict's additionally hosted their fall vendors market this month. This event took place on the first and second floor of the atrium which allowed the community to come and check out the various vendors. Some of St. Benedict's clubs used the vendor's market as an opportunity to raise money for their personal initiatives. The Dominican Experience students hosted a bake sale to help cover the costs of their trip to the Dominican Republic. Operation Smile, a project brought to the school by one of St. Benedict's Co-Presidents, Savannah Danayan, also set up a raffle table to raise money for the surgeries given to children with cleft conditions. Food trucks were present as well.

Each school also held parent/teachers interviews this month. Parent/teacher interviews are seen as a great way to help parents feel more involved in their child's academic life both in and outside of the classroom. As a result, students were encouraged to attend. Students were also encouraged to attend the coffee house hosted at their home school. Various talents from across the student body exhibited their skills in the arts through singing, dancing, and more. Each coffee house had an awesome turnout and they were well received.



Date: October 28, 2019
To: Board of Trustees
From: Chair of the Board
Subject: Chair's Report for October 2019

Type of Report: ☒ Incidental Information
Type of Information: ☒ Information only of the activities of the Board 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

Background/Comments:

The following are highlights of the chair's activity during the month of October 2019

- Attended information presentation and tour of the Consumption Treatment Site (CTS) at 150 Duke Street, Kitchener with Trustee Van Alphen and Trustee Schmalz (Oct. 2)
- Attended presentation by KW Counselling Services about Supporting LGBTQ2+ Students Success in Schools with Trustee Van Alphen (Oct. 8)
- Attended FACE Meeting (Oct 9)
- Attended OCSTA conference call with Director Notten (Oct. 9)
- Attended presentation and tour of St. Benedict's Manufacturing Centre which provided an overview of the Engineering Certificate Program (ECP) which is enhancing student's pathway into the field of manufacturing, MPP Harris and a representative from MPP Karahalios were present along Director Notten and Trustee Da Silva (Oct 17)
- Governance Meeting (Oct 22)
- Pastoral Care Retreat (Oct. 29)
- Attending Lecture by Jean Paul Gladu, President and CEO of Canadian Council for Aboriginal Business (CCAB) on the theme of Economic Reconciliation in Canada. (Oct. 30)

Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: Bill Conway
Chair of the Board

*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."





Ontario Catholic School
Trustees' Association

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20 Eglinton Avenue West
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ocsta@ocsta.on.ca www.ocsta.on.ca

Beverley Eckensweiler, *President*
Michelle Griepsma, *Vice President*
Nick Milanetti, *Executive Director*

October 2, 2019

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

CC: Board Secretaries and Administrative Assistants
- All Catholic District School Boards

FROM: Margaret Binns, Director of Administrative Services

RE: **2020 OCSTA Trustee Award of Merit**

Boards or individual trustee members are encouraged to submit nominations for the 2020 OCSTA Trustee Award of Merit. This award recognizes current and former Catholic trustees who have rendered exceptional service to Catholic education over the years.

The recipient(s) of the Trustee Award of Merit will be honoured during the Annual Dinner on Friday, May 1, as part of the 2020 AGM & Conference.

Please see the attached guidelines and nomination form, as well as a list of past recipients of this award.

**The deadline for receipt
of nominations in the OCSTA office is
12:00 p.m. EST, Friday, January 17, 2020.**

OCSTA Trustee Award of Merit: Guidelines

NOMINATION ELIGIBILITY

- Only current and former Ontario Catholic school trustees are eligible to receive this award.
- Nominations may be made by OCSTA member boards or individual trustees.
- A trustee may nominate another current or former trustee who is not from his or her own board.
- Current members of the OCSTA Board of Directors are not eligible to receive this award.

EVALUATION CRITERIA

This award is given to current and former trustees who have demonstrated one or more of the following three criteria, given a weighted value in points totalling 100:

- The nominee has made a significant contribution to the Catholic education community while serving as a Catholic trustee. (50 points)
- The nominee has strong Catholic leadership qualities and gives witness to their faith commitment. (30 points)
- The nominee has served as a Catholic trustee for a significant period of time. Although this award is not a reward for long-term service, length of service will be taken into account. (20 points)

PROCESS

- Up to three awards may be presented in any given year.
- All nominations will be reviewed, and the winner of the Award announced, at the February Board of Directors' meeting.
- For information purposes, a list of past winners will be provided to the OCSTA Board of Directors (included in this package).
- The presentation of the Award will take place at OCSTA's Annual General Meeting & Conference.
- OCSTA will reimburse each award recipient, plus one guest, for reasonable combined travel expenses up to \$1,000 and one hotel night to attend the Awards Ceremony and Annual Dinner at the Annual General Meeting & Conference. In lieu of travel, an option for videoconferencing or taped message may be provided.

NOMINATION FORMAT

- Nominations must be preceded by the Nomination Cover Sheet and submitted using the three sheets following it, each headed by one of the criteria (please see below).
- The response in support of the nominee for each of the three criteria must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered.
- Within the prescribed length, please provide sufficient information about the nominee to permit the Board of Directors to make an informed choice.
- Submissions must be clearly legible.

SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email to Marie Palombi at mpalombi@ocsta.on.ca, or by mail, courier, or fax (416-932-9459).
- The deadline for the receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 17, 2020**. The deadline is firm and will not be extended.

“To their Catholic school trustees, families entrust hundreds of thousands of human lives with the capability, the possibility, and finally the promise of achieving human greatness. It is these small, fragile and ultimately marvellous lives that you as a trustee are called to serve.”

BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)

Nomination Cover Sheet

OCSTA Trustee Award of Merit

Name of Nominee: _____

Nominated by: _____

Board: _____

Contact Person: _____

Telephone #: _____

Email: _____

Please provide details of the nominee's contributions to the Catholic education community that, in your opinion, exceed the community's expectations of a Catholic trustee. (50 points)

Please provide details of how this nominee's strong Catholic leadership qualities exemplify his/her faith commitment. (30 points)

The term of service will be taken into consideration. How long has the nominee served as a trustee? What positions has he/she held? (20 points)



Ontario Catholic School
Trustees' Association

OCSTA Award of Merit Recipients Since 1974 to Present

YEAR	RECIPIENT
2019	Vikki Dupuis , Trustee, Wellington CDSB Anne-Marie Fitzgerald , Northwest CDSB
2018	John Curry , Trustee, Ottawa CSB
2017	Andy Bray , Vice Chair, Renfrew County CSB
2016	Norm Bethune , Vice Chair, Bruce-Grey CDSB
2015	Wilf Garrah , Former Trustee, Algonquin & Lakeshore CDSB
2014	John Grisé , Former Trustee, Simcoe-Muskoka CDSB
2013	Gerald Beerkens , Huron-Superior CDSB Betty-Ann Kealey , Ottawa CSB
2012	Mike Favreau , Kenora CDSB
2011	Bernard Murray , Huron-Perth CDSB
2010	Ronald Eamer , CDSB of Eastern Ontario Alice Anne LeMay , Halton CDSB
2009	Kathy Ablett , Ottawa CSB
2008	Ron Marcy , Huron-Perth CDSB Ken Adamson , Dufferin-Peel CDSB Donald Clune , Toronto CDSB
2007	Louise Ervin , Waterloo CDSB
2006	Joe Corey , Durham CDSB Barbara McCool , Nipissing Parry Sound CDSB Ed McMahon , Toronto CDSB
2005	Philip Colosimo , Thunder Bay CDSB Regis O'Connor , Huron Superior CDSB Ed Viana , Halton CDSB
2004	Patrick Daly , Hamilton-Wentworth CDSB
2003	Dave McCann , Kenora CDSB
2002	Donald Sunstrum , Huron-Superior CDSB
2001	Patrick Meany , Dufferin-Peel CDSB

2000	A. J. M. (Art) Lamarche , Ottawa-Carleton CDSB
1999	Robert Hubbard , St. Clair CDSB Joseph Kraemer , London DSCB
1998	Jacqueline Legendre-McGuinty , Ottawa-Carleton RCSS Board Tina Rotondi-Molinari , York Region County RCSS Board Donald Schrenk , Halton County RCSS Board
1997	Mary Hendriks , Lincoln County RCSS Board Rev. Tom Day , Metropolitan Separate School Board
1996	Monsignor Edward Boehler , Metropolitan Separate School Board Michael Kelly , Ottawa RCSS Board Ray Voll , Waterloo Region RCSS Board
1995	Fr. Carl J. Matthews , Metropolitan Separate School Board John Shrader , London & Middlesex County RCSS Board
1994	James V. Sherlock , Halton County RCSS Board Mary O. O'Connor , Kirkland Lake-Timiskaming District RCSS Board Roberta B. Anderson , Ottawa RCSS Board
1993	Jim Carpenter , London & Middlesex County RCSS Board Robert Flanagan , Welland County RCSS Board Paul Duggan , Metropolitan Separate School Board
1992	Dr. Angelo Albanese , Welland County RCSS Board Robert O'Brien , Halton County RCSS Board Charles (Chuck) Yates , Waterloo Region RCSS Board
1991	Joseph H. Duffey , Frontenac-Lennox & Addington County RCSS Board Bertram R. Garrett , Frontenac-Lennox & Addington County RCSS Board William J. Hillyer , Bruce-Grey County RCSS Board
1990	Robert Hall , Dufferin-Peel County RCSS Board Lillian O'Connor , Hastings-Prince Edward County RCSS Board Ferbie St. Cyr , Kirkland Lake & Timiskaming District RCSS Board
1989	Martha Joyce , London-Middlesex County RCSS Board Angus MacLellan , Dryden District RCSS Board
1988	Kathleen Nolan , Hamilton-Wentworth County RCSS Board Cecil Poirier , Kenora District RCSS Board William Winters , Renfrew County RCSS Board
1987	Gerry Meehan , Dufferin-Peel RCSS Board

1986	Rev. Raymond Durocher, O.M.I. , Metropolitan Separate School Board Frank Furlong , Waterloo Region RCSS Board John Hourigan , Wellington County RCSS Board James Jordan , Lanark, Leeds & Grenville County RCSS Board Dr. N. A. Mancini , Hamilton-Wentworth County RCSS Board B. E. Nelligan , Metropolitan Separate School Board Pat Whelan , Lincoln County RCSS Board
1985	Betty Biss , Dufferin-Peel RCSS Board Rev. Patrick H. Fogarty , Metropolitan Separate School Board T. T. Joyce , York Region County RCSS Board Phil McAllister , Metropolitan Separate School Board Chris Asseff , Lakehead District RCSS Board
1984	Gerald E. Dwyer , Windsor-Essex County RCSS Board Frank E. Shine , Durham Region RCSS Board Archbishop J.L. Wilhelm , Frontenac-Lennox & Addington County RCSS Board Archbishop Philip F. Pocock , Metropolitan Separate School Board
1983	Lorne Charbonneau , Kirkland Lake & Timiskaming District RCSS Board A.F. (Al) Dunn , Elgin County RCSS Board C.F. Gilhooly , Ottawa RCSS Board Carl Mundy , Lambton County RCSS Board
1982	Sr. Emeline Forbes , Windsor-Essex County RCSS Board Rev. Ken A. Burns , Welland County RCSS Board Mary Cowley , Lambton County RCSS Board Joseph Hugel , Dufferin-Peel RCSS Board Monsignor Percy Johnson , Metropolitan Separate School Board Rev. Cornelius Siegfried , Waterloo Region RCSS Board Les Silaj , North Shore District RCSS Board
1981	Aime Arvisais , Ottawa RCSS Board John Trepanier , Brant, Haldimand & Norfolk County RCSS Board Janis Bunkis , North of Superior District RCSS Board Rev. L.P. Casartelli , Hastings-Prince Edward County RCSS Board Dr. Joseph W. Fyfe , Sudbury District RCSS Board Albert (Al) Klein, Q.C. , Nipissing District RCSS Board
1980	Almon Doolan , Frontenac-Lennox & Addington County RCSS Board John Pearson , Lincoln County RCSS Board Alexander Kuska , Welland County RCSS Board
1979	Rev. Blake Ryan , Wellington County RCSS Board

	Nicholas Marino , Lincoln County RCSS Board Rita Desjardins , Ottawa RCSS Board A.C. Thompson , Dufferin-Peel RCSS Board Rosario Paquet , Nipissing District RCSS Board Robert Butler , Huron-Perth County RCSS Board
1978	Monsignor Charles Colgan , Hamilton-Wentworth County RCSS Board Dr. John Andrachuk , Metropolitan Separate School Board Jean Paul Parent , Cochrane-Iroquois Falls, Black River-Matheson District RCSS Board Daniel Murawksy , Waterloo Region RCSS Board Sylvia Brown , Windsor-Essex County RCSS Board Eugene Jacobs , York Region RCSS Board Dr. Bernard Nolan , Windsor-Essex County RCSS Board
1977	Edward J. Brisbois , Metropolitan Separate School Board James Copeland , London & Middlesex County RCSS Board Eileen Coombs , London & Middlesex County RCSS Board Sr. Bernadette Boivin , Kirkland Lake-Timiskaming District RCSS Board Joseph Donihee , Frontenac-Lennox & Addington County RCSS Board John Johnson , Windsor-Essex County RCSS Board Morgan O'Connor , Durham Region RCSS Board Monsignor Delaney , Lincoln County RCSS Board Rev. Francis Grant , Peterborough Victoria Northumberland & Newcastle County RCSS Board Rev. Bernard Cox , Hamilton-Wentworth County RCSS Board
1976	Joseph Gruzleski , Wellington County RCSS Board Joseph Mahoney , Lakehead District RCSS Board Millard McGill , Bruce-Grey County RCSS Board
1975	George Charron , Lincoln County RCSS Board J. Lamarche , Frontenac-Lennox & Addington County RCSS Board
1974	T. Meyers , Hamilton-Wentworth County RCSS Board T. Melady , Metropolitan Separate School Board A. Eastdaile , London-Middlesex County RCSS Board

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Ontario Catholic School
Trustees' Association

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Beverley Eckensweiler, *President*
Michelle Griepsma, *Vice President*
Nick Milanetti, *Executive Director*

October 9, 2019

MEMORANDUM

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

FROM: Stephen Andrews, Director of Legislative & Political Affairs

SUBJECT: Education Development Charges: Regulations Regarding Land Acquisition Submission

Further to the Memorandum sent on August 26, 2019 regarding the consultation regarding draft regulations being proposed under the Education Act that relate to education development charges (“EDCs”), please find attached the joint submission with the Ontario Association of School Business Officials. OCSTA, along with OASBO, the Ontario Public School Boards Association and the Ontario Catholic School Business Officials Association filed this submission with the Ministry of Education’s Capital Programs Branch on October 4, 2019.

Next Steps:

As you are aware, these draft regulations will have significant impacts on many EDC eligible boards. OCSTA will continue to advocate the concerns of our member boards over the coming weeks with senior officials within the Ministry of Education. OCSTA will also continue to discuss forthcoming guidelines with respect to EDCs with Ministry officials as well.

If you have any questions or concerns, please contact Dan Duszcyszyn at 519-835-0212 or email dduszcyszyn@ocsta.on.ca or myself at 416-932-9460 or email sandrews@ocsta.on.ca.



**Building your career in
Ontario's educational
system**

OASBO is a member-driven organization, committed to building Ontario's provincially-funded education system through strong and efficient administration.

L'OASBO est un organisme piloté par ses membres et engagé à bâtir le système d'éducation financé par la province de l'Ontario à l'aide d'une administration solide et efficace.

2019–2020 Board

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Steve Shaw
Toronto DSB

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Waterloo Catholic DSB

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Durham DSB

Scott A. Morrow
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Kelly Nuckowski
Thames Valley DSB

Andrew Seagram
Upper Grand DSB

Executive Director
Gerry Cullen

4 October 2019

Paul Bloye
Director, Capital Program Branch
Ministry of Education
315 Front Street West, 15th Floor
Toronto, Ontario
M7A 0B8
Paul.Bloye@ontario.ca

**RE: Education Development Charges and Notice by School
Boards Prior to Acquiring Land Proposed Regulations**

On August 23, 2019 proposal 19-EDU002 "Education Development Charges and Notice by School Boards Prior to Acquiring Land: Proposed Regulations" was posted for comment on the Regulatory Registry.

The proposed changes to the Ontario Regulation 20/98 (Education Development Charges - General) made under the Education Act relate to the calculation of Education Development Charges (EDCs) as well as other matters including alternative projects, restrictions on rate increases, notice provisions, calculations of existing capacity, exempted non-residential uses, accounting of holding students as well as notice to the Minister for approval to acquire or expropriate land.

The Ontario Association of School Business Officials (OASBO), together with the Council of Senior Business Officials (COSBO), the Ontario Association of Public School Boards (OPSBA), the Ontario Catholic School Trustees Association (OCSTA) and the Ontario Catholic School Business Officials Association (OCSBOA), have reviewed and respectfully submit the following comments for consideration by the Ministry of Education:

1. Rate Increase Restrictions

OASBO does not support the continued imposition of a restriction on EDC rate increases. There are a number of new tools which have been introduced that are intended to reduce Education Land Costs which may provide school boards and the land development industry with greater flexibility to address pupil accommodation needs.

Ongoing imposition of the rate increase restriction results in an artificially constrained charge which only defers the current cost of development to future generations of home buyers and will result in higher charges in the future.

In addition, these restrictions jeopardize the ability for school boards to collect funds, which may impact a board's ability to borrow funds, or may increase the cost of borrowing, contributing to an overall increase in net education land costs.

Analysis of only six EDC eligible boards indicates that due to the imposed caps, boards will collect \$93.3 million less than they are eligible to over the 15 year forecast term. Due to this shortfall, these six boards will have to borrow an additional \$231 million to ensure their ability to purchase school sites, which will be increasingly difficult as deficits continue to grow.

Without the ability to collect at the full eligibility calculated by a Background Study, we question what mechanism the Ministry will put in place to allow boards to purchase land when and where needed to address growth-related pupil accommodation needs. Moreover, as the cumulative shortfall in rate collections increases over the life of by-law, more clarification is needed on the mechanisms that will be introduced by the Ministry to offset the deficits.

The Bill 108 changes to the *Education Act* increased Ministry oversight over the EDC Background Study process and land purchases. The Minister's approval of the Background Study implies that there is knowledge of a board's needs and corresponding eligibility, therefore restricting collection means that despite demonstration of the need, boards may not be positioned to acquire land required to meet pupil accommodation obligations.

Recommendations:

- We request that if the Ministry retains rate increase restrictions, that a mechanism be added to the regulation to allow a Minister's exemption to increase the rate beyond the caps. Exemptions should be considered where a board is able to demonstrate circumstances which warrant relief from the cap.
- We also ask that the Ministry provide clarification of whether boards without a non-residential charge will be allowed to consider a future non-residential rate.

2. Notice of Public Meetings

There needs to be a comprehensive timeline identified with respect to the timing of discussions of Alternative Projects and Localized Education Development Agreements (LEDAs) as well as key milestones throughout the review process.

Notice of consideration of Alternative Projects 20-days prior to a public meeting, which typically occurs toward the latter half of a year-long review process, does not allow boards sufficient time to give appropriate consideration to alternatives, and draft Background Studies are usually already in the hands of Ministry staff by the time of the first public meeting. Further, proposals received late in the process may jeopardize a board's

ability to approve a new by-law before the lapsing date and by extension threaten the ability to continue to collect EDCs.

Introducing a notice of intent to renew a by-law together with notice of consideration of Alternative Projects and LEDAs at the outset of a process would allow boards the opportunity to consider options earlier in the review process. This earlier consultation can be based on boards' Long Term Accommodation Plans and Community Planning & Partnership Guideline work.

We expect that clarity will be provided by the Ministry if approval by the Minister is not granted, and how such an outcome will affect board approval timelines and by-law expiry.

Recommendations:

- That any future guidelines provide a detailed timeline for the review process to ensure sufficient time from the initiation of a review to replacement date of the by-law, and that any timelines specified by regulation ensure that the implications of amended timelines and additional obligations are fully considered.
- That given the increased complexity of the Background Studies and the potential for new by-law approvals to be delayed, that the Ministry consider introducing exemption powers that would allow the Minister to extend an in-effect by-law beyond its 5-year lifespan. This would avoid by-laws lapsing and boards not collecting charges, in the event of unforeseen circumstances having caused delay.

3. Existing School Space to be included in the calculation of EDCs

The timing of the Minister's approval needs to be clearly articulated in the regulation for boards to meet timelines associated with a by-law renewal. Submitting the rationale in the Background Study, at the end of the review process, is too late to make changes. Boards should have the ability to submit the rationale to support exemptions and expect a response from the Minister within a defined period of time, in order to avoid delay in recalculating capacities at the end of the review process.

Boards require clarity about where surplus pupil places can be used to accommodate growth, but also ensure that there is justification for where pupil places cannot be used to accommodate growth.

Clarification is also required with respect to the inclusion of the capacity of closed schools, where the Ministry has already removed this capacity from the board. At this time closed schools are not included in a board's capacity. Including closed schools may preclude a board from qualifying for EDCs, if based on the capacity of closed schools is to be considered as part of the eligibility trigger, notwithstanding that a board may have declared the site surplus and it is being used for alternate programs, or

regardless of the fact that new growth areas are far removed from areas of decline and surplus capacity.

Clarification is also required with respect to spaces leased or licensed to community partners and whether these spaces are to be considered in a board's capacity. An objective of the Ministry of Education's Community Planning and Partnership Guideline is to establish a process for boards to '*optimize the use of public assets*'. If required to include leased or licenced spaces as available capacity, boards may be negating the benefits of these partnerships.

Recommendations:

- Clarify where surplus pupil places can be used to accommodate growth, but also ensure that there is a rationale for where pupil places cannot be used to accommodate growth.
- Clarify the inclusion of the capacity of closed schools, where the Ministry has already removed this capacity from the board.
- Clarify the requirement where spaces leased or licensed to community partners and whether these spaces are to be considered in a board's capacity.

4. Changes to an Alternative Project

New Alternative Projects and LEDAs should not only form part of the Background Study review process, they should also be allowed to be considered through an amendment process. It is suggested that the consideration of Alternative Projects should be allowed at any time.

If an Alternative Project were endorsed by the Minister, and would result in a reduction in the eligible EDC charge, then the by-law could be amended to reflect the adjusted charge. This would ensure that for those projects that were not able to be fully costed and thoroughly vetted at the time of the Background Study are able to be brought forward to potentially reduce the charge.

If this flexibility is not afforded to boards, then Alternative Projects will be far less frequent and anticipated savings less attainable. Alternatively, boards would otherwise need to complete a new Background Study every time a savings opportunity presents itself, with no guarantee of success.

Recommendations:

- That new Alternative Projects and LEDAs should not only form part of the Background Study review process, they should also be allowed to be considered through an amendment process and allowed at any time.

5. Education Development Charge-Exempt Institutions

It is not clear from the consultation document when the additional exemptions may come into effect. Nor is it clear whether the intent is to

provide exemption to the list of users as non-residential exemptions or whether this may expand to include residential exemptions. Many of the listed institutions also develop residential units, as such without further detail it remains unclear whether there is an implied statutory residential exemption.

For example, retirement home units often include both cooking and washroom facilities within the unit and as such meet the definition of a “dwelling unit”. Accordingly, the units would be charged a residential EDC rate. Is it the Ministry’s intent to exempt these residential units from the residential EDC?

There is concern about the addition of Private Schools in the list of exempted institutional uses. Boards have the responsibility conveyed through the Community Planning and Partnership Guideline to consider partnerships with various institutional entities. However, there is an expressed restriction found in the Ministry’s guideline:

“Entities that provide competing education services such as tutoring services, JK-12 private schools or private colleges, and credit offering entities that are not government-funded, are not eligible partners.”

Accordingly, the exemption benefitting a competing educational service is inconsistent with the principle previously imposed on boards.

Recommendations:

- Clarify the timing of when additional exemptions will come into force.
- Clarify the exemption criteria in respect of residential and non-residential uses.
- Exclude private schools from the list of exempt institutional uses.

6. Holding Students

There is support for the expanded opportunity to capture pupils who are in temporary accommodation (i.e. portables) toward growth-related pupil place needs.

Timely provision of new pupil places to accommodate growth is critical to addressing these issues, but often is beyond the control of the Ministry and boards. Previous methodologies restricted this ability and placed boards at a disadvantage in meeting the accommodation needs of growing communities.

Recommendations:

- OASBO supports the expansion of criteria to include pupils in temporary accommodation in the calculation of growth-related needs of boards.



7. Notice to Acquire or Expropriate Site

Where the Minister is the approval authority for EDC Background Studies and therefore, approves the number of school sites required by a board, it remains unclear why additional authority is required to approve or refuse a land purchase. The approval of a Background Study implies that there is acceptance of a board's land needs, the associated costs and timing.

Given the potential of breach of contract related to agreements of purchase and sale already signed by boards, boards require the inclusion of transition provisions in regulation for any agreements signed before June 6, 2019, the date on which the revisions to section 195 came into effect.

A board may be required to enter into a binding agreement of purchase of sale with an extended closing date. The Ministry should recognize that the board will need to notify the Minister and the 60-day period will need to lapse before the board can sign the agreement. The regulation should permit this notification to occur even if it is well in advance of the anticipated closing date.

For greater clarity, providing a board with a notice only 60 days prior to closing, does not give it sufficient time to process the requirements previously agreed to in many purchase agreements.

Some boards have entered into, or will enter into agreements, which provide for the purchase price to be determined through the exchange of appraisals or other methods to determine the purchase price. When the board notifies the Minister that it wishes to enter into such an agreement or exercise an option in an agreement already signed, it may not know what the final price will be and will not be in a position to state what the maximum price could be. The same is true for sites acquired through expropriation. The Ministry's notification process must recognize this possible uncertainty as to purchase price and reflect the application of the *Expropriation Act*.

Recommendations:

- The regulation should include transition provisions for agreements executed prior to June 6, 2019.
- The regulation should permit the notification to the Minister prior to the anticipated closing date.
- Expand the 60 day closing period for a board's purchase agreements.
- The Ministry's notification process should be amended to recognize the uncertainty as to the final purchase price in various agreements and reflect the application of the *Expropriation Act*.



Summary:

Based on the foregoing, we respectfully request that OASBO's concerns and comments be considered in the drafting of modified regulation(s) and guidelines. OASBO, together with the other business and trustee associations, continue to welcome the opportunity to discuss these matters further on behalf of our EDC eligible and 72 member school boards. These organizations and members request an opportunity to review any further guidelines and draft regulations. Additional consultation would allow organizations and boards the opportunity to have an equal voice in these complex and significant changes to both the EDC guidelines and regulation(s) and site purchase procedures to ensure a workable outcome for both the Ministry and boards.

We appreciate the opportunity to provide this submission and are available at any time to begin the conversation: Virina Elgawly (Virina.Elgawly@wcdsb.ca), Chairperson and Jennifer Passy (Jennifer.Passy@ugdsb.on.ca), Planning Committee OASBO.

Yours truly,

Steve Shaw
President, OASBO

c: Gerry Cullen, Executive Director, OASBO
Corina March, Liaison Director, OASBO
Virina Elgawly, Planning Committee Chairperson, OASBO
Jennifer Passy, Planning Committee, OASBO

Board of Directors'

Highlights

OCTOBER 2019

HIGHLIGHTS:

AGM & Convention	1
Registration System	1
Government Relations	2
Toonies for Tuition	2
OIEC World Congress	3
Board Changes	3
Farewell	3
Future AGM Dates	3

AGM/Convention

The CCSTA Board of Directors' received the final report from the 2019 AGM/Convention held in Canmore, AB. The convention committee



REJOICING
IN GOD'S
CREATION

CÉLÉBRER LA
CRÉATION
DE DIEU

reported a profit of \$33,370. Two hundred and fourteen delegates attended the conference. The CCSTA board would like to once again thank the Alberta Catholic School Trustees' Association for hosting a great convention!

Planning for the 2020 AGM/Convention in Blue Mountain, ON is well underway, and it looks to be a very exciting conference. Information on registration will be sent out to our mailing list and posted on the CCSTA website in January.

Over the summer the board approved an application from Greater Saskatoon Catholic Schools to host the 2021 AGM/Convention in Saskatoon, SK.

Registration

cvent

CCSTA host boards have used RegOnline for the past two years to handle AGM/Convention registrations. CCSTA has signed a three year contract with Cvent Event Management system, which has recently replaced RegOnline. Cvent is a robust registration and event management system which should help further streamline the registration process.



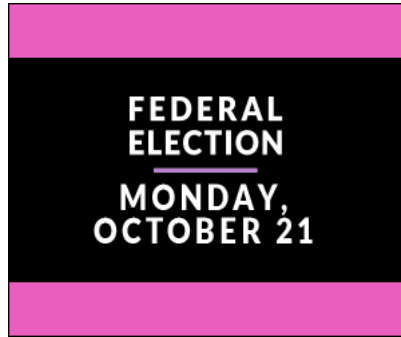
CANADIAN CATHOLIC SCHOOL TRUSTEES' ASSOCIATION
ASSOCIATION CANADIENNE DES COMMISSAIRES D'ÉCOLES CATHOLIQUES

“Enlivened by the Word of God and our tradition, we promote and protect the right to Catholic education in Canada. We speak as one.”



Visit the [CCSTA website](#) to add your e-mail address to our database.

Government Relations



With the Federal Election taking place October 21, CCSTA's annual Lobby Day will be held on February 4, 2020 in Ottawa, ON.

In May 2019, CCSTA sent letters of appreciation to MPs who had previously indicated their support for Catholic education. Immediately following the election, CCSTA will send congratulatory letters to all new Ministers and MPs. Trustees are encouraged to

meet with their MPs, and CCSTA would be pleased to provide any assistance required. Trustees are also asked to notify the [CCSTA office](#) with the names of any politicians that we should meet with during the February Lobby Day.

Toonies for Tuition

DONATE



CCSTA distributed \$117,000 this fall in tuition assistance, a 71% increase over the previous year. As expected, the requests continue to be greater than the money received.

To that end, CCSTA is working on a promotional video, with the assistance of the Ottawa Catholic School Board. A draft of the video will be reviewed at the February board meeting, with a reveal at the 2020 AGM.

CCSTA will also be reviewing donation process, with the hopes of adding more on-line donation options in the future. Details will be posted on the CCSTA website when available.

FOLLOW US ON



OIEC World Congress



Marino Gazzola, Past President and Julian Hanlon, Executive Director, attended the Catholic International Education Office (OIEC) World Congress on Catholic Education in New York this past June. The event provided the opportunity to share and connect and celebrate Catholic education.

Vivifiés par la parole de Dieu et notre tradition, nous veillons à promouvoir et à protéger le droit à l'éducation catholique au Canada. Nous parlons d'une même voix.



Board Changes

CCSTA welcomes Thomas Thomas (ON) back to the CCSTA Board.

**THOMAS THOMAS,
ONTARIO**



Farewell

Bon Fagan, Past President of CCSTA and 2015 Higgins Award winner, has stepped down as CCSTA's representative for the Atlantic Region (AR) after over fifty years of service to Catholic education in Canada. Mr. Fagan will be dearly missed, but we all wish him the best in his much deserved retirement.. CCSTA's AR Director, Catherine Burnham, will be stepping into this new role, as well as her current role on the board.

BON FAGAN

Future AGM/Convention Dates



Blue Mountain, ON - June 4 - 6, 2020

Saskatoon, SK - June 3-5, 2021

FOLLOW US ON





Ontario Catholic School
Trustees' Association

Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Beverley Eckensweiler, *President*
Michelle Griepsma, *Vice President*
Nick Milanetti, *Executive Director*

May 6, 2019

MEMORANDUM

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

FROM: Nick Milanetti, Executive Director

SUBJECT: 2020 AGM Resolutions

PLEASE REVIEW THIS INFORMATION AT A MEETING OF YOUR BOARD

The study and processing of resolutions is one of the fundamental responsibilities of OCSTA. The resolution process provides member boards with the opportunity to shape the work of the Association by bringing important issues which have provincial implications to the attention of all trustees in the province. Delegates will consider and vote on all resolutions received from OCSTA members.

During the year, important issues of a provincial nature that arise at the board level may be used to develop resolutions for OCSTA. Resolutions may be submitted at any time up until the deadline of *January 31, 2020*.

Attachments

- *Guidelines*
- *Template*
- *Explanation of Committee Recommendations & Resolution Procedures*
- *OCSTA Mission, Vision, Strategic Priorities*
- *Chart of 2019 Resolutions with AGM Decisions*
- *Related By-Law Section 5.9 (Resolutions)*



Ontario Catholic School
Trustees' Association

Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to shape the work of the Association by addressing problems, solutions or concerns, which affect Catholic education in Ontario. **A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.**

- A. **All Resolutions will be reviewed by the Resolutions Committee and a Committee Recommendation will be added to each Resolution. Committee Recommendations will be guided by the following criteria.**

The resolution:

- a. Is in keeping with the Mission, Vision and Strategic Priorities of the Association.
- b. Is of a provincial nature and addresses an area of concern for the province's Catholic school boards is a matter that requires attention or action.
- c. Is written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Is accompanied by substantiated rationale.
- e. Does not deal with education funding issues.
 - OCSTA addresses education funding issues in the Annual Finance Brief to the Minister and submission to the yearly Pre-Budget Consultation. Boards are encouraged to submit education funding issues requiring Association action and advocacy **by the middle of October.**

B. **Steps in Preparing a Resolution**

1. Review the Mission, Vision and Strategic Priorities of OCSTA.
2. Identify the concern. Be sure the concern is a matter of **province-wide** scope.
3. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
4. Write the resolution in the following proposed format taking care to ensure that:
 - a. Each "*Whereas*" is accompanied by adequate background material.
 - b. The "*Therefore be it Resolved*" directs OCSTA to take specific action.

C. **Writing A Resolution**

Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word “WHEREAS”.

2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble. If more than one action is being recommended, the “Therefore be It Resolved” portion should be divided into a), b), c), etc.

3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]
[Seconder’s Name]
[Board Name]
[Topic]

D. Submission Deadline Date

The **final** deadline date for receipt of resolutions in the OCSTA office is **12:00 p.m. EST, January 31, 2020**. We encourage boards to submit their resolutions at any time from May to January by email to Connie Araujo-De Melo at cdemelo@ocsta.on.ca.

E. Regulations

Please see the attached current regulations regarding submission and presentation of resolutions at the AGM.

These guidelines, the enclosed template and the resolution session procedures are provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.

Template

Please **do not use** tables, text boxes or any type of graphic or letterhead. The type of font to be used in this document is **Times New Roman 12pt**.

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

Moved by: [Mover's Name] [Board Name]

Seconded by: [Seconder's Name]

Topic: [e.g. Vacancies on School Boards]

Whereas: from time to time a vacancy occurs in the office of a member of the board;
and

Whereas: according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

Whereas: boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

Whereas: the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

Whereas: the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

Therefore be it Resolved that:

OCSTA petition the Ministry of Education to review the section of the *Education Act* which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

*If you have any questions regarding this template please contact **Connie Araujo-De Melo** either by telephone at 416-932-9460 ext. 226 or by e-mail at cdemelo@ocsta.on.ca.*

Explanation of Committee Recommendations & Resolution Session Procedures

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

Explanation of Committee Recommendations

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

- i. **Approve**
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the committee for appropriate implementation.**
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the committee for study.**
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not approve**
No action will be taken.
- v. **No recommendation**
The committee is not making any recommendation with respect to the resolution.
- vi. **No action required**
The intent of the resolution has been met. No further action will be taken.

Resolution Session Procedures

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

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

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

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

Note Re Quorum: *Quorum for the transaction of business at any meeting of the Members shall require the presence in person or by proxy of not less than a total of forty (40) current Members.*

Grouped Resolutions

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

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

Resolutions Handled Individually

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

A. Resolutions with committee recommendations

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
 - ☐ the chair will call for the sponsoring board to move and second **the committee recommendation;**
 - ☐ delegates will speak to the committee recommendation;
 - ☐ delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
 - ☐ the chair will call for the sponsoring board to move their **original resolution;**
 - ☐ delegates will speak to the resolution;
 - ☐ delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:
 - ☐ the chair will call for the sponsoring board to move their **original resolution;**
 - ☐ delegates will speak to the resolution;
 - ☐ delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

C. Amendments from the Floor

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

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

If the amendment is defeated:

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

D. Members’ Discussion Rights

Under Article 5.11 (*Members Discussion Rights*), a Member may raise a matter for discussion at the Annual General Meeting. Subject to the provisions in Articles 5.10.1 to 5.10.5, and 5.11, the item may be addressed, and may be referred to a committee of OCSTA for further consideration, but it shall not be put to a vote at the meeting at which it has been raised.

If the Member continues such discussion for three minutes or more, the Chair of the meeting may interrupt the Member and permit others to speak and/or make any subsidiary motion related thereto.

Revised May 1, 2019



Ontario Catholic School Trustees' Association

Our Mission

Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.

Our Vision

Ontario is enriched by a publicly funded Catholic education system governed by locally elected Catholic school trustees who serve with faith, commitment and compassion.

The Association's **Strategic Priorities** are as follows:

1. Enhance Political Advocacy for Catholic Education

- a. Strengthen current advocacy platform by building positive new relationships and reinforcing existing ones with groups like OAPCE, OCSOA, CWL, etc.
- b. Communicate and promote current messages about the value of Catholic education to our key target audiences: parents, students, politicians, teachers, alumni, parishioners, etc.

2. Engage Trustees in an Enriched Development Program

- a. Assess the current needs and interests of members to guide development of appropriate programming.
- b. Ensure OCSTA programing provides timely and relevant content to support trustees in their roles as advocates and spokespersons for Catholic education.

3. Manage Human and Fiscal Resources to Effectively meet Changing Needs

- a. Align the work of committees, staff and fiscal resources behind structures and initiatives that support the association's three key priorities.
- b. Ensure OCSTA is structurally aligned to successfully fulfill its role as the legislated Employer Bargaining Agent for all of Ontario's English Catholic District School Boards.

PROMOTING AND PROTECTING CATHOLIC EDUCATION



2019 OCSTA Resolutions with AGM Decisions

	Board	Topic	AGM Decision
A-19	OCSTA Board	Amendment to the <i>"Amended and Restated By-law Number 2016-1, A By-law Relating Generally to the Conduct of Its Affairs"</i> ("OCSTA By-Law")	Approve
1.	Hamilton-Wentworth	Accuracy of Municipal Voter Lists	Approve
2.	Simcoe Muskoka	Property Tax – School Board Support	Approve
3.	Waterloo	Parent Reaching out Grants	Approve
4.	Dufferin-Peel	Funding for Retrofitting/Renovating Schools	Approve
5.	Dufferin-Peel	Funding for Students with Diverse Learning Needs, Including Special Education	Approve
6.	Simcoe Muskoka	Special Education	Approve
7.	Dufferin-Peel	Student Transportation Funding	Approve
8.	Dufferin-Peel	School Bus Driver Retention Concerns	Approve
9.	Ottawa	Equity Regarding System/Department Principals	Approve and refer to Labour Relations Committee
10.	Dufferin-Peel	Occasional Teacher Costs	Approve and refer to Labour Relations Committee
11.	Peterborough VNC	Cybersecurity in School Boards	Approve and refer to Political Advocacy Committee
12.	Simcoe Muskoka	Economic Realities with Capital Projects	Approve and refer to Political Advocacy Committee
13.	Dufferin-Peel	Parent Reaching Out (PRO) Grants	Approve and refer to Political Advocacy Committee
14.	Ottawa	Perceived threat to Security	Approve and refer to CETE
15.	Dufferin-Peel	Daily Occasional Teacher Roster Caps <i>Same resolution was considered at 2018 AGM. It was received and referred to Labour Relations Committee.</i>	Receive and refer to Labour Relations Committee
16.	Dufferin-Peel	Hard Caps in Kindergarten Classes	Receive and refer to Labour Relations Committee
17.	Northwest	Regulation 274 Fair Hiring Practice	Receive and refer to Labour Relations Committee
18.	Dufferin-Peel	Ontario Regulation 274/12 Hiring Practices	Receive and refer to Labour Relations Committee
19.	Dufferin-Peel	Qualified French Teacher Recruitment & Retention	Receive and refer to Labour Relations Committee
20.	Dufferin-Peel	Support Staff Recruitment and Retention	Receive and refer to Labour Relations Committee
21.	Simcoe Muskoka	Chronic Shortage of Occasional Staff for Teachers, Early Childhood Educators and Educational Assistants, and Its Impact on Learning	Receive and refer to Labour Relations Committee
22.	Waterloo	Capital Priorities Program	Receive and refer to Political Advocacy Committee
23.	Dufferin-Peel	Air Conditioning in all Schools	Receive and refer to Political Advocacy Committee
24.	Waterloo	Renewal Funding for Administrative Buildings	Receive and refer to Political Advocacy Committee
25.	Waterloo	Green Investments	Receive and refer to Political Advocacy Committee
26.	Dufferin-Peel	Funding for Mathematics Courses	Receive and refer to Political

PROMOTING AND PROTECTING CATHOLIC EDUCATION



2019 OCSTA Resolutions with AGM Decisions

			Advocacy Committee
	Board	Topic	AGM Decision
27.	Dufferin-Peel	50 Day Limit Re-employment for Retired School Administrators	Receive and refer to Political Advocacy Committee
28.	Ottawa	Seat Belts on School Buses	Receive and refer to Political Advocacy Committee
29.	Simcoe Muskoka	Trustee Honorarium and Benefits	Receive and refer to Political Advocacy Committee
30.	Waterloo	Trustee Honoraria	Receive and refer to Political Advocacy Committee
31.	Simcoe Muskoka	Home, School, Church	Receive and refer to CETE
32.	Simcoe Muskoka	Global Warming – Climate Change	Receive and refer to CETE
33.	Ottawa	Use of word “Indian”	Receive and refer to CETE
34.	Toronto	Legal Defence Fund and Insurance for Individual Catholic School Trustees	1. Receive and refer to Budget & Human Resources Committee 2. Receive and refer to Political Advocacy Committee TIMELINE: Jan. 2020 Catholic Trustees Seminar
35.	Dufferin-Peel	Investigation of a new method of vote allocation at the Annual General Meeting of the Ontario Catholic School Trustees' Association (OCSTA)	Not Approve
36.	Toronto	Weighted Voting for the Annual General Meeting of the Ontario Catholic School Trustees' Association (OCSTA)	Not Approve

**Excerpt from
Ontario Catholic School Trustees' Association
General Working By-law 2019-01**

5. MEETINGS OF MEMBERS

5.9 Resolutions from CDSB's

Any CDSB may submit a Resolution for consideration at an Annual Meeting to address any challenge or opportunity which affects Catholic education in Ontario, subject to the following:

- 5.9.1 each such Resolution shall have been received at the Head Office of the Corporation not less than sixty (60) days prior to the date of the Annual Meeting;
- 5.9.2 each such Resolution shall have been considered and reported upon by a Committee of the Board, or by the Board of Directors;
- 5.9.3 each such Resolution shall be circulated among all CDSB's not less than thirty (30) days prior to the Annual Meeting;
- 5.9.4 each such Resolution shall be included in the notice of the Annual Meeting; and
- 5.9.5 no such resolution shall be acted upon unless approved by a majority of the votes cast at an Annual Meeting.

Template

Please **do not use** tables, text boxes or any type of graphic or letterhead. The type of font to be used in this document is **Times New Roman 12pt**.

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

Moved by: [Mover's Name] [Board Name]

Seconded by: [Seconder's Name]

Topic: [e.g. Vacancies on School Boards]

Whereas: from time to time a vacancy occurs in the office of a member of the board;
and

Whereas: according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

Whereas: boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

Whereas: the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

Whereas: the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

Therefore be it Resolved that:

OCSTA petition the Ministry of Education to review the section of the *Education Act* which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

If you have any questions regarding this template please contact Connie Araujo-De Melo either by telephone at 416-932-9460 ext. 226 or by e-mail at cdemelo@ocsta.on.ca.

Number: II 003
Subject: Board Job Description

Approval Date: September 29, 2008
Effective Date: September 29, 2008
Revised: April 26, 2010; January 30, 2012; February 26, 2018

Policy Statement:

The responsibility of the Board is to serve as trustees for the Catholic ratepayers of Waterloo Region in determining and ensuring appropriate organizational performance within the legal requirements of the Province of Ontario. The Board will plan and establish its priorities and the work to be completed at the first Committee of the Whole Board meeting of the new school year in September, concentrating its efforts on:

1. The link between the organization and the Catholic ratepayers of Waterloo Region.
2. Clarity of values and vision in written governing policies which, at the broadest levels of all organizational decisions and situations, address:
 - a. *Aims/Ends*: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which people and needs, at what cost)
 - b. *Governance Process*: Description of how the board conceives, carries out and monitors its own work
 - c. *Board-Director of Education Relationship*: Delegation of power and its proper use monitored; the Director of Education role, authority and accountability
 - d. *Executive Limitations*: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
3. The assurance of Director of Education performance as described in all board policies and detailed in legal responsibilities.
4. Advocacy for positive change to legislation and government policy that impact the organization.
5. Orientation of all new board members.



Date: **October 28, 2019**
To: Board of Trustees
From: **Melanie Van Alphen**
Subject: **Period Poverty in Ontario Schools** – Motion to the Board

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)

Not applicable

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

Executive Limitations IV 003 Treatment of Students

Alignment to the MYSP:

Building Capacity to Lead, Learn & Live Authentically

- Nurture the well being of all students and staff

Background/Comments:

Period poverty is a growing concern across Ontario and in Schools. There are many levels of Government tackling this issue and working to end the stigma around menstruation by providing solutions to support student health and well-being.

Research indicates 1 in 7 Canadian girls have missed school due lack of products. Providing free and accessible menstrual products to those who lack access will create a more equitable situation for students while positively supporting mental health and well-being.

I have provided the following points of information to support this motion:



Whereas: Board Policy II 002 Governing Style, section 4a states:

- In accordance with this discipline, the board will only allow itself to address a new topic within the context of a Board meeting after it has answered these questions:
 - What is the nature of the issue?
 - ii. What is the value that drives the concern?
 - iii. Is this a shared issue?
 - iv. Whose issue is this? Is it the boards or is it the CEO's?
 - v. Has the board dealt with this subject in policy? If so, what has been said? Does the board wish to change what it has already said?
 - vi. If the matter is several levels below board level, what is the broadest way to address the issue so that it is still under existing board policy? Is that policy sufficient to deal with the concern?

Whereas: By-law 3.17, Placing Matters on the Agenda states:

- No matter will be placed on the Agenda of a Meeting of the Board unless:
 - 3.17.1 with the majority affirmative votes of the Trustees present and eligible to vote on the matter;
 - 3.17.2 it is a matter that is part of the Board job description as outlined in Board policy and contained under the agenda headings outlined in Section 3.13 of the By-law;
 - 3.17.3 it is a Notice of Motion as prescribed in Section 4.1 of the By-law;
 - 3.17.4 it is a matter requested by a Trustee to be placed on the agenda after the Trustee has followed the Trustee Inquiry process outlined in Section 3.18 of the By-law.
 - 3.17.5 it is a matter that, in the opinion of the CEO or Chair, requires action by the Board as a matter of urgency; and

Whereas: Period Poverty occurs when there is a lack of access to menstrual products when needed. This is a growing concern within Ontario and in Schools. Providing free products in school washrooms will support student health and well-being; and

Whereas: Lack of access for students may lead to embarrassment when having to ask and may lead to missed days of school; and

Whereas: The WRDSB and the TDSB have recently approved motions to provide free menstrual products in every school ; and

Whereas: The B.C. Government has announced that all schools in the province must provide free tampons and pads to students in school washrooms by year's end; and

Whereas: MPP and Education Critic for the NDP, Marit Stiles has tabled a motion in the legislature to tackle the issues and stigma around menstruation in Ontario schools;



Recommendation:

The Board of Trustees place this matter of Period Poverty in Ontario schools on the agenda for the November 11, 2019 Committee of the Whole Board meeting as a discussion item.

Furthermore, The Board of Trustees request staff to prepare a report updating Trustees on how students experiencing Period Poverty are supported in our schools and what the plan is moving forward.

Prepared/Reviewed By: Melanie Van Alphen

*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."

