



## Board of Trustees' Board Meeting

**Date:** Monday, January 27, 2020

**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 2<sup>nd</sup> 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:			
1.5.1. Private, Private & Private, Private, Private meeting of January 13, 2020 regarding IT security & Human Resources Matters.	Board Chair		Approval
<b>2. Consent Agenda: Director of Education (e.g.: day –to – day operational matters from the Ministry of Education that the Board is required to do)</b>			
<b>3. Consent Agenda: Board (Minutes of meetings, staff report)</b>			

ITEM	Who	Agenda Section	Method & Outcome
3.1 Approval of Minutes of Regular and Special Meetings 3.1.1 Minutes of December 9, 2019- Board Meeting 3.2 Governance Minutes of January 14, 2020 3.3 SEAC Minutes of December 4, 2019 3.4 CPIC Minutes of November 20, 2019 3.5 St. John Boundary Review Update 3.6 Trustee Budget Update 3.7 Trustee Committee Assignments 2020	Trustees Governance Committee/Trustees Trustees Trustees Trustees Trustees	pp. 4-7 pp. 8-12 pp. 13-15 pp. 16-18 pp. 19-20 pp. 21 pp. 22	Approval Approval Information Information Information Information
<b>4. Delegations/Presentation</b>			
<b>5. Advice from the CEO</b>			
5.1 Director's Update 5.2 Strong Start Program 5.3 Update on Property Matters and Major Construction 5.4 2020-2021 Estimates Budget Plan	L. Notten J. Klein/C. Moffat S. Maharaj S. Maharaj	pp.23-25 pp.26-28 pp.29-32 pp.33-35	Information Information Information Approval
<b>6. Ownership Linkage (Communication with the External Environment)</b>			
<b>7. Reports from Board Committees/Task Forces</b>			
<b>8. Board Education (at the request of the Board)</b>			
8.1 Chair's Update 8.2 OCSTA/CCSTA Communications	Board Chair Board Chair	pp. 36 pp.37-53	Information Information
<b>9. Policy Discussion</b>			
<b>9.1 Recommendations from Governance Committee</b> 9.1.1 Governance Report 9.1.2 Board Policy II 006 – Celebration of Excellence 9.1.3 Board Policy II 011 - Student Representation on the 9.1.4 Board Policy II 012 - Student Trustee Role Description	Trustee Van Alphen Trustee Van Alphen Trustee Van Alphen Trustee Van Alphen	pp. 54-56 pp. 57-58 pp.59 pp. 60	Information Approval Approval Approval
<b>9.2 OCSTA Resolutions</b> 9.2.1 Regional Director Term Limit Resolution 9.2.2 TLLP Resolution 9.2.3 Summer Boost Resolution	Trustee Price Trustee Price Trustee Weiler	pp.61 pp.62 pp. 63	Approval Approval Approval
<b>10. Assurance of Successful Board Performance</b>			
10.1 Review of Board Policy 10.1.1 Board Policy II 006 - Celebration of Excellence Is There a Need to Review This Policy?	Trustee Price	pp.64	Approval
10.1 Review of Board Policy 10.1.1 Board Policy III 002 – Unity of Control Is There a Need to Review This Policy?	Board Chair	pp. 65	Approval
<b>11. Assurance of Successful Director of Education Performance</b>			
<b>11.1 Monitoring Reports &amp; Vote on Compliance</b>			
11.1 Board Policy IV 013 Leadership	J. Merkel	pp. 66-74	Approval

ITEM	Who	Agenda Section	Method & Outcome
<b>12. Potential Agenda Items/Trustee Inquiry Report (CEO)</b>			
12.1 Trustee Inquiry Report from the CEO 12.2 Shared concerns			
<b>13. Announcements</b>			
<b>13.1 Upcoming Meetings/Events</b> (all scheduled for the Catholic Education Centre unless otherwise indicated): •Jan 28: State of Region Luncheon •Jan 28: Audit Committee Meeting •Feb 10: Committee of the Whole •Feb 12: Boundary Review: Public Meeting #2 •Feb 19: Pastoral Plan (Gathered to Become) Launch •Feb 25: St. Benedict FOS Beacons of Hope •Feb 27: Monsignor Doyle FOS Beacons of Hope •Mar 10: St. Mary's FOS Beacons of Hope •Mar 12: Resurrection FOS Beacons of Hope •Mar 26: St. David FOS Beacons of Hope •Mar 26: CEC Blessing •Mar 31: St. Louis Beacons of Hope •April 28: Staff Recognition * <i>New date</i>			
<b>13.2 Pending Items:</b> <b>13.3 Pending Items for OCSTA Consideration</b>	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
<b>14. Items for the Next Meeting Agenda</b>	Trustees		
<b>15. Adjournment</b> <b>Confirm decisions made tonight</b>	Director of Education		
15.1 Confirm Decision made tonight 15.2 Move into Private, Private	Recording Secretary Trustees	--	Information Approval
<b>16. Closing Prayer</b>			
<b>17. Motion to Adjourn</b>	Board of Trustees	Motion	Approval

### ***CLOSING PRAYER***

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

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

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

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

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

Amen

## Board of Trustees' Board Meeting

A public meeting of the Board of Trustees was held on Monday, December 9<sup>th</sup>, 2019 at Catholic Education Centre.

### **Trustees Present:**

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

### **Student Trustees Present:**

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:**

Kevin Dupuis, Jason Connolly, Meghan Cymbron

### **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.

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

The Chair of the Board called the meeting to order at 6:00 p.m.

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

The meeting opened with prayer by Trustee Gravelle.

### **1.2 Territorial Acknowledgment**

The Territorial Acknowledgement was declared by Trustee Conway.

### **1.3 Approval of Agenda**

**2019-105 -- It was moved by Trustee Weiler seconded by Trustee Schmalz:**

**THAT the agenda for Monday, December 9<sup>th</sup>, 2019 be now approved. --- Carried by *consensus*.**

### **1.4 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:

2019-106 -- It was moved by Trustee Price seconded by Trustee da Silva:

That the Items for Action regarding:

- Private, Private meeting of November 25, 2019 regarding HRS and IT matters
  - Private, Private, Private meeting of November 25, 2019 regarding Human Resource matters
  - Private, Private meeting of December 2nd, 2019 regarding Human Resource matters and IT Matters
- 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 November 25, 2019 - Board Meeting

#### 3.1.2 Minutes of December 2, 2019 – Board meeting

### 3.2 Human Resource Services Update

### 3.3 SEAC Minutes of October 2, 2019

### 3.4 CPIC Minutes of September 24, 2019

### 3.5 St. John Boundary Review – December update

2019-107- It was moved by Trustee Weiler and seconded by Trustee Van Alphen:

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

## 4 Delegations

## 5 Advice from the CEO

### 5.1 FSL Program Update

Superintendent Klein provided a brief introduction to the FSL Program update and introduced Jennifer Kruithof, FSL Consultant. Mrs. Kruithof updated the Trustees on the Core French Program, Intensive French Program, AP French and French Immersion Program. Challenges, great moments and looking ahead were discussed.

Trustees asked clarifying questions and provided feedback.

### 5.2 Well Being Plan – Equity Action Plan

Superintendent Olson provided the Board of Trustees with an update on the Well Being Equity Action Plan and the work of the Equity, Diversity and Learning (EDL) Committee. Guiding principals were discussed along with four priority areas of the Ontario Education Equity Action Plan including:

- School and classroom practices,
- Leadership, governance and human resource practices,
- Data collection, integration and reporting, and
- Organizational culture change.

Trustees asked clarifying questions and provided feedback.

### 5.3 Revised Estimates Report

Superintendent Maharaj provided the Board of Trustees with report on revised estimates and the impacts on approved budget. Data was presented and discussed.

#### **5.4 Annual Report on Surpluses**

Superintendent Maharaj provided the Board of Trustees with the annual report on accumulated surpluses. Balances were discussed along with recommendations.

**2019-108- It was moved by Trustee da Silva and seconded by Trustee Van Alphen:**

**1. That the CEO be given permission to use up to \$460,191 from the WSIB surplus to service WSIB related costs.**

**2019-109- It was moved by Trustee Weiler Tracy and seconded by Trustee Schmalz Brian :**

**2. That the CEO be given permission to use up to \$700,000 from the Technology Renewal surplus to support investment into IT infrastructure.**

**2019-110- It was moved by Trustee Price Wendy and seconded by Trustee Van Alphen Melanie :**

**3. That the CEO be given permission to use up to \$1,075,688 from the Early Learning Resources surplus to purchase resources and support staffing costs as needed.**

**2019-111- It was moved by Trustee Weiler Tracey and seconded by Trustee Greaville :**

**4. That the CEO be given permission to use up to \$715,385 from the Administrative Capital surplus to renovate Board Administrative buildings.**

**--- Carried by consensus.**

**2019-112- It was moved by Trustee Schmalz Brian and seconded by Trustee Price :**

**5. That the CEO be given permission to use up to \$33,421 from the Local Priority Fund surplus to offset related costs.**

**--- Carried by consensus.**

#### **5.5 Director's Annual Report**

Director Notten revealed the Director's Annual Report for the 2018-19 school year in both print and electronic version. Both strong and improved gains against virtually all of our stated goals were noted in the report. Events, highlights and successes were discussed.

Trustees provided feedback including the high quality in both print and web version.

**2019-113- It was moved by Trustee Weiler and seconded by Trustee da Silva :**

**That the Board accept this report indicating compliance with our obligations under Section 282(3) of The Education Act.**

**--- 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 provided highlights and notable events from the Month of December.

#### **8.2 OCSTA/CCSTA Communications**

Trustees reviewed OCSTA Communications.

### **9 Policy Discussion**

## **10 Assurance of Successful Board Performance**

### **10.1 Review of Board Policy**

#### **10.1.1 Board Policy Board Policy I 001 Ends - Broad Policy Provision**

Trustees confirmed compliance and that there is no need to review the policy.

2019-114 -- It was moved by Trustee Schmlaz and seconded by Trustee Price:

**THAT the Board of Trustees reviewed Board Policy Board Policy I 001 Ends - Broad Policy Provision and find that the Board is in compliance. --- Carried by consensus**

#### **10.1.2 Board Policy II 005 Consultation**

Trustees confirmed compliance and that there is no need to review the policy.

2019-115 -- It was moved by Trustee Reitzel and seconded by Trustee Van Alphen:

**THAT the Board of Trustees reviewed Board Policy II 005 Consultation and find that the Board is in compliance. --- Carried by consensus**

## **11 Assurance of Successful Director of Education Performance**

### **11.1 Monitoring Reports & Vote on Compliance**

## **12 Potential Agenda Items**

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

### **12.2 Shared Concerns**

## **13 Announcements**

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

Upcoming events were discussed.

### **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**

2019-116 - It was moved by Trustee Van Alphen and seconded by Trustee da Silva:

**THAT the Board of Trustees' move into Private, Private at 7:36 p.m. --- Carried by consensus**

## **16 Closing Prayer**

## **17 Motion to Adjourn**

2019-119 It was moved by Trustee Gravelle and seconded by Trustee da Silva:

**THAT the meeting be now adjourned. The meeting was adjourned by consensus at 9:00 p.m.**

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Chair of the Board

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Secretary



## Governance Committee Meeting Minutes

<b>Date:</b>	Tuesday, January 14, 2020
<b>Time:</b>	5:00 p.m.
<b>Location:</b>	Director's Meeting Room - CEC
<b>Next Meeting Date(s):</b>	March 2 <sup>nd</sup> , 2020 & June 8 <sup>th</sup> , 2020
<p><b>Committee Members:</b> Bill Conway, Greg Reitzel, Brian Schmalz, Melanie Van Alphen (Chair)</p> <p><b>Administrative Officials:</b> Loretta Notten</p> <p><b>Regrets:</b> None</p>	

### 1. Welcome and Opening Prayer

### 2. Approval of Agenda

**Moved: Greg Reitzel**

**Second: Bill Conway**

**Carried by consensus**

### 3. Declared Pecuniary Interest

None.

### 4. Approval of the Minutes of October 22, 2019

**Moved: Brian Schmalz**

**Second: Bill Conway**

**Carried by consensus**

### 5. Discussion Items

#### **5.1 Review Board Policy Number: II 006 Celebration of Excellence**

Chair Van Alphen reviewed minutes in relation to II 006 from October 22<sup>nd</sup>, 2019. Committee agreed that the minutes correctly captured the committee's intent with the following addition: With the application, ensure a statement that indicates: *Please share how the candidate exemplifies one or more of the Catholic Graduate Expectations.*

#### **5.2 Review Board Policy II 011 Student Representation on the Board**

Committee discussed how much detail to include in the policy document. Director cautioned how detailed a policy should be and whether an appendix with procedure is not more appropriate.

Committee further discussed whether the reference to the newly proposed "2 (d)" regarding exceptional pupil in Special Education for whom the Board has reduced the length of the instructional program. Final decision was to leave it out.

The following edits were also recommended:

- Amend the policy statement to read: As per The Education Act, reg 7/07 it is the policy of the Waterloo Catholic District School...
- Took out the proposed edit to comment 1 – re length of term.
- Take out the proposed addition of comment 3 and 4.
- Split comment 5 – to be new comment 3 and 4.





- Proposed comment 6 remains as new comment 5.
- Take out proposed comment 7.
- Take out proposed comment 8 (e).

**Motion: That Governance bring to Board the recommendation that the newly revised Board Policy II 011 Student Representation on the Board.**

**Moved: Greg Reitzel**

**Seconded: Brian Schmalz**

**Carried by consensus**

### **5.3 Review Board Policy II 012 Student Trustee Role Description**

Committee reviewed and discussed recommendations brought forth by Chair Van Alphen. The following was discussed:

- Proposed edit to comment #1 – decision to leave as was. Also removed the commentary in relation to Transportation.
- Proposed edit to comment #4 – decision to leave as was.
- Proposed revision / addition of new comment #5 - removed
- Proposed revision / addition of new comment #6 – removed
- Proposed revision / addition of new comment #9 – removed
- Proposed revision / addition of new comment #11 – removed
- Proposed new wording of old #9 – leave as is (no edit)
- Amend the policy statement to read: As per The Education Act, reg 7/07 and this policy, the position of Student Trustee of the Waterloo Catholic District School Board has...

**Motion: Governance recommend to the Board of Trustees the newly revised II 012 in relation to Student Representation on the Board.**

**Moved: Bill Conway**

**Seconded: Brian Schmalz**

**Carried by consensus**

### **5.4 Review/Discussion regarding Board Policy II 010 Board Committee Structure and/or II 009 Board Committee Principles**

Committee reviewed Policy II 010 and II 009 along with Board Policy II 015 – Ownership Linkage and did not find an issue with Audit Committee reporting in the fall as opposed to June.

### **5.5 Review By-Law Articles 1, 2, 3, & 4**

Committee discussed By-Law Articles 1-4 and made the following recommendations:

- By-Law 1 was approved and found to be in order, except for 1.1.16 – placed in the “parking lot” for future consideration pending the revision of the Municipal Conflict of Interest Act.
- By-Law 2 was approved and found to be in order
- By-Law 3.3.3.2 – revised to say: the CEO, or designate, *unless not appropriate, eg., the Ad Hoc Committee for CEO Appraisal*.
- By-Law 3.13 Agenda for Regular MEETINGS 1. Call to Order 1.1 Opening Prayer and Memorials 1.2 Approval of Agenda 1.3 Declaration of Pecuniary Interest - amended to be 1.2 Territorial Acknowledgement
- By-Law 3.17 Placing Matters on the Agenda – amended to read: 3.17.4 – add a semi-colon



at end and then add an “or”

- By-Law 4.1.3 - 4.1.3 shall be delivered to the Secretary of the Board as per Section 0 of the by-law; Eliminate “as per Section 0 of the by-law”

#### 6. Pending Items

6.1 - Review By-Law Articles 5, 6, 7 & 8 (March)

6.2 - Review By-Law Articles 9, 10 & 11 (March)

#### 7. Recommendations to the Board

The Governance Committee makes the following recommendations to the Board:

**MOTION: That Governance recommend the Board of Trustees the newly revised II 011 in relation to Student Representation on the Board.**

**Moved: Greg Reitzel**

**Second: Brian Schmalz**

**Carried by consensus**

**MOTION: That Governance recommend to the Board of Trustees the newly revised Board Policy II 012 Student Trustee Role Description in relation to Student Representation on the Board.**

**Moved: Bill Conway**

**Seconded: Brian Schmalz**

**Carried by consensus**

**MOTION: That the Governance Committee bring Governance minutes forward for approval within the context of the next proximate Board meeting. Thereafter the motions may be spoken to later in the agenda.**

**Moved: Greg Reitzel**

**Seconded: Brian**

#### 8. Adjournment

**Moved: Bill Conway**

**Second: Brian Schmalz**

**Number: II 011**

**Subject: Student Representation on the Board**

**Approval Date:** September 2, 2008.

**Effective Date:** September 2, 2008.

**Revised:** January 27, 2020

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**Policy Statement:**

As per the Education Act and Regulation 7/07 it is the policy of the Waterloo Catholic District School Board that the interests of pupils be represented on the Board through the position of student trustee.

Accordingly:

1. The Board shall have two student trustees to represent the interests of their peers
2. A student trustee shall have the following qualifications:
  - a) be a Catholic in Union with the See of Rome
  - b) Be a resident student of the Board
  - c) Be enrolled full-time (ie: at least 3 credits per semester) in one of the Board's Catholic Secondary Schools and be in the senior division at the time of his/her term
3. A student trustee has the same status as a board member with respect to access to board resources and opportunities for training.
4. The Chair of the Board shall appoint a trustee to act as a mentor for each student trustee
5. The appropriate Superintendent of Schools shall be the staff contact for the student trustees. The Superintendent shall establish procedures to assist the student trustee in fulfilling their roles and responsibilities.
6. Student trustees may be disqualified from office for the following reasons:
  - a) as per trustee disqualifications criteria outlined in legislation
  - b) the student trustees ceases to be enrolled as a full time student in one of the Board's Catholic Secondary schools
  - c) the student trustee commits a serious breach of his/her school's code of conduct
  - d) the student trustee's conduct is deemed to be incompatible with the roles and responsibilities of the position
7. Upon completion of the student trustee's term, the Board will suitably recognize them including but not limited to a notation in the student's Ontario Student Record and a letter of service signed by the Chair of the Board.



**Number: II 012**

**Subject: Student Trustee Role Description**

**Approval Date:** September 2, 2008

**Effective Date:** September 2, 2008

**Revised:** October 26, 2010; November 26, 2012; September 29, 2014; December 12, 2016; May 29, 2017,

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## Policy Statement:

As per the Education Act, reg 7/07 and this policy, the position of Student Trustee of the Waterloo Catholic District School Board has three distinct roles; as members of the Board of Trustees, as school and student representatives and as leaders within the system.

Accordingly:

### Board of Trustees Role and Responsibilities

1. Attend all regularly scheduled public Board meetings and committees on which the student trustee may be assigned. If a conflict prevents attendance at the meeting, notice must be sent to the appropriate superintendent and the committee chair prior to the start of the meeting. ~~Transportation to and from Board meetings may be via family member, public taxi or the student's vehicle (if of legal age).~~
2. Represent their own views and those of students within the board on any matter before the Board of Trustees including but not limited to government legislation and policies or operational practices enacted by the Ministry of Education, the Board or individual schools.
3. Represent the Board's students at public/official functions and on Board committees as assigned.
4. Report regularly to the Board of Trustees on their activities with the Secondary Student Senate and Ontario Student Trustee's Association.

### School and Student Representative Role and Responsibilities

5. Serve as co-chairs of the Secondary Student Senate which holds a minimum of six (6) meetings per year.
6. Provide leadership within the Secondary Student Senate for its responsibility to promote the distinctiveness of a Catholic education within the Waterloo Catholic District School Board and the Region of Waterloo.
7. Participate as a member of his/her home school student council as an ex-officio member. The degree of participation beyond attendance at regular Student Activity Council meetings is at the discretion of the student trustee.
8. Report regularly to the Secondary Student Senate on the activities of the Board of Trustees and the Ontario Student Trustee's Association.

### Leadership Role and Responsibilities

9. Monitor the activities of the Catholic Board Council of the Ontario Student Trustee's Association.
10. Participate in student leadership development activities associated with their school, board and association roles. If the activities are outside of Board jurisdiction supervision is to be provided by the student trustee parents and/or parents provide written permission for student trustee to attend. All excursions are subject to the availability of funds.





## SEAC Committee Meeting Minutes

<b>Date&amp; Time:</b>	Wednesday, December 4 <sup>th</sup> , 2019, 6:00 p.m.
<b>Location:</b>	Board Room, Catholic Education Centre
<b>Next Meeting:</b>	January 8 <sup>th</sup> , 2019
<b>Committee Members:</b> Kim Murphy, John Gilbert, Tracey Weiler, Jeanne Gravelle, Irene Holdbrook, Stuart Cross; Sue Simpson, Kristen Feduck	
<b>Administrative Officials:</b> Laura Shoemaker, Gerald Foran	
<b>Regrets:</b> Sue Simpson, Jeanne Gravelle, Laura Shoemaker	

<b>1. Opening Prayer</b>  <b>Welcome</b>	G. Foran
<b>2. Approval of Agenda</b>  Motion by: Tracey Weiler Seconded: Kim Murphy	
<b>3. Declared Pecuniary Interest</b> N/A	
<b>4. Approval of October 30<sup>th</sup> Minutes</b>  Motion by: John Gilbert Seconded: Kristen Feduck	
<b>5. School System Operational Business</b>  <p>Within the Waterloo Catholic District School Board, there are many support services available for students with a diagnosis of Autism Spectrum Disorder. Through a collaborative approach within a school team, the Classroom Teacher works alongside the Special Education Teacher to develop and provide appropriate programming for students diagnosed with ASD. Other school-level support staff involved may include an Educational Assistant and/or Child and Youth Care Worker. Additional supports are also available for students:</p> <ul style="list-style-type: none"> <li>• arriving from another school or school board</li> <li>• transitioning from Preschool</li> <li>• newly diagnosed</li> <li>• an updated assessment result that call for a review of strategies</li> <li>• Individual Education Plan (IEP) revisions</li> <li>• development of an IEP for students who may be experiencing challenges with transitions and the classroom environment.</li> </ul> <p>BCBA's and ABA Facilitators are a group of dedicated professionals who focus on the application of Applied Behaviour Analysis and Universal Supports in the classroom for all students,</p>	T. Battistella

<p>especially those with a diagnosis of Autism Spectrum Disorder. Applied Behaviour Analysis uses methods based on scientific principles of learning and behaviour to build useful repertoires of behaviour and reduce problematic ones. Universal Supports are strategies designed for students with Autism Spectrum Disorder, based on the principles of ABA. These strategies aid educators in promoting independence, preventing problem behaviours, increasing learning opportunities and assisting students in accessing the curriculum in a meaningful and inclusive way. Our BCBA/ABA Facilitators serve as members of our Family of Schools Collaborative Teams.</p> <p><u>How to Access BCBA/ABA Facilitator Services:</u></p> <p>The school team will contact the Special Education Liaison to discuss the need for Student Services support. With parent permission, a student profile will be reviewed at a case conference or at a collaborative team meeting that includes some or all of the following members: Special Education Liaison, Speech &amp; Language Pathologist, Psychoeducational Consultant, Social Worker, BCBA/ABA Facilitator and Child &amp; Youth Worker. Through this Collaborative Team or Case Conference and if deemed appropriate, the Special Education Liaison will direct the school to make an online referral using eLite. Once the BCBA /ABA Facilitator has received the referral, a decision will be made about the level of support required. Levels of support are <i>individual</i> and <i>student specific</i>. Such services may include: a review of ABA strategies (e.g., the use of prompts/prompt fading and reinforcement to support independence building), implementing effective strategies for students with ASD to ensure student success in an educational setting, building capacity by offering professional development and training to WCDSB staff for students with ASD and Universal Supports, collaborating with a multi-disciplinary team about students with ASD, assisting in the transition of students with ASD and other behavioural challenges. Recommendations and/or strategies will be provided, which can be woven into the student's current Individual Education Plan. Follow-up in classroom coaching and modelling (of recommendations) is provided using an evidence-based teaching procedure called Behavioural Skills Training.</p> <p>Furthermore, the BCBA/ABA Facilitators will be designing, developing and implementing a new After School Skill Development Program (ASSDP) across each of our five Secondary Schools for the 2019-2020 through 2021-2022 school years.</p>	
<p><b>6. Ministry Updates (10 min)</b></p> <p>7.</p> <ul style="list-style-type: none"> <li>Current contract update: <ul style="list-style-type: none"> <li>➤ as a result of the Extension agreement we might be able to add more CYCW and EAs.</li> </ul> </li> </ul>	G. Foran
<p><b>8. SEAC Committee Functions</b></p> <ul style="list-style-type: none"> <li>IEP brochure reviewed. <ul style="list-style-type: none"> <li>➤ Questions about Accessibility standards, contents have been raised – to be discussed further</li> </ul> </li> <li>IEP checklist next to be reviewed. <ul style="list-style-type: none"> <li>➤ To be emailed to the SEAC Committee Members for review and further discussion.</li> </ul> </li> </ul>	
<p><b>8. Policy Advice to the Board</b></p> <p>N/A</p>	
<p><b>9. Updates (20 minutes)</b></p> <p><b>9.1. Association Updates</b></p> <p>WCDSB:</p> <ul style="list-style-type: none"> <li>Michael Jacques – presentation</li> </ul>	Gerald Foran





## Catholic Parent Involvement Committee Minutes

Date:	November 20, 2019
Time:	6:00pm
Location:	Catholic Education Centre, St. Aloysius (2 <sup>nd</sup> floor)
Tentative Meeting Dates:	Wednesday, Jan. 15, 2020 Wednesday, Apr. 22, 2020 – to be revised
Committee Members:	<ul style="list-style-type: none"> <li>• Fr. Joseph de Viveiros, C.R. (Diocesan Rep)</li> <li>• Judy Merkel (Superintendent)</li> <li>• Linda Gregorio (Chair &amp; Member-at-large)</li> <li>• Manuel da Silva (Trustee)</li> <li>• Wendy Price (Trustee)</li> <li>• Brian Schmalz (alternate -Trustee)</li> <li>• Chris Woodcroft (Secondary Principal Rep.)</li> <li>• Sharon Adie (Elementary Principal Rep.)</li> <li>• Marchelina Andrea (St. Mary Elem.)</li> <li>• Wilma Laku (Member-at-large)</li> <li>• David Perlaky (St. Benedict Elem.)</li> <li>• Kim Snage (Member-at-large)</li> <li>• Maria Turner (Member-at-large)</li> <li>• Bernadette Vanspall (Resurrection Elem.)</li> <li>• Patrycja Wiecek (Kitchener Secondary)</li> <li>• Eric Vaz (Cambridge Secondary)</li> <li>• Andrea Visneskie (St. David Elem.)</li> </ul>
Attendees:	Marchelina Andrea, Manuel da Silva, Linda Gregorio, Wilma Laku, Judy Merkel, Loretta Notten, Dave Perlaky, Wendy Price, Brian Schmalz, Kim Snage, Maria Turner, Eric Vaz, Andrea Visneskie, Chris Woodcroft, Diana Bumstead (recorder)
Regrets:	Sharon Adie, Father Joseph de Viveiros, Bernadette Vanspall, Patrycja Wiecek

TOPIC	Presenter
<b>1. Opening Prayer &amp; Welcome, Call for additional Agenda items</b> - No additional items	Judy
<b>2. Approval of Agenda</b> - Linda moved and Dave seconded approval of agenda	Linda



<b>3. Approval of the Minutes:</b>  <ul style="list-style-type: none"> <li>- Andrea moved to approve and Eric seconded approval</li> </ul>	Linda
<b>4. Introductions of Members:</b>  <ul style="list-style-type: none"> <li>- Loretta Notten, Director of Education was introduced. Roundtable introductions continued including new CPIC members.</li> </ul>	Chair/ Roundtable
<b>5. Superintendent Update</b>  <p>-New PRO grant money/program: The Ministry is providing PRO grant money, but the money is no longer going to schools as in the past but to the Board.</p> <p>-The main idea of the grant is the identification and removal of barriers for parent engagement. The Ministry is looking for collaborative projects. WCDSB received \$14 113 for 2019-20.</p> <p>-Some ideas included allocating \$9000 for system wide initiatives; collaborate with SEAC (Special Education Advisory Committee) and other advisory committees.</p> <p>-One PRO grant idea targeted executive functioning. This is a skill set on our students' report card. If we can help parents with organization (scheduling, routines) the parents' wellness benefits their children which will in turn benefit students. Another idea is stressors; e.g., financial literacy. Fred Masters, a retired teacher is a great resource here.</p> <p>-\$5000 of PRO grant money could go to Family of Schools (\$1000 per Family of Schools)</p> <p>-Resurrection Catholic Secondary School council was looking into financial literacy as a pending presentation. Eric reiterated adapting the presentation to suit the demographic.</p> <p>-Manuel suggested piggybacking on another event already occurring for these events to increase attendance.</p> <p>-Kim suggested parent children learning together sessions/ events. Eric mentioned extending the Board website for parents, for instance including a tour for parents; parent wellness, etc. Translation options.</p>	Judy
<b>6. Trustee Update:</b>  <ul style="list-style-type: none"> <li>- <a href="#">Board Bulletin November 2019</a></li> <li>- <a href="#">St. John Boundary Review</a></li> </ul>	Wendy/ Manuel
<b>7. Discussion Items/ Updates:</b>	
<b>7.1 CPIC Mandate / Goals</b> Update of Inputs – <a href="#">Google doc</a>	Chair / Judy

<ul style="list-style-type: none"> <li>- If anyone needs help with Google docs/ sheets, please email Linda or Diana. Linda asked for input on the MYSP parts of the google sheet. Please add which goals look important to you. The sheet asks for 3 goals to focus on and 3 things we can do better.</li> </ul> <p><b>7.2 CPIC Committees:</b> Committee Formations, Leads, Goals, Action Plans</p> <p><b>7.2.1</b> Finance and Audit Committee– The Finance committee does typically request a parent volunteer. Time commitment is one or two meetings per year. Dave Perlaky volunteered. OAPCE rebate received, not yet deposited and reflected on the budget. \$500 was distributed to each CSAC. St. David Family of Schools – planned a meal together Provided outline of some of the fundraisers planned for this year. Judy noted that some schools fundraise for other schools and area charities. Chris mentioned Resurrection has a Crisis fund for those in emergency need. The first contact to access this type of emergency assistance is guidance at the high school. Waterloo Catholic Schools Foundation may be an option.</p> <p><b>7.2.2</b> Calendar – Linda volunteered to sit on this committee</p> <p><b>7.2.3</b> Communications Committee – Linda to send out an email to recruit for each committee (Parent Engagement, Communication &amp; All-Chairs). Trustee’s ideas welcome but they are not obligated to sit on a committee.</p> <p><b>7.2.4</b> Parent Engagement Committee</p> <ul style="list-style-type: none"> <li>• Upcoming Event: Nick Foley December 3, 2019 @ Resurrection CSS</li> <li>• Members please spread the word.</li> <li>• Councils who meet that night typically are invited to meet at Resurrection prior to the event</li> </ul> <p><b>7.3 OAPCE – Update (Linda) – To come at next meeting</b></p>	
<p><b>9. Gratitude and Closing Prayer:</b></p>	<p>Judy</p>
<p><b>10. Adjournment</b></p> <ul style="list-style-type: none"> <li>- Judy mentioned the committee is trying to keep meetings to 7:30 p.m.</li> </ul>	



**Date:** January 27, 2020  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** St. John Boundary Review – January 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)

The purpose of this report is to provide the Board of Trustees with a progress report relating to the boundary review process currently underway involving St. John, Our Lady of Lourdes, St. Nicholas, and Holy Rosary schools. Staff will be providing regular monthly reports to the Board of Trustees throughout the boundary review process which is planned to be completed by April 2020.

### 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:

On October 28, 2019, the Board of Trustees initiated a boundary review with the goal of reducing enrolment pressure at St. John. The boundary review includes four schools: St. John, Our Lady of Lourdes, Holy Rosary, and St. Nicholas.

Since the writing of the December board report “St. John Boundary Review – December update”, the Boundary Review Committee (BRC) reviewed six potential boundary options to reduce enrolment pressure at St. John and identified three options to present at the public meeting.



- Option 1 – Proposes to move students from St. John to Our Lady of Lourdes and Holy Rosary. Proposes to move students from Our Lady of Lourdes to St. Nicholas.
- Option 4 – Proposes to move students from St. John to Holy Rosary. Proposes to move students from Holy Rosary and Our Lady of Lourdes to St. Nicholas.
- Option 6 – Proposes to move students from St. John to St. Nicholas. Proposes to move students from Our lady of Lourdes to Holy Rosary.

The first public meeting was held on Monday January 20, 2020 at St. John CES. It followed an open house format and display boards were set up to share Options 1, 4 and 6 as well as relevant background and contextual information. Thought Exchange was used to solicit public feedback.

At their January 29, 2020 meeting, the Boundary Review Committee will be tasked with selecting a preferred option and identifying implementation recommendations. This will be shared at the February 12, 2020 public meeting.

A report summarizing activity from January 29<sup>th</sup> to the end of February 2020 will be brought to Trustees on February 24, 2020.

### **Recommendation:**

This report is being provided for information only.

### **Prepared/Reviewed By:**

Loretta Notten  
Director of Education

Shesh Maharaj  
Executive Superintendent of Corporate Services

Lindsay Ford  
Manager of Planning

\*Bylaw 4.2 "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:** January 27, 2020  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Trustee Budget 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

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

Board Policy II 013 - Cost of Governance

**Background/Comments:**

Trustee Budget Update- As of January 20, 2020				
Name	Budgeted Amount	Funds spent to Date	Budget Available	% Available
PD Non-Academic	\$24,000.00	\$5,184.46	\$18,815.54	78.40%
Catering	\$9,000.00	\$3,111.65	\$5,888.35	65.43%
Other Trustee Travel	\$13,000.00	\$13.15	\$12,986.85	99.90%
Other Travel Expenses	\$8,000.00	\$1,900.35	\$6,099.65	76.25%
Travel Expenses-Outside Region	\$1,500.00	\$379.55	\$1,120.45	74.70%
Office Supplies	\$500.00	\$238.02	\$261.98	52.40%
Legal Fees	\$7,000.00	\$0.00	\$7,000.00	100.00%
Board Memberships	\$130,534.00	\$130,463.10	\$70.90	0.05%
Trustee Awards	\$750.00	\$0.00	\$750.00	100.00%
Miscellaneous	\$1,400.00	\$412.38	\$987.62	70.54%
	<b>\$193,684.00</b>	<b>\$141,702.66</b>	<b>\$51,981.34</b>	<b>26.84%</b>

**Recommendation:**

The report is for the information of the Board.

**Prepared/Reviewed By:** Bill Conway, Chair of the Board

\*Bylaw 4.2 "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."



2020 Committee Assignments												
Committee	Needs	Bill	Brian	Greg	Jeanne	Kevin	Manuel	Melanie	Tracey	Wendy	Rori	Meghan
Audit	3 trustees											
Awards	Vice Chair											
Budget Advisory	2 trustees											
Catholic Parent Involvement	2 trustees + 1 alt		Alt									
Director Performance	Chair/Vice + 2											
FACE	Chair											
Governance	Chair/Vice + 2											
Linkages	4 Trustees											
Pastoral Care	5 Trustees + 2 Students											
SAL*	3 trustees											
SEAC	2 trustees + 1 alt	Alt										
Board School Year Calendar												
Suspension/Expulsion	3 trustees + 2 alt						Alt		Alt			
Student Trustee Mentor					Rori					Meghan		
Trustee Trustee Mentor						Kevin				Tracey		
# of assignments (including alt)		5	5	4	3	3	4	6	5	7	1	1
* NOTE for SAL	Wendy for Cambridge SAL	Any of the 3 assigned can serve as an alternate for the other 2 but any trustee could be called.										
	Brian for Kitchener SAL											
	Melanie for Waterloo SAL											



**Date:** January 27, 2020  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** January 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 months of December and January have been filled with all the celebrations that are characteristic of both the season of our Saviour's birth and the ringing in of a new calendar year. As December was a month in which I brought forward the Director's Annual Report for 2018-19, below you will find some highlights from the past 2 months, that capture a few of the more notable events or accomplishments from my work as Director:

- Participated as ECCODE's rep in 2 meetings on new Supervisory Officer Appraisal process.
- Chaired the November meeting and Gala of the ECCODE AGM before Christmas; provided various updates from my work as an ECCODE rep and ECCODE chair.
- Participated in OCSOA Board of Directors meetings.



- Participated in two discussions, over the two months, with the Vicar of Catholic Education for Hamilton Diocese and the Executive Director of ICE in relation to a Catholic response to Pride month and inclusion in our schools.
- Participated in various meetings with Communications and Marketing staff about our next awareness campaign – 40,000 Journeys.
- Attended Live Art at Resurrection CSS
- Attend SAC Unity Conference at St Jerome's University
- Visited St Peter's, St Teresa Kitchener, Our Lady of Lourdes and Holy Rosary CES.
- Attended Spec Ed Visioning Committee Meeting.
- Participated in ECCODE, CODE Executive Meetings and CODE Exec meeting with the Deputy Minister and ADMs.
- Attended the Regional Chair's Christmas social at Council chambers.
- Chaired WCDSB FACE Steering Committee meeting.
- Participated in Pastoral Council Soup Sisters community building event.
- Visited St John Boundary Review committee meetings and Public consultation sessions.
- Met with various senior staff and senior managers on a variety of different topics and issues throughout the month.
- Participated in the IT Governance Committee Meeting.
- Attended Governance committee
- Chaired various meetings with our Administrators in relation to the labour action.
- Chaired various meetings of ECCODE membership in relation to the labour situation.
- Participated in 2 K-12 Administrators' Meeting and offered Director's Update.
- Participated in 2 days of interviews for new the new Principal of International Education and Safe Schools
- Shared lunch with Frs. Toby, Dan and Joseph, and Principal Paul Cox, to celebrate the signing of new St Louis lease.
- Attended OCSOA Region 6 meeting, which WCDSB hosted.
- Attended OCSTA January PD Seminar in Toronto
- Attended CEO CODE Conference in Toronto; chaired the ECCODE mtg.

### **Recommendation:**

This report is for the information of the Board.

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





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





**Date:** January 27, 2020  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Strong Start Program

**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)**

- *Education for Tomorrow*, 2019, available at <https://www.ontario.ca/page/preparing-students-future>

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

- *School Effectiveness Framework (2013)*

**Alignment to the MYSP:**

**Priority Area:**

*Student Engagement, Achievement, & Innovation*

**Strategic Direction:** Nurture a Culture of Innovation

**Goals:** *Continue to seek and support reciprocal partnerships with Community/educational partners and leverage the mutual learning*



**Background/Comments:**

For fifteen years, the Waterloo Catholic District School Board has worked with the Strong Start Charitable Organization as a community partner in raising children's literacy levels and more effectively utilizing our volunteer allies. In 2004, the *Letters, Sounds and Words* program was first offered in five schools within the Waterloo Catholic District School Board; it has now grown to all 43 elementary schools. Strong Start, began in Waterloo Region and has now been adopted by seven other school boards.



In 2014 the WCDSB awarded its **Community Partner Award** to Strong Start Charitable Organization. This award is presented annually in recognition of outstanding contributions made to Waterloo Region's Catholic Schools by a community partner or agency serving the students, staff and greater community of Waterloo Region. Amongst Strong Start's many supporters is the **Catholic Community Foundation of Waterloo Region**.

Strong Start began as a community project in Waterloo Region in 2001, to help ensure that all children learn to read. Education professionals and experts in early childhood and early literacy development created the researched-based Strong Start programs. All programs have been developed in collaboration and consultation with others of similar or complementary credentials and expertise.

Strong Start's highly effective, quality literacy programs are designed to be delivered in partnership with other organizations. They are provided to children and families who need them, at no cost to the family. Furthermore, Strong Start programs are designed to engage the community by providing a meaningful and rewarding volunteer experience or early childhood educator experience. Strong Start offers three programs for children's literacy development and more: **Letters, Sounds, and Words; Get Ready for School; and Baby Connections**.

### **Letters, Sounds, and Words (LSW)**

In this program, community volunteers work one-on-one with children aged 5 to 7 who need a boost to develop early reading skills. It is not designed to address the needs of a child with a significant learning challenge *i.e.* requiring intervention by a special education teacher. Children up to Grade 4 and ELLs may also be included in the program with some adaptation.

Program volunteers must attend two training sessions before they can be assigned to a site. These training sessions are provided by Strong Start Trainers and are offered in two blocks, September to November, and January to March. There are several sites and timelines so volunteers' schedules can be readily met.

LSW can be implemented twice in a school year *i.e.* two ten-week rounds per year, once in the fall and again in the spring. Usually Grade 1 and 2 children participate in the Fall Round of the program and Year 2 Kindergarten and Grade 1 children participate in the Spring Round of the program

Data for 2018-2019 indicate that, overall, 96% of children (547) made considerable, excellent, or outstanding gains. Most of the participants were boys (358) and most were in Gr. 1(333) followed next by Kindergarten (193). There was an average "class" of 13.3 per school. Of these students, 89% were considered those who, "...just need extra support for a short period of time." Seven percent of the children are designated English Language Learners (ELLs).

Professor Jenny Guibert (Faculty of Education, Nipissing University) has stated, "I think what I appreciate most about the Strong Start program is that it's been developed by educators, it's been vetted through various aspects, and it's been edited along the way. It's a solid program and I appreciate that it's play-based, which is developmentally appropriate for children at this age level. It's also interactive, and fun."

### **Get Ready for School (GRFS)**

*Get Ready for School* is a program that has been developed specifically to help young children learn alphabet sounds, basic vocabulary items, commonly used words, as well as classroom social skills and routines. The program supports preschoolers in learning the basic skills necessary to help ensure a more successful entry into Kindergarten. The program objective is to narrow gaps in child development that often exist at the time of school entry for children from low socioeconomic situations and/or children for whom English is a second language.



Instructors work with children in small groups to deliver GRFS with an average ratio of 1:5 (one adult for every five children). Volunteers (generally one or two) provide additional support to children, e.g. assisting instructors in small groups so instructors can provide individual attention or assisting with separation anxiety or behavioral issues.

This program is designed to run for 44 classroom sessions, with each session being two hours in length. It is currently offered in Community Centers, from January or February to June, with two-hour sessions running two or three times per week, depending on the location.

The program has grown from implementation in two sites in 2011 to 20 programs in 19 sites in 2019. Completion rate for the program was 94.4% (371 children ages 3-4). Forty-six languages were spoken among these participants.

Results have been remarkable. Children in the program showed impressive gains in letter-sounds knowledge, phonological awareness, receptive vocabulary, and learning behaviours and self-regulation. Children knew more words and, on average, increased their vocabulary at a faster rate than their peer counterparts, with average post-test scores indicating a nine-month improvement in receptive vocabulary. Furthermore, 33% of children experienced 1-year's vocabulary growth, with 10% increasing their vocabulary knowledge by 1.5 years.

A first for the *Get Ready for School* program was its implementation in St. Peter's CES, Cambridge, last year. The program ran very successfully in its first school setting and will continue there for the 2020 program.

## **Baby Connections**

*Baby Connections* provides parents and caregivers with hands-on learning opportunities and a free early literacy resource kit. The program builds awareness, knowledge and behaviours to help ensure the future success of our community's youngest learners. Community Facilitators embed Baby Connections into other Waterloo Region programs such as Baby & Me, Make the Connection, and Busy Babies.

Regardless of their own literacy level, all parents have the ability to be their baby's first and most important teacher. By focusing on the period of brain development that is most critical (6-12 months), *Baby Connections* helps parents form healthy attachments with their child and lay a strong foundation for future school success.

The Baby Connections program runs throughout the community in partnership with the libraries, EarlyON centers, Region of Waterloo Public Health and family centers in the region.

Moving forward, the WCSDB looks to continue and, where possible, extend its partnership with Strong Start since the ability of our staff to increase student academic achievement is enhanced by its many programs. By promoting Strong Start's volunteer corps in Waterloo Region our schools and families can only benefit.

## **Recommendation:**

This report is presented to the Board as information.

**Prepared/Reviewed By:** Loretta Notten, Director of Education  
John Klein, Superintendent of Learning

\*Bylaw 4.2 "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:** January 27, 2020  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Update on Property Matters and Major Construction

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**Type of Report:**

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

**Type of Information:**

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

**Origin:**

This report is being provided to Trustees as information on the status of vacant properties and those that are being considered for purchase. It also provides information on major construction.

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

Executive Limitation IV 008 "Financial Conditions and Activities"

"... the CEO shall not:...

9. Acquire, encumber or dispose of real property"

Executive Limitation IV 009 "Asset Protection"

"...the CEO shall not:...

3. Subject plant and equipment to improper wear and tear or insufficient maintenance."

Ontario Regulation 444/98 "[Disposition of Surplus Real Property](#)"

**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 & Live Authentically

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

## **Background/Comments:**

### **Capital Priority Requests**

The Board of Trustees approved the following Capital Priority funding requests in September 2019:

- A new 1,400 pupil place grade 7-12 school in east Kitchener
- Funding for an additional 164 pupil places at Huron Brigadoon elementary school in south west Kitchener
- Funding for a capital solution for St. John in Kitchener
- Funding for a 350 pupil place school in South West Cambridge shared with the co-terminus board
- Funding for a 400 pupil place school in south west Kitchener (Rosenburg)
- Funding for an 8 classroom addition plus a new gym and library at St. Agnes school in Waterloo

### **Property Disposition Update**

**Biehn Drive, Kitchener:** In 1987, the Board agreed to trade a surplus 7 acre parcel of property in Kitchener with Hallman Aberdeen Limited for a 7 acre parcel of property in Kitchener on Biehn Drive, exact location TBD. As no property was ever received in return, Hallman owes WCDSB 7 notional acres of land.

**St. Agatha, St. Agatha:** This property is currently for sale in the open market. It is hoped that a sale will be completed and a new life for this building can begin in June 2020.

**St. Francis, Cambridge:** This property is surplus to the boards needs. The property may be:

- Sold to an interested local government (discussions ongoing)
- Held for future use after demolishing the existing building (to reduce liability and operating costs)

### **New Site Acquisitions Update**

**GRCA Land (East Kitchener):** Staff continue to work with GRCA on the purchase of this 17 acre site. GRCA is not as incented as WCDSB and thus the process to date has been very slow with little progress being made. At this time GRCA is deliberating how the property will be sold (severed and serviced or as-is). This deliberation has been going on for approximately one year.

**Rosenburg (South West Kitchener):** This property is expected to be serviced and ready to purchase in 2021.

**Doon South (South West Kitchener):** This property is expected to be serviced and ready to purchase in 2022.

**Rosenburg West (South West Kitchener):** This property is expected to be serviced and ready in 2023.

**Baden:** This property is expected to be serviced and ready to purchase in 2023.

**South West Cambridge Joint Campus:** This property was purchased and is being held by the City of Cambridge. WCDSB will need to purchase its portion of the campus prior to construction starting.

### **Major Construction Update**

**St. Francis Kitchener:** This site is undergoing extensive renovations in preparation for occupancy by St. Louis in September 2020. An addition to the building for community partners has been delayed due to inadequate funding. If the Ministry of Education provides additional funding, the addition will be built as a separate project in 2021.

**Catholic Education Centre (CEC):** Construction is substantially complete. The new board room awaits new furniture and A/V. Project deficiencies will be addressed in the coming months.

**Breslau School:** Construction is set to begin in the spring of 2020 with an estimated opening date in the spring of 2021 (TBD). This will be a smaller school with approximately 250 pupil places, a childcare, and an EarlyON family centre.

**Proceeds of Disposition:** Below is a projected statement of the Board's Proceeds of Disposition revenues from the sale of school and administrative sites. It reflects known/upcoming school property sales and draws based on projects identified above. POD - Schools can be used on renewal work in schools and POD – Admin can be used on renewal work on admin buildings. Any use that is not renewal (e.g. addition of classrooms or square footage) requires Ministry approval. The expected sale of school property proceeds has been removed to honour the competitive bidding process.

<b>Proceeds of Disposition - Schools</b>			
<b>Opening Balance (August 31, 2019)</b>			\$ 12,083,034
<b>Draws:</b>			
St. Francis K Renovations	\$ (2,500,000)		
St. Clement Renovations	(2,500,000)		
Renew Phone and Security systems	(800,000)		
Capital Project Contingencies	(1,000,000)		
<b>Total Draws</b>		\$ (6,800,000)	
<b>Contributions:</b>			
Sale of St. Agatha School	TBD		
Sale of St. Francis C School	TBD		
Sale of Biehn Drive Property	TBD		
<b>Total Contributions:</b>		-	
<b>Net Draws on POD - Schools</b>			(6,800,000)
<b>Projected Balance (August 31, 2020)</b>			<b>\$ 5,283,034</b>
<b>Proceeds of Disposition - Admin</b>			
<b>Opening Balance (August 31, 2019)</b>			\$ 1,997,000
<b>Draws</b>			(1,997,000)
<b>Projected Balance (August 31, 2020)</b>			<b>\$ -</b>

**Recommendation:**

This report is being provided as information.

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

Shesh Maharaj  
Executive Superintendent of Corporate Services

Lindsay Ford  
Manager of Planning

\*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:** January 27, 2020  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** 2020-2021 Estimates Budget plan

**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-Board Policy IV 008 "Financial Conditions and Activities"
- ☐ Information only of day-to-day operational matters delegated to the CEO

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

In order for the Board to meet Ministry deadlines for budget submission, staff must carefully plan the timing of the budget preparation and approval process. Board Executive Limitation IV007 dictates criteria to which staff must adhere in the preparation, planning and presentation of the budget. Budget planning typically commences in January and concludes with the presentation of the budget to Trustees on June 1, 2020. Administration will request budget approval on June 15, 2020 in order to file the budget with the Ministry on time.

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

Board Policy IV 007 "Financial Planning/Budgeting"

"The CEO shall not...

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

**Alignment to the MYSP:**

Priority: Student Achievement and Innovation

Strategic Direction: Foster maximum opportunity and success for all



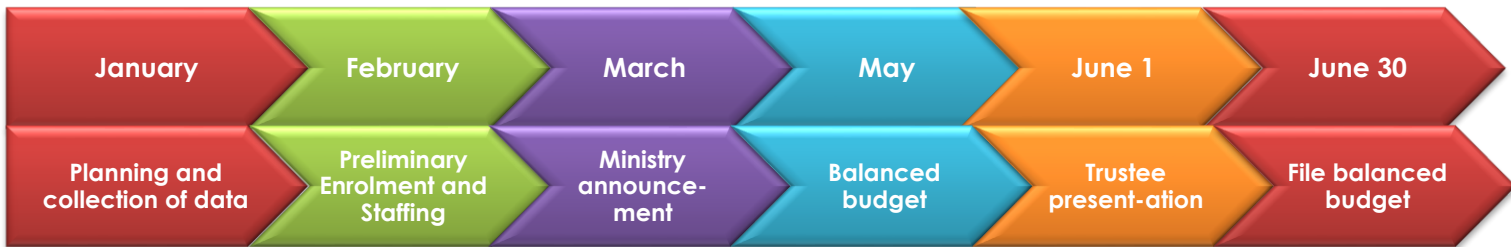
## Background/Comments:

For **2019-2020 budget year**, the Board budget development process followed the major timelines and changes as indicated:

### Major Timelines in 2019-2020:

1. Development of budget consultation survey
  - a. Engage budget holders **mid-January** to pre-determine questions for survey
2. BAC finalization of budget consultation questions and methods: **February 19, 2019**
3. Public budget consultation survey
  - a. Online questionnaire open **February 27 – March 25, 2019**
4. Analysis of Results
  - a. **April 1, 2019**: distribution of survey results to budget holders
5. Balancing of budget by **May 6, 2019**
6. Budget finalization and presentation:
  - a. Formal budget presentation: **June 17, 2019**
  - b. Budget deliberation period: **June 17-24, 2019**
  - c. Budget approval: **June 24, 2019**
  - d. Ministry submission: **June 28, 2019**

### Proposal for 2020-2021 Estimates Budget



For **2020-2021 budget year**, the Board budget development process will follow a similar structure to prior year. The major timelines are proposed below, with no significant changes anticipated:

### Major Timelines:

1. Development of budget consultation survey
  - a. Engage budget holders **early February** to pre-determine questions for survey
2. BAC finalization of budget consultation questions and methods: **February 18, 2020**
3. Public budget consultation survey
  - a. Online questionnaire open **February 26 – March 27, 2020**
4. Analysis of Results
  - a. **April 6, 2020**: distribution of survey results to budget holders
5. Balancing of budget by **May 13, 2020**
6. Budget finalization and presentation:
  - a. Formal budget presentation: **June 1, 2020**
  - b. Budget deliberation period: **June 2 – 14, 2020**
  - c. Budget approval: **June 15, 2020**
  - d. Ministry submission: **June 30, 2020**

**Recommendation:**

That the Board of Trustees receives the above noted methods of consultation and the proposed budget timelines set forth in this report.

**Prepared/Reviewed By:**

Loretta Notten  
Director of Education

Shesh Maharaj  
Executive Superintendent of Corporate Services

Laura Isaac  
Senior Manager, Financial Services

Renee King  
Manager of Budget

\*Bylaw 4.2 "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:** January 27, 2020  
**To:** Board of Trustees  
**From:** Chair of the Board  
**Subject:** Chair's Report for January 2020

**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 January 2020

- Attended OCSTA conference call with Director Notten (Jan 8)
- Attended FACE Meeting (Jan 9)
- Attended with Trustee da Silva, City of Cambridge New Year Levy (Jan 11)
- Attended Monsignor Doyle Career Fair (Jan 14)
- Attended Governance Committee Meeting (Jan 14)
- Attended OCSTA Seminar (Jan 17 – Jan 18)
- Attended with Trustees Van Alphen, Weiler, Schmalz Catherine Fife New Year Levy (Jan 19)
- Attended St. John Boundary Review Public Meeting 1 (Jan 20)
- Attended Money 101 Workshop at St. Benedict (Jan 22)
- Attended Managing Anxiety in Children Workshop at St. Augustine (Jan 23)
- Attended Kathleen Wynne talk on Faith and Public Life (Jan 24)
- Attending State of Region lunch (Jan 28)
- Attending St. John Boundary Review Committee Meeting #3 (Jan 29)

**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

**ONTARIO CATHOLIC STUDENT YOUTH DAY  
MAY 4, 2020**

**Board:** Click or tap here to enter text.

**Catholic Education Week Administrator:**

**Name:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Number of Attendees (up to 9 students and 1 supervisor):** Click or tap here to enter text.

**Names of Attendees (optional):**

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.
4. Click or tap here to enter text.
5. Click or tap here to enter text.
6. Click or tap here to enter text.
7. Click or tap here to enter text.
8. Click or tap here to enter text.
9. Click or tap here to enter text.
10. Click or tap here to enter text.

**Details of Christian Service Activity that your board will be launching as part of this Catholic Youth Day celebration:**

Click or tap here to enter text.

Please complete and return form to Ashlee Cabral ([acabral@ocsta.on.ca](mailto:acabral@ocsta.on.ca)) by **April 3, 2020.**



## 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](mailto:ocsta@ocsta.on.ca) [www.ocsta.on.ca](http://www.ocsta.on.ca)

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

January 13, 2020

### MEMORANDUM

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

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

**SUBJECT:** Grants for Student Needs (GSN) Consultation

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On Monday January 13, 2020 the Ministry of Education announced the consultation format for the GSN in 2020. The Ministry is seeking feedback from boards and other education stakeholders on the following issues:

- Reducing red tape and administrative burdens for the education sector;
- Improvements or refinements to the education funding formula.

### Next Steps

The deadline for a response is January 31, 2020. Given this tight timeline, OCSTA is asking member boards to provide us with a short list of key priorities that we can build into a submission for the Ministry's consideration.

Please send responses to me at [sandrews@ocsta.on.ca](mailto:sandrews@ocsta.on.ca) by January 27<sup>th</sup> 2020.

If you have any questions or concerns please do not hesitate to contact me at 416-932-9460 or [sandrews@ocsta.on.ca](mailto:sandrews@ocsta.on.ca)



## Ontario Catholic School Trustees' Association

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

January 9, 2020

### MEMORANDUM

**TO:** Chairpersons & Directors of Education  
Christian Service Activity Coordinators/Catholic Education Week Administrators

**CC:** Student Trustees

**FROM:** Beverley Eckensweiler, President  
Anne O'Brien, Director of Catholic Education

**SUBJECT:** Ontario Catholic Student Youth Day – May 4, 2020

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We are pleased to share with you, information regarding the 2020 Ontario Catholic Student Youth Day being planned by the OSTA-AECO's Catholic Board Council for Catholic Education Week. Ontario Catholic Student Youth Day is scheduled for May 4<sup>th</sup> and the Catholic Board Council President and Vice President, Jade Bilodeau and Sofia Zamorano, have worked diligently to plan an enriching faith formation experience for student leaders across the province.

### Catholic Youth Day – May 4

The Catholic Youth Day event will take place on Monday, May 4<sup>th</sup> at the WE Global Learning Centre in Toronto. This meeting facility can accommodate 200 guests and all boards are invited to send up to 9 students and 1 supervisor to participate in this celebration of Catholic Youth. Given that participation at this event may not be feasible for all boards, there may be an opportunity for some boards to send more than 9 students.

Catholic Youth Day in Toronto will begin with a celebration of the Eucharist at 9:30 a.m. on May 4<sup>th</sup> at St. Paul's Basilica (83 Power Street). Our celebrant will be His Excellency Bishop G. Bergie. After Mass, students and other guests will be guided on a short 5-minute walk to the WE Global Learning Centre (339 Queen Street East).

The program for the day will include presentations by individuals representing Catholic Education leadership in Ontario as well as those from the Canadian Catholic Organization for Development and Peace and the WE organization. A detailed program will be provided in the coming weeks.

Boards will be responsible for providing transportation for students to attend this event in Toronto.

## Selecting Students for the Catholic Youth Day Event in Toronto

All boards are invited to select 9 student leaders (e.g., student senate members or student trustees) and 1 supervisor as delegates for this event. Please use the attached form to respond no later than April 3<sup>rd</sup>. After that date, any left-over seating will be made available to boards wishing to send more than 10 delegates.

Please complete and return the attached form to Ashlee Cabral ([acabral@ocsta.on.ca](mailto:acabral@ocsta.on.ca)) by April 3, 2020 in order to provide OCSTA with the number of students who will be attending from your Board.

We greatly appreciate the support of all boards for this student-led initiative that is so firmly rooted in our values and the mission of Catholic education.







Ontario Catholic School  
Trustees' Association

## Nomination Form for OCSTA President – May 2020

**Moved by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**Seconded by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**That:**

\_\_\_\_\_

*(print nominee's name)*

\_\_\_\_\_

*(board)*

**be nominated for the position of OCSTA President for the period May 2020 to the conclusion of the 2022 AGM & Conference.**

I, \_\_\_\_\_ **consent to stand for**  
*(signature of nominee)*

**election to the above position.**

### **Appointed Scrutineer/Observer (Optional)**

*Each candidate for election of the OCSTA Board of Directors and CCSTA have the option to appoint 1 scrutineer/observer to be present during the counting of votes at the Annual General Meeting. The appointed scrutineers will remain sequestered until the delivery of the Report of the Returning Officer.*

\_\_\_\_\_

*(name)*

\_\_\_\_\_

*(board)*

**Deadline:** April 9, 2020 – 9:00 a.m. EST

Please submit completed form along with biographical profile and photo (8 1/2 X 11) to  
Connie Araujo-De Melo – [cdemelo@ocsta.on.ca](mailto:cdemelo@ocsta.on.ca).

*Attachment – OCSTA Board of Directors – Roles and Responsibilities*



## Ontario Catholic School Trustees' Association

### **OCSTA Board of Directors – Roles and Responsibilities**

OCSTA is a Not-For-Profit Corporation and is subject to the  
**Not-For-Profit Corporations Act**

The Board of Directors is the major decision-making body of the Association. This group manages the affairs of the Associations and consists of:

3 Table Officers: President, Vice President, Past President  
15 Regional Directors  
Executive Director  
Chaplain  
ACBO Liaison to OCSTA

Regional Directors and Table Officers are elected at the Annual General Meeting.

#### **The Board of Directors**

- Serves as the principal source of policy and political direction for the Association between Annual General Meetings.
- Approves amendments to the Constitution and By-Law which are then taken to the membership for approval at an AGM.
- Approves the annual Association budget and establishes membership and service fees.
- Selects OCSTA Award recipients.
- Establishes ad-hoc Work Groups, as required.
- Other responsibilities as adopted by the Board of Directors.

#### **Board of Directors' Meetings**

- 6 times per year (September, December, February, April (2), and June.
- May be called by the President at others times.
- Shall be convened by the Executive Director upon direction in writing of five Directors.

#### **Committee Meetings**

- There are currently 5 Standing Committees.
- OCSTA Regional Directors are required to sit on 2 of these committees.
- Committees meet approximately 3-6 times per year.
- Ad Hoc Committees may be established, as needed.

## Regional Directors

- Know and understand:
  - the issues currently under discussion at OCSTA;
  - the position of OCSTA on these issues; and
  - the position of boards (within their region) on these issues.
- Know the full range of services that are available from OCSTA for trustees and administrators and encourage the maximum use of OCSTA services.
- Engage and participate in meetings and Association events.
- Seek input and views from their respective regions and bring forward issues to the Board of Directors.
- Help to build member board commitment to OCSTA through liaison activities and information sharing with other trustees and member boards.
- Keep boards and trustees in their regions aware of OCSTA issues and initiatives, sharing available reports and position papers, as appropriate.
- Enhance communication between the Boards they represent and OCSTA by:
  - providing on a regular basis to boards in their regions, a report on OCSTA Board of Directors' meetings
  - encouraging boards to respond to OCSTA issues and discussion papers.
- Ensure that OCSTA is kept informed of important issues, events and needs of boards in their region.
- Respect and protect the confidentiality of matters discussed at the OCSTA board

## Table Officers

### The Role of the President

- Presides at all general meetings of the Association and at meetings of the Board of Directors
- Has general supervision of OCSTA's affairs
- Is an ex-officio member of all committees
- Is the official spokesperson for OCSTA

### The Role of the Vice President

- Presides at meetings of the Board of Directors in the absence of the President.
- Represents the Association in place of the President, as required.
- Any other duties, as determined by the President.

### The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important role for the current President and the board.

### **Mission Statement**

*Inspired by the Gospel, OCSTA provides leadership, service, and a provincial voice for Catholic school boards in promoting and protecting Catholic education in Ontario.*

November 21, 2018



Ontario Catholic School  
Trustees' Association

**Nomination Form for OCSTA Representative  
to the CCSTA Board of Directors – May 2020**

**Moved by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**Seconded by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**That:**

\_\_\_\_\_

*(print nominee's name)*

\_\_\_\_\_

*(board)*

**be nominated for the position of OCSTA Representative to the CCSTA Board of Directors for the period May 2020 to the conclusion of the 2022 AGM & Conference.**

**I, \_\_\_\_\_ consent to stand for**  
*(signature of nominee)*

**election to the above position.**

**Appointed Scrutineer/Observer (Optional)**

*Each candidate for election of the OCSTA Board of Directors and CCSTA have the option to appoint 1 scrutineer/observer to be present during the counting of votes at the Annual General Meeting. The appointed scrutineers will remain sequestered until the delivery of the Report of the Returning Officer.*

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(board)*

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Ontario Catholic School  
Trustees' Association

## Nomination Form for OCSTA Vice President – May 2020

**Moved by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**Seconded by:**

\_\_\_\_\_

*(print name)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(board)*

**That:**

\_\_\_\_\_

*(print nominee's name)*

\_\_\_\_\_

*(board)*

**be nominated for the position of OCSTA Vice President for the period May 2020 to the conclusion of the 2022 AGM & Conference.**

I, \_\_\_\_\_ **consent to stand for**  
*(signature of nominee)*

**election to the above position.**

### **Appointed Scrutineer/Observer (Optional)**

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\_\_\_\_\_

*(name)*

\_\_\_\_\_

*(board)*

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November 21, 2018



# OCSTA Newswire – January 22, 2020



By [Sharon McMillan](#)

Jan 21, 2020

[OCSTA Newswire](#)

[0 Comments](#)

## “Igniting Hope” Short Video Contest Winners

The annual Together in Faith Short-Video Contest for students in Ontario’s Catholic schools is one of the ways OCSTA generates engagement for our Catholic schools while raising



awareness about the distinctiveness of the Catholic school learning environment. This year's contest invited students to create 2-minute videos that demonstrate how their schools "ignite hope".

The Association received almost 100 submissions and from that group created a list of 20 finalists. An online public voting platform was created to encourage school communities and families to vote for their favourite videos. As a result of that voting process we are very pleased to congratulate and announce the following elementary and secondary school winners:

### **Elementary:**

**1st Place (highest score): St. Paschal Baylon Catholic Elementary School, Toronto CDSB**

<https://youtu.be/Z2v61ufMVag>

**1st Place: St. Anne Catholic Elementary School, Dufferin-Peel CDSB**

<https://www.youtube.com/watch?v=Ltjk3oZCgPo&feature=youtu.be>

**2nd Place: St. David Catholic Elementary School, Sudbury CDSB**

[https://www.youtube.com/watch?v=62eXxCrN\\_cw&feature=youtu.be](https://www.youtube.com/watch?v=62eXxCrN_cw&feature=youtu.be)

**3rd Place: Holy Angels, Toronto CDSB**

<https://www.youtube.com/watch?v=iH904iaotHA&feature=youtu.be>

### **Secondary:**

**1st Place: St. Charles College Secondary School, Sudbury CDSB**

<https://www.youtube.com/watch?v=cqAF2HvDShE&feature=youtu.be>

**2nd Place: Chaminade College School, Toronto CDSB**

<https://www.youtube.com/watch?v=QDtrb9LChHE&feature=youtu.be>

**3rd Place: Dante Alighieri Academy, Toronto CDSB**

<https://www.youtube.com/watch?v=rX7muvP-ZuQ>

**See all 20 Finalists!**

**To view all 10 elementary school finalists click on the following link:**

<https://www.togetherinfaith.ca/2019-short-video-contest-elementary-schools/>

**To view all 10 secondary school finalists click on the following link:**

<https://www.togetherinfaith.ca/2019-short-video-contest-secondary-schools/>



**TCDSB Award Presentation**



**Dufferin-Peel CDSB Award Presentation**



**Sudbury CDSB Award Presentation**

## **OCSTA 90th Anniversary Trustee Highlight**

**Marino Gazzola, Chair, Wellington CDSB**



***What singular experience as a trustee at your CDSB can you share that can serve to illustrate the positive impact of Catholic schools in the community?***

It is a singular experience that repeats itself several times every spring...Our high school graduations. We have a tradition at Wellington Catholic. Our graduations take place in the beautiful Basilica of Our Lady Immaculate, a magnificent church. The students process in with spectacular organ music, accompanied by their teachers. Readings, prayers, greetings and valedictory speeches punctuate the evening. Presentations of diplomas and awards are made by community donors and sponsors, clergy, the Principal and Director of Education, celebrating our vision of the Catholic graduate. The Basilica is filled with parents, friends and family members. The evenings are magical and as a trustee, I am filled with pride and confidence, knowing that our students are well equipped to go make a difference in the world.

***What current Good News story about students/Catholic schools at your CDSB would you like to share?***

Very recently, four of our elementary students, 3 from St. John's Guelph, and one from Sacred Heart Guelph, all in grade 7, assisted an elderly woman who had fallen while taking out her garbage. She was taking it out as her husband had recently fallen and had some

serious injuries. The youths called for assistance from emergency personnel and stayed with the lady until help arrived. Not only did they assist her, the youths now return every week to put the garbage out for the elderly couple. A true demonstration of compassion and community service and witnesses to their faith.

## Catholic Trustees Seminar Highlights

Over 200 of OCSTA's members gathered in Toronto January 17 – 18 for the Association's annual Catholic Trustees Seminars to discuss current issues in education and explore aspects of Catholic school board governance with leading legal and subject matter experts. It is also the Association's tradition to provide at this event, an opportunity for trustees to hear from the Minister of the Education on timely and relevant education matters. We were pleased to once again provide that opportunity and welcomed The Hon. Stephen Lecce, Minister of Education as opening speaker this year.

The full program is listed [here](#).

To view presentations and audio recordings (where permission is granted by presenters) please click [here](#).

**NOTE:** these presentations are in the OCSTA Members' Centre and you must have a user login and password to enter that area of the website. If you need assistance, please contact Ashlee Cabral at [acabral@ocsta.on.ca](mailto:acabral@ocsta.on.ca) or call 416-932-9460, ext. 230 to reach Ashlee by phone.

### Photos from the event:



Minister of Education, The Hon. Stephen Lecce with OCSTA President Beverly Eckensweiler.



Holocaust Survivor Max Eisen with PVNC Alumni and Students, Director of Education Michael Nasello and OCSTA VP Michelle Griepsma.



Holocaust Survivor Max Eisen with OCSTA President Bev Eckensweiler and PVNC CDSB Director of Education Michael Nasello.



OCSTA Director and YCDSB Trustee, Carol Cotton, moderates workshop -Conflict of Interest, Code of Conduct and the Role of an Integrity Commission



**Date:** January 27, 2019  
**To:** Board of Trustees  
**From:** Governance Committee  
**Subject:** Policy Review and Recommendations

**Type of Report:** ☒ Decision-Making  
☐ Monitoring  
☐ Incidental Information concerning day-to-day operations

**Type of Information:** ☒ Information for Board of Trustees  
☐ Monitoring Information of Board Policy  
☐ Information only of day-to-day operational matters delegated to the CEO

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

Board Policy II 002 - Governing style  
Board Policy II 006 - Celebration of Excellence  
Board Policy II 011 - Student Representation on the Board  
Board Policy II 012 - Student Trustee Role Description  
Board Policy II 010 - Board Committee Structure,  
Board Policy II 009 - Board Committee Principles  
Board Policy II 015 - Ownership Linkage  
By-Laws

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

Education Act Section 55 – Student Trustees  
Regulation 7/07

**Alignment to the MYSP:**

Not applicable

**Background/Comments:**

The Governance committee has met twice this school year. The first meeting was on October 22, 2019 and the second meeting was January 14, 2020. Minutes from both meetings have been provided in previous or current consent agendas.



### Summary of October meeting and recommendations:

- Terms of reference were reviewed with no changes made other than the date
- Policy II 002 – Governing style was reviewed and discussion was had around item number 4 (addressing new topic within the context of a Board meeting) and the committee remains confident that the listed questions are an accepted and adopted process. The committee also discussed how trustees bring inquiries forward and how to add items to an agenda as outlined in by-laws. There are two ways to bring an inquiry forward. No recommended changes at this time.
  - Trustees may bring a topic forward through a trustee inquiry by way of a question at a meeting or in advance and would be placed under section 12 of the Agenda – outlined in by-laws section 3.17 through 3.19
  - Trustees may bring a topic forward through a motion for action – outlined in by-laws section 4.1
- Discussion was had around by-law review and the committee developed a schedule. Articles 1,2,3,4 were reviewed in January (see minutes) and articles 5 through 11 will be reviewed in March. Full review and recommendations will be brought forward to the Board of Trustees after the March meeting for discussion and decision.
- Policy II 006 Celebration of Excellence was discussed and reviewed. It was suggested that nominations be retained for 3 years and that should be specified in the policy and communication. See recommendations below and the attached policy for reference.

### Summary of January Meeting and recommendations:

- Reviewed both Board Policy II 011 Student Representation on the Board and Policy II 012 Student Trustee Role Description in conjunction with the Education Act, regulation 7/07, and procedural documents outlining the election process. After discussion the committee suggests the Board make changes as outlined in the recommendations below. The policies are attached for your reference.
- Policies II 010 Board Committee Structure, II 009 Board Committee Principles, and II 015 Ownership Linkage were reviewed in regards to the Audit Committee reporting in the fall opposed to June. No issue was found within policy and no recommended changes are being brought forward at this time.
- By-laws 1 through 4 were reviewed with minor suggested recommendations. See minutes for details. Full list of recommendations will come forward after all by-laws have been reviewed.
- Discussion was had around timeliness of recommendations coming to Board as they normally wait for minutes to be approved. Committee is suggesting that minutes come forward in the Consent Agenda for Governance approval so that recommendation come to Board sooner. See below.

### **Recommendation:**

- 1) 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.”
- 2) 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.
- 3) That Governance recommend the Board of Trustees the newly revised II 011 in relation to Student Representation on the Board.
- 4) That Governance recommend to the Board of Trustees the newly revised Board Policy II 012 Student Trustee Role Description in relation to Student Representation on the Board.



- 5) That the Governance Committee bring Governance minutes forward for approval within the context of the next proximate Board meeting. Thereafter the motions may be spoken to later in the agenda.

**Prepared/Reviewed By:** Melanie Van Alphen, Governance Committee Chair

\*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."







**Number: II 006**  
**Subject: Celebration of Excellence**

**Approval Date:** September 29, 2008

**Effective Date:** September 29, 2008

**Revised:** January 27, 2020

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**Policy Statement:**

As a Board that appreciates and recognizes the achievements of our staff and students and the contributions made by stakeholders in our Catholic education system, we wish to foster a culture of celebration of excellence.

Accordingly, the following Board of Trustees awards will be presented annually:

- 1. The Chair's Award:** presented to a person or persons in the school system who has contributed significantly to Catholic Education. It is given annually in recognition of outstanding contribution made to the Catholic school system serving the students, staff and greater community of Waterloo region or to the betterment of Catholic Education in Ontario in general. Awarded at the Staff Recognition event.  
**Nominations will be retained for 3 years. This does not preclude anyone from being re-nominated in any given year.**
- 2. The Community Partner Award:** presented annually in recognition of outstanding contribution made by a community partner or agency to the Catholic school system serving the students, staff and greater community of Waterloo Region. Awarded at the Staff Recognition event. **Nominations will be retained for 3 years. This does not preclude anyone from being re-nominated in any given year.**
- 3. The Distinguished Graduate Award:** presented to a graduate of more than 10 years from our school system who has demonstrated outstanding examples of the Ontario Catholic School Graduate Expectations. Awarded at the graduation exercises of the recipient's Secondary School or other appropriate public venue. **Nominations will be retained for 3 years. This does not preclude anyone from being re-nominated in any given year.**
- 4. The John Sweeney Scholarship:** presented in recognition of John Sweeney's Catholic leadership and his contribution to our system, our community and our province. Presented to a graduate attending St. Jerome's University who demonstrates academic excellence, the qualities such as perseverance, loyalty, integrity, commitment and a balanced involvement in their school, church and civic community. Awarded at the graduation exercises of the recipient's Secondary School.
- 5. The Student Trustee Award:** presented to a student trustee who has fulfilled the one year commitment to the term of office. Awarded at the graduation exercises of the student trustee's Secondary School.
- 6. Student Excellence Award:** Presented at each secondary school graduation to recognize student excellence for students destined for University, College and the World of Work.

7. **On-going recognition:** Trustees will support and recognize achievement at any of the school sites within the system through letters of congratulations, presentations or public acknowledgement as appropriate.

**Number: II 011**  
**Subject: Student Representation on the Board**

**Approval Date:** September 2, 2008.  
**Effective Date:** September 2, 2008.  
**Revised:** January 27, 2020

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**Policy Statement:**

As per the Education Act and Regulation 7/07 it is the policy of the Waterloo Catholic District School Board that the interests of pupils be represented on the Board through the position of student trustee.

Accordingly:

1. The Board shall have two student trustees to represent the interests of their peers
2. A student trustee shall have the following qualifications:
  - a) be a Catholic in Union with the See of Rome
  - b) Be a resident student of the Board
  - c) Be enrolled full-time (ie: at least 3 credits per semester) in one of the Board's Catholic Secondary Schools and be in the senior division at the time of his/her term
3. A student trustee has the same status as a board member with respect to access to board resources and opportunities for training.
4. The Chair of the Board shall appoint a trustee to act as a mentor for each student trustee
5. The appropriate Superintendent of Schools shall be the staff contact for the student trustees. The Superintendent shall establish procedures to assist the student trustee in fulfilling their roles and responsibilities.
6. Student trustees may be disqualified from office for the following reasons:
  - a) as per trustee disqualifications criteria outlined in legislation
  - b) the student trustees ceases to be enrolled as a full time student in one of the Board's Catholic Secondary schools
  - c) the student trustee commits a serious breach of his/her school's code of conduct
  - d) the student trustee's conduct is deemed to be incompatible with the roles and responsibilities of the position
7. Upon completion of the student trustee's term, the Board will suitably recognize them including but not limited to a notation in the student's Ontario Student Record and a letter of service signed by the Chair of the Board.



**Number: II 012**

**Subject: Student Trustee Role Description**

**Approval Date:** September 2, 2008

**Effective Date:** September 2, 2008

**Revised:** October 26, 2010; November 26, 2012; September 29, 2014; December 12, 2016; May 29, 2017,

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**Policy Statement:**

As per the Education Act, reg 7/07 and this policy, the position of Student Trustee of the Waterloo Catholic District School Board has three distinct roles; as members of the Board of Trustees, as school and student representatives and as leaders within the system.

Accordingly:

Board of Trustees Role and Responsibilities

1. Attend all regularly scheduled public Board meetings and committees on which the student trustee may be assigned. If a conflict prevents attendance at the meeting, notice must be sent to the appropriate superintendent and the committee chair prior to the start of the meeting. ~~Transportation to and from Board meetings may be via family member, public taxi or the student's vehicle (if of legal age).~~
2. Represent their own views and those of students within the board on any matter before the Board of Trustees including but not limited to government legislation and policies or operational practices enacted by the Ministry of Education, the Board or individual schools.
3. Represent the Board's students at public/official functions and on Board committees as assigned.
4. Report regularly to the Board of Trustees on their activities with the Secondary Student Senate and Ontario Student Trustee's Association.

School and Student Representative Role and Responsibilities

5. Serve as co-chairs of the Secondary Student Senate which holds a minimum of six (6) meetings per year.
6. Provide leadership within the Secondary Student Senate for its responsibility to promote the distinctiveness of a Catholic education within the Waterloo Catholic District School Board and the Region of Waterloo.
7. Participate as a member of his/her home school student council as an ex-officio member. The degree of participation beyond attendance at regular Student Activity Council meetings is at the discretion of the student trustee.
8. Report regularly to the Secondary Student Senate on the activities of the Board of Trustees and the Ontario Student Trustee's Association.

Leadership Role and Responsibilities

9. Monitor the activities of the Catholic Board Council of the Ontario Student Trustee's Association.
10. Participate in student leadership development activities associated with their school, board and association roles. If the activities are outside of Board jurisdiction supervision is to be provided by the student trustee parents and/or parents provide written permission for student trustee to attend. All excursions are subject to the availability of funds.



**Moved by:** Wendy Price

**Waterloo Catholic DSB**

**Seconded by:** Melanie Van Alphen

**Topic: Term Limit for Regional Directors**

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**Whereas:** Regional Directors play a critical role in keeping their regions abreast of current events at the provincial level; and

**Whereas:** Regional Directors from CDSB's are selected every second year as described in section 7.4 of the by-laws; and

**Whereas:** Term of office for Regional Directors is for two years with no limit on terms; and

**Whereas:** Terms limits are imposed for positions of President, Vice-President and CCSTA Directors as outlined in section 7.11 of the by-laws; and

**Whereas:** Including a term limit of two consecutive two year terms for Regional Directors allows more opportunity for other members to put their name forward, allowing for more diversity, conversation and distributed leadership within OCSTA;

**Therefore be it Resolved that:**

OCSTA amend the by-laws to include a term limit of two consecutive two year terms for Regional Directors.

**Moved by:** Wendy Price

**Waterloo Catholic DSB**

**Seconded by:** Melanie Van Alphen

**Topic: Teacher Learning and Leadership Program (TLLP)**

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**Whereas:** The TLLP has funded over 1250 project proposals from experienced teachers seeking a peer leadership role in curriculum, instructional practice and supporting other teachers; and

**Whereas:** TLLP's create and support opportunities for teacher professional learning and foster teacher leadership; and

**Whereas:** The TLLP projects allow teachers to improve and share practices that benefit the academic well-being of all students; and

**Whereas:** The TLLP projects are consistent with Ministry goals relative to innovation and fostering classrooms of strong future-focused learning; and

**Whereas:** Despite providing previous funding for Boards to foster TLLP's, the Ministry has neither funded projects for 2019-2020 nor committed to supporting this initiative in 2020-2021

**Therefore be it Resolved that:**

OCSTA petition the Ministry of Education to prioritize the practice and funding of the TLLP Program for the 2020-2021 school year.

**Seconded by:**

**Topic: Renew and Increase Funding for Summer Learning Program (CODE Project)**

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**Whereas:** The Summer Learning Program supports a positive impact assessment of Student Learning and positively connects summer learning to the School Year Programs; and

**Whereas:** The Summer Learning Program assists and influences teachers in their own professional development, specifically in the areas of instructional practices and parent engagement; and

**Whereas:** The Summer Learning Program supports parent engagement in their child's learning, which increases opportunities for success in school, and offers unique occasions to connect with parents; and

**Whereas:** The Summer Learning Program, in addition to literacy and numeracy learning, includes components on coding, fitness and healthy living; and

**Whereas:** Ministry officials who oversaw the Summer Learning program provided positive feedback regarding the quality of the program and strong engagement of students in the program; and

**Whereas:** Due to the success and strength of the program, 94% of all school boards offered CODE Summer Learning this past year; and

**Whereas:** Funding for the Summer Learning Program had been guaranteed over the three year period of 2016 – 2018; there was a 45% reduction in funding to the CODE projects which administer this program, this past summer of 2019, and at this time, funding has not been committed to for summer 2020; and

**Whereas:** Demand has increased every year and due to program funding, the Summer Learning Program has had to turn students away each year.

**Therefore be it resolved that:**

OCSTA petition the Ministry of Education to renew and increase funding for the Summer Learning Program (CODE Project).

**Committee Recommendation**



**Number: II 006**  
**Subject: Celebration of Excellence**

**Approval Date:** September 29, 2008

**Effective Date:** September 29, 2008

**Revised:**

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**Policy Statement:**

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3. **The Distinguished Graduate Award:** presented to a graduate of more than 10 years from our school system who has demonstrated outstanding examples of the Ontario Catholic School Graduate Expectations. Awarded at the graduation exercises of the recipient's Secondary School or other appropriate public venue.
4. **The John Sweeney Scholarship:** presented in recognition of John Sweeney's Catholic leadership and his contribution to our system, our community and our province. Presented to a graduate attending St. Jerome's University who demonstrates academic excellence, the qualities such as perseverance, loyalty, integrity, commitment and a balanced involvement in their school, church and civic community. Awarded at the graduation exercises of the recipient's Secondary School.
5. **The Student Trustee Award:** presented to a student trustee who has fulfilled the one year commitment to the term of office. Awarded at the graduation exercises of the student trustee's Secondary School.
6. **Student Excellence Award:** Presented at each secondary school graduation to recognize student excellence for students destined for University, College and the World of Work.
7. **On-going recognition:** Trustees will support and recognize achievement at any of the school sites within the system through letters of congratulations, presentations or public acknowledgement as appropriate.





**Number: III 002**  
**Subject: Unity of Control**

**Approval Date:** April 28, 2008

**Effective Date:** April 28, 2008

**Revised:**

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**Policy Statement:**

Only officially passed motions of the board are binding on the CEO.

Accordingly:

1. Decisions or instructions of individual board members, officers, or committees are not binding on the CEO except in rare instances when the board has specifically authorized such exercise of authority.
2. In the case of board members or committees requesting information or assistance without board authorization, the CEO can refuse such requests that require, in the CEO's opinion, a material amount of staff time or funds or is disruptive.



**Date:** January 27, 2020  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Leadership Strategy 2019-2020

**Type of Report:** ☐ Decision-Making  
☒ Monitoring  
☐ Incidental Information concerning day-to-day operations

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

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

- Board Policy I 001 - Ends
- Ontario Leadership Strategy - <http://www.edu.gov.on.ca/eng/policyfunding/leadership/threeYear.html>

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

- Achieving Excellence: A Renewed Vision for Education in Ontario - <http://www.edu.gov.on.ca/eng/about/excellent.html>
- Board Leadership Development Strategy (BLDS) - <http://www.edu.gov.on.ca/eng/policyfunding/leadership/BLDS2012Manual.pdf>

**Alignment to the MYSP:**

- Strategic Priority: Building Capacity to Lead, Learn and Live Authentically
- Strategic Direction: Nurture the wellbeing of all staff and students
- Strategic Priority: Nurturing our Catholic Community
- Strategic Direction: Promote a culture of belonging and respect, that supports success for all

**Background/Comments:**

The Ontario Leadership Strategy was developed in 2008-2009 to foster leadership of the highest possible quality in schools and school boards. School and system leaders play a critical role in creating the conditions of success, increasing student achievement, reducing gaps in student achievement and increasing public confidence in publicly funded education.

As part of the Ontario Leadership Strategy (OLS), each district in the province had been provided funding and support to develop and implement a Board Leadership Development Strategy (BLDS). While the BLDS is no longer



financially supported through Ministry of Education funding, the WCDSB maintains that our goals mirror the goals of the OLS – that is, to:

- attract those contemplating the vocation of leadership to the roles;
- develop personal leadership resources in individuals and promote effective leadership practices in order to have the greatest possible impact on student achievement and well-being; and
- develop leadership capacity and coherence in organizations to strengthen their ability to deliver on education priorities.

The Board Leadership Development Strategy Goals for the Waterloo Catholic District School Board are the following:

**Overall Goal:**

To develop leadership capacity to support the achievement of goals outlined in the Multi-Year Strategic Plan and the Board Improvement Plan for Student Achievement.

**Goal One:**

Create and promote leadership opportunities that engage all school and system leaders in order to strengthen staff capacity for instructional and spiritual leadership, to enhance organizational effectiveness, and to support succession planning as defined by research, Strong Districts and their Leadership and the Catholic Leadership Framework.

**Goal Two:**

School and system leaders in the WCDSB will develop the capacity to appropriately respond to the needs of learners by fostering a holistic view of student learning that encourages shepherd, servant and steward leadership.

**Goal Three:**

Create and provide opportunities for enhancing leadership capacity for the entire system by engaging in active professional lifelong learning, faith formation, mentorship and coaching.

Our comprehensive leadership plan includes:

- Catholic Leadership Series: Developing the Leader Within, Authentic Leadership and Advanced Leadership
- Induction Series
- Innovation Series
- Catholic Leadership Series- Theology on Tap Sessions
- New Teacher Induction Program

The Life-Long Learning Series was put on hold this year to review delivery format and potential offerings.

**The Waterloo Catholic Leadership Series**

Developing the Leader Within, Authentic Leadership and Advanced Leadership is open to all staff within the WCDSB; recognizing and promoting the fact that contributions offer a richness and diversity of thinking that makes our programs unique. The programs move through a series of book talks, insightful discussions, group panelists and practical experiences in order to provide candidates with time for reflection, discernment and professional growth. Our leadership series is not intended to be a leadership development prerequisite to prepare teachers for a



future within Administration, but an opportunity for all to discover the leader within, the leader that we are called to be in our role within the Catholic education system. Grounding our work within the context of our Gospel calling, each participant is offered room to grow and develop on their own personal professional and spiritual faith journey. We continue to leverage the leadership of Rev. Joseph de Viveiros C.R., our spiritual animator, who contributes to each series- strongly grounding our work in our faith and reflective of the new pastoral letter from the Assembly of Catholic Bishops of Ontario, Renewing the Promise.

#### **Developing the Leader Within – Leadership and Learning- Discerning the Catholic Leader Within**

**Session 1:** Developing Trust in Communications

**Session 2:** MBTI Personal Leadership Style

**Session 3:** Personal Resource Management

**Session 4:** Who am I as a Catholic Leader?

#### **Authentic Leadership Start with Why - Faith at the Heart of our 'Why' We Choose Leadership**

**Session 1:** Introduction to our book – Start with Why, by Simon Sinek; Portfolio Development

**Session 2:** Courageous Conversations

**Session 3:** Faith at the heart of our 'why' as Catholic leaders

**Session 4:** Panel Discussion: Catholic leadership and the "why".

#### **Advanced Level Leadership- Personal Resources and the Catholic Leadership Framework**

Session 1: Introduction to Personal Leadership Resources & Resiliency

Session 2: Understanding Yourself as a Leader (Predictive Index)

Session 3: Servant Leadership / Panel Discussion

Session 4: Being a Resilient Leader / Next steps in the Journey

Sample Participant Feedback:

***"This was a great growth experience for me. I connected with other teachers in our Board whom I was able to get to know. I connected in a different way with staff from my own school and found some time to do some personal reflection"***

***He was a very engaging speaker! I ended up changing my lesson plans the following day to ensure I reacted to the 'situation' instead of the 'people'.***

***"Information that I come back to often - Presented in an engaging and energetic manner; much enjoyed!"***

Year	Leadership Part I	Leadership Part II	Leadership Part III	Totals
<b>2013-2014</b>	70			70
<b>2014-2015</b>	36	60		96
<b>2015-2016</b>	53	31	49	131
<b>2016-2017</b>	54	48	17	119
<b>2017-2018</b>	44	31	34	109
<b>Total</b>	257	170	100	527

***"This was very eye opening for me and I realized a lot about myself and how all the different personality types deal with problems"***



Year	Developing Leadership	Authentic Leadership	Advanced Leadership	Totals
<b>2018-2019</b>	41	34	22	97
<b>2019-2020</b>	21	33	23	77

### CPCO Principal's Qualification Part I and II

As a result of the continued success of our Leadership Strategy, our board continues to provide the Principal's Qualification Program through the Catholic Principals' Council of Ontario. In December 2019 PQP2 concluded with 10 graduates. Currently 14 participants are in PQP1 which began early January 2020 and concludes late April. Currently we have 28 educators within the WCDSB who have their part 2 Principal Qualification's.

### Induction for Newly Appointed Administrators

Administrators in year one or two of this role are partnered with an experienced administrator in a mentor/mentee relationship. The program is a mix of professional learning sessions and mentor-mentee conversations/meetings. The professional learning sessions vary each year depending upon the needs of the group and the key areas of interest of the group are also considered. Some sessions this year include: Special Education, Budget & Finance, Monitoring Student Achievement, Human Resources, Case Study Analysis, Work/Life Balance and Creating a Five-Year Plan rooted in the Catholic Leadership Framework.

Year	Induction
<b>2014-2015</b>	9
<b>2015-2016</b>	19
<b>2016-2017</b>	20
<b>2017-2018</b>	38
<b>2018-2019</b>	14
<b>Totals</b>	<b>100</b>
<b>Current Enrolment</b>	13

### Innovation in Leadership

The goal of the Innovation in Leadership series has been to support administrators and innovative teachers in their own learning and leadership practices as related to student achievement. It is a co-learning opportunity for current administrators and interested teachers to share innovative best practices while working through the design thinking



process towards school-level innovations. As in 2018-2019, 13 participants began their Innovation in Leadership journey in the fall of 2019 and look forward to continued learning through two more sessions in the winter and spring of 2020; however, this year there is a notable shift in participation towards higher proportional representation for teachers than administrators (currently 70% teachers, 30% administrators, but this is shifting with changing roles for some participants). Additionally, in the fall of 2019, four participants in the Innovation in Leadership series took part in Dr. Julie Mueller's Teach Digital Lab session on computational thinking with 2 participants leading sessions that were later adapted to support system professional learning in November. As the group continues their Innovation in Leadership learning they look forward to collecting artifacts and photographic evidence of changes happening at their schools.

Year	Innovation
2014-2015	19
2015-2016	16
2016-2017	13
2017/2018	18
2018/2019	13
<b>Total</b>	<b>75</b>
<b>Current Enrolment</b>	13



Teachers and Administrators collaborating on the night before the PD Day [#InnovationinLeadership](#) at its finest. A big thank you for your generosity in sharing. Thanks also to [@wcdsbStDominic](#) for hosting and sharing the ways [#WCDSBInnovates](#) in this amazing space!



## Theology on Tap- Spiritual Development Series and *From Information to Transformation* Faith Formation Program.

Theology on Tap is our informal lecture series that is invitational to all employees of the WCDSB. Held at local venues- our series addresses current topics in theology and is delivered by noted spiritual leaders. On March 21, 2019 approximately 50 participants participated in a Theology on Tap with leader Bruce Rodrigues, former WCDSB Teacher, Administrator and Superintendent, Director of TCDSB, EQAO CEO and Deputy Minister of Education. Bruce explored the relationship between Belonging and Education and shared some insights he has learned along



the way. His talk was entitled ***Belonging and Education...What I Have Learned Along the Way***. On May 16, 2019 bestselling author and acclaimed educator, Fr. James T. Mulligan, joined us. A Pastor's Journal – his latest book – offers all those involved in the school–parish relationship an essential resource for strengthening this life-giving connection. His talk was entitled ***Bringing about Belonging and Renewal to the School, Home and Parish Relationship***, 35 participants were in attendance. Most recently, on October 17, 2019 the Theology on Tap Session presenters were the Dean of the Faculty of Education at Laurier University, Dr. Cantalini-Williams and her husband Chuck Williams, a long-time educator and principal in the WCDSB community. The title of their talk was...**Longing for Belonging: Creating Connections in Communities**. Approximately 35 people attended this outing.

Our next Theology on Tap is scheduled for February and we have Fr. Cornelius (Con) O'Mahony - Education Vicar for the Diocese - who is coming to lead us in that session!

## Information to Transformation

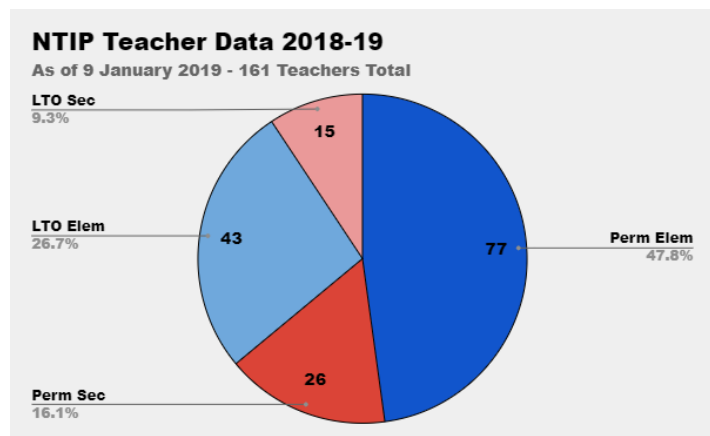
This two-year program is designed to build a foundation in theological reflection, nurture personal faith life, and form and shape the underlying ecclesiology to our emerging leaders in Catholic institutions.

This two-year program recognizes that Catholic leadership requires us to reflect critically on: our inheritance – our stories, our history, and our spiritualities; the ways in which we are part of our heritage; our contemporary culture; the ways in which we are called to ongoing spiritual growth; Pope Francis' invitation to build a culture of encounter; the meaning of our commitment to leadership and to community.

Year	Information to Transformation
2015-2017	6
2017-2019	5

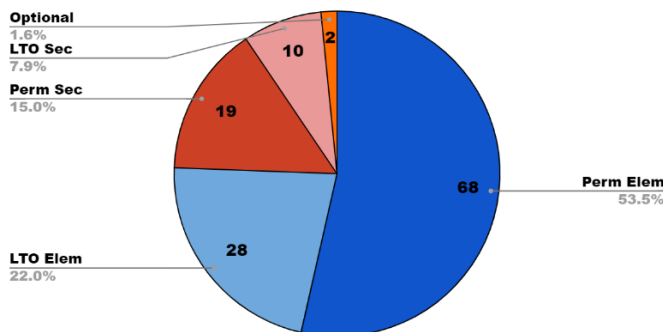
**New Teacher Induction Program and “Meet Up Series”, Podcasts, and Mentoring 101, Teams and Website**  
*NTIP is a Ministry mandated program designed to assist New Teachers in their first year(s) teaching and is open to support teachers within their first 5 years of teaching. It consists of a mentorship program, resources (to borrow or keep), workshops, networking, and creating a strategy for long-term success and ongoing professional development.*

## NTIP Teacher Data



## NTIP Teachers 2019-20

As of 3 Dec 2019 - 125 Teachers Total



## NTIP Meetups

NTIP Meetups have been our main source for beginning teacher professional development throughout the 2018-19 and into the 2019/20 school year. This year sessions have covered topics ranging from Reflections on Trust and Classroom Management, updated Health Curriculum and Resources, and FSL support.

Meetups are hosted after school at various locations throughout our board. Often, beginning teachers split into groups based on their division or subject, allowing for PD more specific to their needs. There are prize incentives, free resources, and opportunities for socialization and collaboration.

With each Meetup, we have received feedback on further topics we could cover and new formats for learning we should explore. Beginning teacher input has been highly encouraged and we have been enjoying their breadth of ideas for further professional development.

## New Teacher Induction Podcast - [Click here to go to our website](#)

The New Teacher Induction Podcast is an exciting new project for NTIP that began late 2018/2019. It is our way of disseminating our NTIP PD sessions to teachers who cannot always attend after school sessions or cannot attend all the sessions they wish in one Meetup. It will also offer opportunities for recorded discussion on a variety of topics related to beginning teacher's experiences. We hope the podcast format allows for PD in a modern, accessible method.

This year, we have shared the website with NTIP Facilitators in other boards who have provided valuable feedback and sought potential opportunities for collaboration in future episodes.

## NTIP Website - [bit.ly/wcdsbntip](http://bit.ly/wcdsbntip)

This new space for NTIP provides access to a host of resources, information, and opportunities for teachers to connect and collaborate. In order to ensure that teachers, mentors and principals have access to the latest resources and professional development opportunities for NTIP candidates the website is well populated and responsive to updates and feedback.

## NTIP Teams

For the 2019-2020 school year, WCDSB NTIP has leaned towards a more communal and collaborative model of support. All NTIP teachers are in NTIP Teams, based on the division/subject they teach. Each NTIP Team is allocated at least one mentor to provide support and guidance. Team members can take release time together in





various formats that meet their professional goals. For example, a Team can take release time to do Instructional Rounds in a Mentors class, followed by a rich debrief and reflection.

A NTIP Team's purpose is to:

- Discuss and reflect on shared problems of practice
- Collaborate on goals and strategies when filling out your Strategy Form (keeping in mind that Principals may also request changes)
- Provide a trusting community of reflexive teachers who observe, listen to, and support one another

### **Mentoring 101 Online - Coming Soon!**

As part of our commitment to the professional development of beginning teachers, we offer an online mentoring workshop to all experienced teachers who mentor our new colleagues. This leadership opportunity encourages reflective practice, where mentors are asked to think about the ways in which they communicate, listen, and share. We discuss and review methods of encouraging professionalism, independence, goal setting, and a number of other positive qualities we hope mentors impart upon new teachers.

### **Next Steps:**

Looking ahead, the leadership strategy, in alignment with the Multi-Year Strategic and Well Being Plan will be focusing more intentionally on professional development offerings focused on well-being and healthy workplaces.

By continually looking at various modes of delivery, and impactful content that might engage more leaders we purport that we will broaden the resourcefulness of all our staff and future catholic leaders of the Waterloo Catholic District School Board.

### **Recommendation:**

That this report be considered as evidence of fulfillment of Policy IV 013 Leadership.

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

Judy Merkel  
Superintendent of Learning

\*Bylaw 4.2 "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."





**Number: IV 013**  
**Subject: Leadership**

**Approval Date:** March 20, 2010  
**Effective Date:** March 29, 2010  
**Revised:** October 26, 2010; December 12, 2016

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**Policy Statement:**

The CEO shall not cause or allow leadership at the top levels of the organization that is unskilled, unethical, uninspiring and that is inconsistent with our Catholic values.

Further, without limiting the scope of the foregoing, the CEO shall not fail to:

1. Lead by example;
2. Address the future needs of the system with a succession plan for formal leaders in the organization;
3. Positively manage change;
4. Foster innovation and creativity;
5. Enlist others in creating and implementing a shared vision.
6. Apply the guiding principles of holism, lifelong learning, equity, collaboration, excellence and accountability, reflection, and reconciliation.