



Board of Trustees' Board Meeting

Date: Monday, June 15, 2020

Time: 6:00 p.m.

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

Location: Virtual Board Meeting

Link: <https://youtu.be/cerOwiwcnvU>

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	B. Conway		
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.	B. Conway		
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 meeting of May 25 th , 2020 regarding Human Resource Services matters, Private, Private, Private meeting of Monday, May 25 th , 2020 regarding Human Resource Services Matters and and In-camera meeting of June 15, 2020 regarding financial matters.	Board of Trustees		Approval
2. Consent Agenda: Director of Education (e.g.: day –to –day operational matters from the Ministry of Education that the Board is required to do)			
3. Consent Agenda: Board (Minutes of meetings, staff report)			

ITEM	Who	Agenda Section	Method & Outcome
3.1 Approval of Minutes of Regular and Special Meetings 3.1.1 Board of Trustee Meeting Minutes of May 25 th , 2020 3.2 Interim Financial Report #3 3.3 Trustee Budget Update 3.4 Governance Minutes of June 8 th , 2020 3.5 Audit Committee Minutes of April 21, 2020 3.6 Audit Committee Interim Report to the Board of Trustees 3.7 Audit Committee Self-Evaluation (2018-2019) 3.8 2018-2019 Trustee Expense Audit Report	Board of Trustees Board of Trustees Board of Trustees Governance Committee Board of Trustees Board of Trustees Board of Trustees Board of Trustees	pp.4-9 pp.10-15 pp.16 pp.17-19 pp.20-21 pp.22-24 pp.25-29 pp.30-34	Approval Information Information Approval Information Information Information Information
4. Delegations/Presentation			
5. Advice from the CEO			
5.1 Director's Report 5.2 Extended Day Programs 5.3 WCDSB MYSP 2018-2021 Report Card	L. Notten M. Ivankovic L. Notten	pp.35-37 pp.38-40 pp.41-92	Information Information Approval
6. Ownership Linkage (Communication with the External Environment)			
7. Reports from Board Committees/Task Forces			
7.1 Student Trustee Update (Verbal) 7.2 Acknowledgement of Student Trustees 7.3 Linkages Annual Committee Report 7.4 Pastoral Care Team Annual Committee Report 7.5 Governance Annual Committee Report	M. Cymbron, R. Schaefer W. Price;/J. Gravelle T. Weiler J. Gravelle M. Van Alphen	-- -- pp.93-94 pp.95-96 pp.97-98	Information Information Information Information Information
8. Board Education (at the request of the Board)			
8.1 Chair's Update 8.2 OCSTA/CCSTA Communications 8.3 OCSTA AGM Resolutions Discussion	B. Conway B. Conway Board of Trustees	pp.99 pp.100-156 pp.157-236	Information Information Discussion
9. Policy Discussion			
9.1 Work of the Board January 2019 to June 2020 9.2 Policy Review and Recommendations from Governance Committee 9.3 Call Log Review	Board of Trustees Board of Trustees Board of Trustees	pp.237-239 pp.240-244 pp.245-247	Information Approval Information
10. Assurance of Successful Board Performance			
10.1 Review of Board Policy 10.1.1 Board Policy II 001 General Governance Commitment Is There a Need to Review This Policy? 10.1.2 Board Policy II 009 Board Committee Principles Is There a Need to Review This Policy? 10.1.3 Board Policy II 010 Board Committee Structure Is There a Need to Review This Policy?	Board of Trustees B. Conway K. Dupuis	pp.248-250 pp.251 pp.252	Approval Approval Approval

ITEM	Who	Agenda Section	Method & Outcome
11. Assurance of Successful Director of Education Performance			
11.1 Monitoring Reports & Vote on Compliance			
11.1.1 General Exec Limitations – Monitoring Report IV – 1	L. Notten	pp.253-254	Approval
12. Potential Agenda Items/Trustee Inquiry Report (CEO)			
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): •Jun 27: OCSTA AGM – Virtual •Sept 14: Committee of the Whole Meeting •Sept 28: Board of Trustees' Meeting			
13.2 Pending Items:	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
13.3 Pending Items for OCSTA Consideration			
14. Items for the Next Meeting Agenda	Trustees		
15. Adjournment	Director of Education		
Confirm decisions made tonight			
15.1 Confirm Decision made tonight	Recording Secretary	--	Information
15.2 Private, Private	Board of Trustees	--	Approval
16. Closing Prayer			
17. Motion to Adjourn	Board of Trustees	Motion	Approval

CLOSING PRAYER

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

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

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

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

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

Amen

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



Board of Trustees' Board Meeting

A public meeting of the Board of Trustees was held on Monday, May 25, 2020 via Virtual Meeting.

Trustees Present:

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

*Brian Schmalz joined at 6:38 p.m.

Student Trustees Present:

Meghan Cymbron, Rori Schaefer

*Rori Schaefer joined at 6:47 p.m.

Administrative Officials Present:

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

Special Resources For The Meeting:

Regrets:

Recorder:

Alice Figueiredo, Executive Administrative Assistant

NOTE ON VOTING: Under Board by-law 5.7 all Board decisions made by consensus are deemed the equivalent of a unanimous vote. A consensus decision is therefore deemed to be a vote of 9-0. Under Board by-law 5.11 every Trustee "shall vote on all questions on which the Trustee is entitled to vote" and abstentions are not permitted.

1. Call to Order:

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

1.1 Opening Prayer & Memorials

The meeting opened with prayer led by Trustee Gravelle, Trustee Price and Student Trustee Cymbron.

1.2 Territorial Acknowledgment

The Territorial Acknowledgement was declared by Trustee Conway.

1.3 Approval of Agenda

2020-66-- It was moved by Trustee da Silva seconded by Trustee Price:

THAT the agenda for Monday, May 25th, 2020 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:

1.5. In-camera meeting of May 11th, 2020 regarding Human Resource Services matters, Private, Private, Private meeting of Monday, May 11th, 2020 regarding Human Resource Services Matters and In-camera meeting of May 25th, 2020 regarding Human Resource Services Matters.

2020-67 -- It was moved by Trustee Weiler seconded by Trustee Reitzel:

That the Items for Action regarding In-camera meeting of May 11th, 2020 regarding Human Resource Services matters, Private, Private, Private meeting of Monday, May 11th, 2020 regarding Human Resource Services Matters and In-camera meeting of May 25th, 2020 regarding Human Resource Services 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 Board of Trustee Meeting Minutes of April 27, 2020

3.2 CPIC Committee Minutes – January 15, 2020

3.3 SEAC Committee Minutes – March 4, 2020

3.4 Update on Budget Preparation

2020-68- It was moved by Trustee Van Alphen and seconded by Trustee da Silva:

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 Director's Report

Director Notten provided the Board of Trustees with an update on the various meetings participated in response to the school closure.

5.2 Long Term Accommodation Plan

Item was discussed after 5.4 Seatbelts on Buses as Trustee Schmalz had a question with respect to FSL and was not able to join until 6:58 p.m. Superintendent Maharaj introduced the Jennifer Passy, Manager of Planning. Ms. Passy along with the assistance of Jennifer Kruithof, FSL consultant provided information with respect to FSL. Trustees asked clarifying questions and provided feedback. Superintendent Maharaj requested approved of the Long Term Accommodation Plan as presented on May 11, 2020.

2020-69- It was moved by Trustee Schmalz and seconded by Trustee Price:

That the Board of Trustees approve the Long Term Accommodation Plan as presented by staff on May 11, 2020. - -- Carried by consensus

5.3 Energy Conservation Plan'

Superintendent Maharaj introduced Elena Weber-Kraljevska, Energy Conservation Officer who provided the Board of Trustees with a presentation on the Energy Conservation and Demand Management Plan for 2020. Guiding principles, goals/objectives, legislative requirements, data, strategies to management energy, goals and celebrations were discussed.

5.4 Seatbelts on Buses

Superintendent Maharaj introduced Benoit Bourgault, General Manager at STSWR. Mr. Bourgault was asked by Trustees in February to present a report on the Seatbelts on Buses. Mr. Bourgault discussed data, pro/cons, recommendations, and upcoming pilot project. A report on experience with seatbelts on buses will be brought forward as part of STSWR's annual report in February 2021.

Trustees asked clarifying questions and provided feedback.

5.5 Special Education Update/Plan

Superintendent Shoemaker provided the Board of Trustees with a comprehensive report on the Board's Special Education Update and Plan. Items discussed include professional learning, celebrations of success in various projects along with data to support initiatives and resources for staff and families during school closure.

Trustees asked clarifying questions and provided feedback.

5.6 Pride Flag Report

Director Notten provided the Board of Trustees with a report on Waterloo Catholic's response to "Pride Month" and introduced the flag that will be flown for the entire month of June at each of its buildings and school locations. Special permission was given from Heritage Canada to fly two flags on one pole for the month of June, in those schools that only have one flag pole. The image on the flag reflects the Board's message of inclusion and welcome.

Trustee Van Alphen voiced concerns that the flag may not be recognized to represent the LGBTQ+ community as it is not the Pride flag. Trustee Van Alphen also questioned the consultation process and was concerned that the Trustees, broader community, and students were not consulted in the process. Trustee Van Alphen confirmed that she does not support the decision to fly the flag presented by Director Notten.

Director Notten noted that the decision was not one that was made in isolation but we are part of a larger Catholic Community, and noted that it is an operational decision which does not require Board approval prior to making a decision.

Round table discussion arose amongst Trustees, where some were content with the image, others were concerned it would not represent the LGBTQ+ community and might not be embraced in the greater community. Other questions also arose as to whether the flag can be flown all year. Director Notten noted that most schools only have one flagpole and the Board obtained special permission to fly two flags on one pole, and that the flag was specifically designed to respond to Pride month.

Trustee Van Alphen attempted to bring forth a motion requesting consultation from students, staff, LGBTQ+ community, OECTA, OCSTA and broader community regarding Pride month and raising the Pride flag at our buildings and to postpone flag raising until consultation is complete. Point of Order was noted as protocol was not followed to bring forth motion. It was noted that it is an operational matter which the Trustees do not have authority. Further, Director Notten noted that the flag presented was intended as something positive and will take a step forward for this June and perhaps subsequent conversation can take place on how to proceed in the future. The motion did not have a seconder.

6 Ownership Linkage (Communication with the External Environment)

7 Actions From Board Committees/Task Forces

7.1 Student Trustee Update

Student Trustees provided an update for the month of May and activities that have continued virtually. Newly elected Student Trustees, Abby Barbosa and Kate Morrison were introduced.

8 Board Education (at the request of the Board)

8.1 Chair's Update

Trustee Conway provided highlights from the month of May.

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 II 011 Student Representation on the Board

Trustee Conway confirmed review of Board Policy II 011 Student Representation on the Board and moved for compliance.

2020-70 -- It was moved by Trustee Conway and seconded by Trustee Dupuis:

THAT the Board of Trustees reviewed Board Policy II 011 Student Representation on the Board and find that the Board is in compliance. --- Carried by consensus

There is no need to review the policy.

10.1.2 Board Policy II 012 Student Trustee Role Description

Trustee da Silva confirmed review of Board Policy II 012 Student Trustee Role Description and moved for compliance.

2020-71 -- It was moved by Trustee da Silva and seconded by Trustee Reitzel:

THAT the Board of Trustees reviewed Board Policy II 012 Student Trustee Role Description and find that the Board is in compliance. --- Carried by consensus

There is no need to review the policy.

10.1.3 Board Policy III 001 Global Governance-Management Connection

Trustee Conway reviewed Board Policy III 001 Global Governance-Management Connection the Board is not in compliance as the current Executive Compensation is still in effect.

2020-72 -- It was moved by Trustee Conway and seconded by Trustee Schmalz:

THAT the Board of Trustees reviewed Board Policy III 001 Global Governance-Management Connection and find that the Board is not in compliance due to current executive compensation legislation still in effect. --- Carried by consensus

There is no need to review the policy.

10.2 Board of Trustees' Meetings Dates for 2020-2021

Trustee Conway reviewed dates and noted that in order to be in compliance with By-Law section 2.5.1 and 2.5.2, the Inaugural must be held the first week in December. As such, the Inaugural will be held on December 7th, 2020 and the subsequent Board meeting will be held on December 14th, 2020.

2020-73 -- It was moved by Trustee Price and seconded by Trustee Weiler :

That the Board of Trustees approve the Board dates for 2020-2021 with December 7th, 2020 Inaugural and December 14th, 2020 Board as recommended. --- Carried by consensus

10.3 Board of Trustees Self Evaluation Data

Trustee Conway discussed Board of Trustee Self Evaluation findings. It was noted that perhaps a comments section could be added after each section.

11 Assurance of Successful Director of Education Performance

11.1 Monitoring Reports & Vote on Compliance

11.1.1 Treatment of Public – Monitoring Report IV – 002

Director Notten provided the Board of Trustees with a report confirming compliance of Board Policy IV 002 Treatment of Public.

2020-74 -- It was moved by Trustee Dupuis and seconded by Trustee Gravelle:

That the Board accept this report indicating compliance with communication and support to Board Policy IV 002 Treatment of Public.--- Carried by consensus

11.1.2 Treatment of Students - Monitoring Report IV – 003

Director Notten provided the Board of Trustees with a report confirming compliance of Board Policy IV 003 Treatment of Students. Trustee Price questioned why MDI School Climate results data was not included to support the report. Director Notten confirmed that MDI data was presented to Trustees in detail from a report brought forth from Superintendent Merkel. Data from all reports are shared and reported, it was offered for consideration that if all data were to be imbedded in this monitoring report, it would be somewhat overwhelming, because there is extensive data associated with each report.

2020-75 -- It was moved by Trustee Dupuis and seconded by Trustee Schmalz:

That the Board accept this report indicating compliance with Treatment of Students Policy IV 003.--- Carried by consensus

11.1.3 Treatment of Staff – Monitoring Report IV – 004

Superintendent Connolly provided the Board of Trustees with a report confirming compliance of IV 004 Treatment of Staff.

At this point, a motion to extend the Board meeting was brought forward.

2020-76 -- It was moved by Trustee Gravelle and seconded by Trustee Reitzel:

That the Board of Trustees' meeting be extended past 9:00 p.m. --- Carried by consensus

Trustee Price noted report does not give a good indication of the culture of the system, believes there should be a direct measure and feels a survey around moral should be included. Frustrated that all three of the treatment policies were brought forth on the same agenda. When look at Policy III 005 Monitoring CEO Performance, it states Treatment of Public and Students should be monitored in February and Treatment of Staff in April. Noted that all three monitoring reports should not be on same agenda due to importance and discussed a need to review III 005 Monitoring CEO Performance. Trustee Price suggested that Trustees can look at this when discussing work of the Board. Director Notten suggested to refer schedule to Governance, as it was approved years ago. III 005 Monitoring CEO Performance schedule will be discussed in Governance.

2020-77 -- It was moved by Trustee Schmalz and seconded by Trustee Gravelle:

That the Board accept this report indicating compliance with Treatment of Staff Policy IV 004. --- Carried by consensus

11.1.4 Asset Protection – Monitoring Report IV – 009

Superintendent Maharaj provided the Trustees with a report confirming compliance of IV 009 Asset Protection policy.

2020-78 -- It was moved by Trustee Reitzel and seconded by Trustee Dupuis:

That the Board of Trustees approves this report as demonstrating compliance with Board Policy IV 009 for the 2019-20 school year, with the exception of policy provision 6. --- Carried by consensus

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. It was confirmed that Special Board with respect to the Budget on June 1 will be postponed as the Board has not received information from the Ministry.

13.2 Pending Items:

13.3 Pending Items for OCSTA Consideration

14 Items for the Next Meeting Agenda

15 Adjournment – Confirm decisions made tonight.

15.1 The Recording Secretary confirmed the meeting decisions.

15.2 Private, Private

2020-79 -- It was moved by Trustee da Silva and seconded by Trustee Dupuis:
That the meeting move into Private, Private at 9:29 pm. --- Carried by consensus

15.3 Private, Private, Private

16 Closing Prayer

17 Motion to Adjourn

2020-80 -- It was moved by Trustee da Silva and seconded by Trustee Dupuis:
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 10:30 p.m.

Chair of the Board

Secretary



Date: June 15, 2020
To: Board of Trustees
From: Director of Education
Subject: Interim Financial Report - #3 of 3

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)

Interim financial reports are presented to the Board to assist Trustees in their monitoring of the financial well-being of the school board. These reports are presented to the Board of Trustees three times per school year (January, March, and June) and a final year-end report is provided with the Auditor's report in the fall. Reports are reviewed by the Audit Committee prior to being sent to the Board of Trustees.

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

Executive Limitation IV008: Financial Conditions and Activities

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

Alignment to the MYSP:

Building Capacity to Learn, Learn and Live Authentically

Strategic Direction: Investment in global competency development and leading technologies

Background/Comments:

Attached to this report are the following:

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

This report contains data up to and including May 31, 2020. Notes, where appropriate are included to provide the reader with additional information.



General Commentary:

Changes have been made to the forecast to reflect school closure for the remainder on 2019-2020. A summary has been provided below:

- Temporary staff such as supply teachers and other replacement staff costs have been greatly reduced over the Q2 forecast which assumed schools would re-open in May.
- Budget holders, including school budgets, have been directed to spend their funds as needed and budgeted in order to meet current year commitments and prepare for September.
- Strike savings for OECTA have reduced both revenues and expenses

Revenue impacts

- Extended Day programs will generate a deficit of \$1.7M in the current year due to closures.
- Community Use of Schools and third-party day care operator lease revenues have been reduced by \$0.3M in the current year due to closures. The Board is unable to charge daycare operators operating or capital portions of their monthly rent per Ministry directive. The Board is charging rent to the YMCA daycare operating as an emergency centre at Resurrection.
- Final enrolment has exceeded the original budget by 75 ADE, resulting in increased GSN revenues.

Expenditure impacts

- Direct COVID19 costs such as internet hotspots and devices for students and staff, additional cleaning products and sanitizers, 3D printing media, costs related to the operation of a childcare for front-line healthcare workers, and overtime for certain support staff are estimated at \$1.0M after reducing by the \$0.1M donation received community partners for internet connectivity.
- Saving for supply costs not incurred are estimated at \$1.4M.
- Programming and operational departmental budget savings are estimated at \$0.4M.
- Other notable changes include added expenses for portable rentals, technology contracts, and software fees

Other unknown impacts

- WSIB has notified employers with similar status to WCDSB that any COVID19 claims will not be charged to individual employers but will become a pooled expense for all. There is no data to quantify what this expense might be and if it will affect WCDSB negatively
- Uninsured lawsuits, grievances, and any employee-related contractual financial pressures, if any, have been disclosed in private to the Audit Committee.

Due to the uncertainty of the school year at this time, the overall risk assessment related to the Board's financial well-being for the 2019-2020 school year is **MEDIUM**.

In terms of deviance from the priorities set out in June 2019, it should be noted that COVID19 has disrupted programming in general, though a full quantification of the impacts is still not fully known at this time.

Recommendation:

That the Board of Trustees receive this monitoring report as information on the financial well-being of the board as at May 31, 2020.

Prepared/Reviewed By: Loretta Notten
Director of Education

Shesh Maharaj
Chief Financial Officer

Laura Isaac
Senior Manager of Financial Services



Renee King
Manager of Budget

*Bylaw 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."



Waterloo Catholic District School Board
2019-2020 Third Quarter Interim Financial Report
For the Period Ended May 31, 2020

Summary of Financial Results				
	Budget	Forecast	In-Year Change	
			\$	%
Revenue				
Provincial Grants (GSN)	259,236,202	260,472,665	1,236,463	0.5%
Grants for Capital Purposes	6,340,336	6,322,575	(17,761)	(0.3%)
Other Grants	3,208,804	5,239,116	2,030,312	63.3%
Other Revenues	13,401,381	10,992,807	(2,408,574)	(18.0%)
Amortization of DCC	17,738,809	17,346,636	(392,173)	(2.2%)
Total Revenue	299,925,532	300,373,799	448,267	0.1%
Expenses				
Classroom	206,593,868	207,434,724	840,856	0.4%
Non-Classroom	39,524,300	39,445,914	(78,386)	(0.2%)
Transportation	6,764,925	6,595,269	(169,656)	(2.5%)
Pupil Accommodation	26,067,906	25,997,584	(70,322)	(0.3%)
Capital	3,120,778	3,227,984	107,206	3.4%
Amortization/Write downs	17,853,755	17,456,035	(397,720)	(2.2%)
Total Expenses	299,925,532	300,157,510	231,978	0.1%
Balance before Accum Surplus	-	216,289	216,289	-
Accumulated surplus use	-	-	-	-
Surplus/(Deficit) - end of year	-	216,289	216,289	-

Note: GSN - Grants for Student Needs

Note: DCC - Deferred Capital Contribution

Changes in Revenue

- GSN:** Increase due to enrolment and labour enhancements offset by strike savings
- Other Grants:** Increase due to additional PPFs since budget announced
- Other Revenues:** Decrease due to closure of Extended Day and third party daycares as well as short term stays offset by increased interest revenue
- Amortization:** Decrease due to the timing of the completion of construction projects

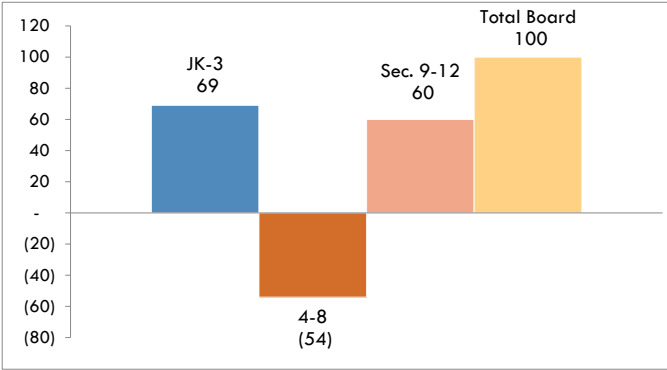
Changes in Expenses

- Classroom:** Increase due to labour enhancement, contracts, paid sick leaves and new grants offset by strike savings
- Amortization:** Decrease due to the timing of the completion of construction projects

Summary of Enrolment				
ADE	Budget	Forecast	In-Year Change	
			#	%
Elementary				
JK-3	8,321	8,390	69	0.8%
4-8	8,579	8,525	(54)	-0.6%
VISA Students	23	32	9	39.1%
Total Elementary	16,923	16,947	24	0.1%
Secondary <21				
Pupils of the Board	6,775	6,835	60	0.9%
VISA Students	185	201	16	8.6%
Total Secondary	6,960	7,036	76	1.1%
Total	23,883	23,983	100	0.4%

Note: ADE is comprised of actual enrolment reported at October 31, 2019 and March 31, 2020

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



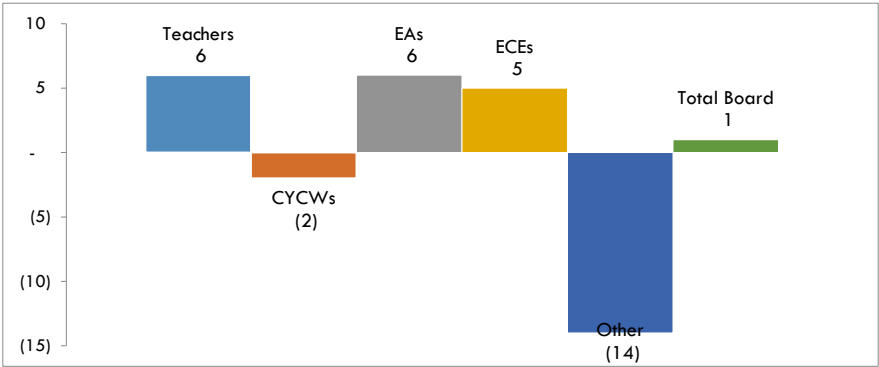
Highlights of Changes in Enrolment:

- Elementary:** Increase is attributed to families transferring from other boards
- Secondary:** Increase is attributed to regional growth

Summary of Staffing				
FTE	Budget	Forecast	In-Year Change	
			#	%
Classroom				
Teachers	1,444	1,450	6	0.4%
Child & Youth Care Workers (CYCWs)	46	44	(2)	-4.3%
Educational Assistants (EAs)	366	372	6	1.6%
Designated Early Childhood Educators	173	178	5	2.9%
Total Classroom	2,029	2,044	15	0.7%
Other Support Staff				
School Administration	161	157	(4)	-2.5%
Board Administration	74	74	-	0.0%
Facility Services	198	187	(11)	-5.6%
Consultants/Co-ordinators	25	26	1	4.0%
Paraprofessionals	91	94	3	3.3%
Library & Guidance	62	59	(3)	-4.8%
Total Other Support Staff	611	597	(14)	-2.3%
Total Staffing	2,640	2,641	1	0.0%

Note: FTE is calculated as of May 4, 2020

Changes in Staffing: Budget vs. Forecast



Highlights of Changes in Staffing:

- Classroom Teachers:** Increase due to pupil-teacher ratios and enrolment
- Classroom Support Staff:** Increased ECEs to support enrolment, increased EAs due to student needs and LPF, CYCWs decreases due to vacancies not filled
- Other Support Staff - Facility Services:** Decrease due to site closure and vacancies not filled
- Other Support Staff - School Admin/ Library & Guidance:** Decrease due to temporary staff layof
- Other Support Staff - Paraprofessionals:** Increase due to new funding available

Waterloo Catholic District School Board
2019-2020 Third Quarter Interim Financial Report
Revenues
For the Period Ended May 31, 2020

	Budget Assessment				Material Variance Note
	2019-2020				
	Budget	Forecast	Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
Grant Revenues					
Pupil Foundation	123,812,303	123,966,461	154,158	0.1%	
School Foundation	16,604,351	16,524,153	(80,198)	(0.5%)	
Special Education	33,597,039	33,488,039	(109,000)	(0.3%)	
Language Allocation	7,648,875	8,013,742	364,867	4.8%	
Learning Opportunities	3,711,872	4,306,454	594,582	16.0%	
Adult Education, Continuing Education	3,906,777	3,981,955	75,178	1.9%	
Teacher and DECE Q&E	24,563,327	24,979,551	416,224	1.7%	
Teacher Job Protection Funding	5,429,044	5,370,700	(58,344)	(1.1%)	
Transportation	7,219,728	7,220,750	1,022	0.0%	
Administration and Governance	7,435,225	7,411,168	(24,057)	(0.3%)	
School Operations	23,470,781	23,335,716	(135,065)	(0.6%)	
Community Use of Schools Grant	311,926	311,926	-	0.0%	
Indigenous Education	400,061	438,832	38,771	9.7%	
Safe Schools Supplement	426,933	425,258	(1,675)	(0.4%)	
New Teacher Induction program	239,596	239,596	-	0.0%	
Rural and Northern	60,389	60,389	-	0.0%	
Permanent Financing - NPF	397,975	397,975	-	0.0%	
Regular Operating On-going Grants	259,236,202	260,472,665	1,236,463	0.5%	a.
Grants for Capital Purposes					
School Renewal	367,742	378,560	10,818	2.9%	
Temporary Accommodation	2,901,369	2,901,369	-	0.0%	
Short-term Interest	128,563	99,984	(28,579)	(22.2%)	b.
Debt Funding for Capital	2,942,662	2,942,662	-	0.0%	
Total Capital Grants	6,340,336	6,322,575	(17,761)	(0.3%)	
Other Grants					
Continuing Education	2,287,886	2,311,270	23,384	1.0%	
Partnership and Priorities Fund (PPF)	920,918	2,927,846	2,006,928	217.9%	c.
Total Other Grants	3,208,804	5,239,116	2,030,312	63.3%	
Other Revenues					
Continuing Education Fees	2,765,924	2,532,919	(233,005)	(8.4%)	d.
Rentals	898,464	472,606	(425,858)	(47.4%)	e.
Interest	250,000	500,000	250,000	100.0%	f.
Tuition Fees	3,486,100	3,228,102	(257,998)	(7.4%)	g.
Extended Day Fees	4,236,055	2,817,156	(1,418,899)	(33.5%)	f.
Other International Fees	1,198,250	730,363	(467,887)	(39.0%)	h.
Other	566,588	711,661	145,073	25.6%	
Total Other Revenue	13,401,381	10,992,807	(2,408,574)	(18.0%)	
Deferred Revenues					
Amortization of DCC	17,738,809	17,346,636	(392,173)	(2.2%)	
Net Deferred Revenue	17,738,809	17,346,636	(392,173)	(2.2%)	
Total Revenue and Grants	299,925,532	300,373,799	448,267	0.1%	

Explanations of Material Grant Variances

- a. Increase due to ESL learners, enrolment, labour enhancements offset by reduction of strike savings
- b. Decrease due to timing of construction projects
- c. Increase due to PPF grants originally not anticipated
- d. Decrease due to timing of sale of site where rental revenues were received and reduced facility rentals due to COVID-19
- e. Increase due to higher interest earned
- f. Decrease due to participation in the homestay program and International insurance
- g. Decrease due to closure of program in mid-March to the end of the year
- h. Increase due to anticipated rebates for energy efficiencies and timing of recognizing deferred revenue

Waterloo Catholic District School Board
2019-2020 Third Quarter Interim Financial Report
Expenses
For the Period Ended May 31, 2020

	Budget Assessment				Material Variance Note
	2019-2020				
	Budget	Forecast	Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
OPERATING					
Classroom Instruction					
Teachers	151,159,949	148,786,719	(2,373,230)	(1.6%)	a.
Supply Teachers	3,724,368	2,878,890	(845,478)	(22.7%)	b.
Educational Assistants	17,471,988	18,115,982	643,994	3.7%	c.
Designated Early Childhood Educators	9,297,523	9,837,994	540,471	5.8%	d.
Classroom Computers	2,573,874	3,994,311	1,420,437	55.2%	e.
Textbooks and Supplies	4,520,441	5,053,636	533,195	11.8%	f.
Professionals and Paraprofessionals	11,043,425	11,911,158	867,733	7.9%	c.
Library and Guidance	5,085,143	5,083,586	(1,557)	(0.0%)	
Staff Development	1,223,785	1,287,656	63,871	5.2%	
Department Heads	493,372	484,792	(8,580)	(1.7%)	
Total Classroom	206,593,868	207,434,724	840,856	0.4%	
Non-Classroom					
Principal and Vice-Principals	9,602,813	9,741,309	138,496	1.4%	
School Office	5,987,336	6,008,718	21,382	0.4%	
Co-ordinators and Consultants	4,697,191	4,474,833	(222,358)	(4.7%)	
Continuing Education	10,085,809	9,593,399	(492,410)	(4.9%)	
Total Non-Classroom	30,373,149	29,818,259	(554,890)	(1.8%)	
Administration					
Trustees	236,372	240,216	3,844	1.6%	
Director/Supervisory Officers	1,622,489	1,728,082	105,593	6.5%	
Board Administration	7,292,290	7,659,357	367,067	5.0%	
Total Administration	9,151,151	9,627,655	476,504	5.2%	
Transportation	6,764,925	6,595,269	(169,656)	(2.5%)	
Pupil Accommodation					
School Operations and Maintenance	25,700,164	25,615,852	(84,312)	(0.3%)	
School Renewal	367,742	381,732	13,990	3.8%	
Other Pupil Accommodation	3,120,778	3,227,984	107,206	3.4%	
Amortization and Write-downs	17,853,755	17,456,035	(397,720)	(2.2%)	
Total Pupil Accommodation	47,042,439	46,681,603	(360,836)	(0.8%)	
TOTAL OPERATING	299,925,532	300,157,510	231,978	0.1%	

Explanations of Material Budget Variances

- a. Decrease due to strike savings and lower salaries for replacement teachers offset with labour negotiations
- b. Increase due to earned leave plan supply as well as sick leave offset by savings due to closure
- c. Increase due to labour enhancements, including re-instatement of Local Priorities Funding (LPF)
- d. Increase due to growth of Extended Day program, labour enhancements, offset with supply cost savings due to closure
- e. Increase due to PPF grant not anticipated, revised software contracts, costs incurred to support eLearning and replacement technology due to pandemic
- f. Increase due to new funding announced

Notes:

1. Budget is the 2019 - 2020 Estimates Budget as approved by the Board of Trustees in June 2019

Trustee Budget Update - 001 - As of June 9, 2020			
Name	Budgeted Amount	Spent to Date	Budget Available
PD Non-Academic	\$24,000.00	\$14,973.33	\$9,026.67
Catering	\$9,000.00	\$5,421.64	\$3,578.36
Other Trustee Travel	\$13,000.00	\$2,975.98	\$10,024.02
Other Travel Expenses	\$8,000.00	\$3,655.96	\$4,344.04
Travel Expenses-Outside	\$1,500.00	\$918.91	\$581.09
Office Supplies	\$500.00	\$238.02	\$261.98
Legal Fees	\$7,000.00	\$4,275.39	\$2,724.61
Board Memberships	\$130,534.00	\$130,463.10	\$70.90
Trustee Awards	\$750.00	\$0.00	\$750.00
Miscellaneous	\$1,400.00	\$683.25	\$716.75
	\$195,684.00	\$163,605.58	\$32,078.42



Governance Committee Meeting

Date:	June 8 th , 2020
Time:	5:00 p.m.
Location:	Via Teams
Next Meeting Date(s):	Monday October 19 th , 2020
Attendees Committee Members: Bill Conway, Greg Reitzel, Brian Schmalz, Melanie Van Alphen (Chair) Administrative Officials: Loretta Notten	

1. Welcome and Opening Prayer

2. Approval of Agenda

Moved: Bill Conway

Second: Greg Reitzel

Carried by consensus

3. Declared Pecuniary Interest

4. Approval of the Minutes – N/A

5. Discussion Items

5.1 – Approval of Dates for 2020-2021

- Monday, October 19, 2020
- Monday, January 18, 2021
- Monday, March 1, 2021
- Monday, June 21, 2021 (both first Monday's are scheduled for Board) – in lieu of June 21st – prefer May 25th.

Moved: Brian Schmalz

Second: Bill Conway

Carried by consensus

5.2 Review Board Policy II-003 Board Job Description regarding monitoring bi-annually the priorities of the Board. (from April 6, 2020 Board)

Add a new #6: The priorities of the Board will be set in September, with progress of the work of the Board reviewed in January and a report prepared and brought to June Board meeting, of each school year.

Motion: Add a new # 6 – per the following.... *The priorities of the Board will be set in September, with progress of the work of the Board reviewed in January and a report prepared and brought to June Board meeting, of each school year to Policy II-003*

Moved by: Greg Reitzel

Seconded by: Brian Schmalz

Carried by consensus



5.3 Review Policy II-002 Governing Style to include the practice of completing Board Self-Evaluation in May of each year. (from April 6, 2020 Board)

Add a new number 7 – to II 003 –

Continuous improvement including a self-evaluation every year, to be presented at the May Board meeting.

Moved by: Brian S

Seconded by: Bill Conway

5.4 Review Board Policy II-012 Student Trustee Role Description to include the completion of Student Trustee Feedback form in May of each year. (from April 6, 2020 Board)

Motion: Add as a new number 5: to Policy II - 012

Student Trustee feedback form to be completed for and presented at the May Board meeting each year.

Moved by: Greg Reitzel

Seconded by: Brian Schmaltz

Carried by consensus

5.5 .Review Board Policy III 005 Monitoring CEO Performance Schedule (from May 25, 2020 Board)

IV 004 Treatment of Staff

IV 002 Treatment of Public

IV 003 Treatment of Students have been coming forward in May and need to be shifted to February, and/or the calendar needs to be updated to reflect actual practice. (Calendar was adapted and adopted on Feb 28th 2017.)

Ensure that Policy IV 004 Treatment of staff comes in April of each year, and Policy IV 002 Treatment of Public and IV 003 Treat of Students comes in February of each year. Follow the published schedule.

6. Pending Items

6.1 Review Board Policy II 007 Board Members Code of Conduct (October 2020)

7. Recommendations to the Board

1. Motion: Approval of Governance meeting dates:

- Monday, October 19, 2020
- Monday, January 18, 2021
- Monday, March 1, 2021
- Tuesday, May 25th 2021

Moved: Brian Schmalz

Second: Bill Conway

Carried by consensus



2. **Motion:** Add a new # 6 to Policy II 003– per the following.... *The priorities of the Board will be set in September, with progress of the work of the Board reviewed in January and a report prepared and brought to June Board meeting, of each school year to Policy II-003*

Moved by: Greg Reitzel

Seconded by: Brian Schmalz

Approved by consensus

3. **Motion:** Add a new number 7 – to II 003 –
Continuous improvement including a self-evaluation every year, to be presented at the May Board meeting.

Moved by: Brian Schmalz

Seconded by: Bill Conway

Approved by consensus

4. **Motion:** Add as a new number 5: to Policy II - 012
Student Trustee feedback form to be completed for and presented at the May Board meeting each year.

Moved by: Greg Reitzel

Seconded by: Brian Schmaltz

Approved by consensus

8. Adjournment

Moved by: Bill Conway

Seconded by: Greg Reitzel

Approved by consensus

Meeting ended at 5:48 p.m.



Audit Committee Open Meeting

Date: **April 21, 2020**

Time: 5:00 p.m.

Location: Teams Meeting

Next Meeting: June 9, 2020

Attendees: **Committee Members:**
Greg Reitzel, Wendy Price, Kevin Dupuis

Community Members:
Philip Silveira, Jessica Perkovic

Administrative Officials:
Loretta Notten, Shesh Maharaj, Laura Isaac, Shane Durham

Guests:

Regrets:

1. Welcome and Opening Prayer

2. Approval of Agenda
Motion: Wendy Price
Seconded: Greg Reitzel
Carried by consensus

3. Declared Pecuniary Interest *None*

4. Approval of the Minutes
• Open Meeting of **January 28, 2020**
Motion: Kevin Dupuis
Seconded: Philip Silveira
Carried by consensus

5. Discussion Items

- 5.1 Q2 Dashboard Report
• Laura Isaac reviewed the Q2 dashboard report which highlighted the changes since Q1

Motion: That the 2nd Quarter dashboard report for the period ended February 28, 2020 be sent to the Board of Trustees for approval
Motion: Greg Reitzel
Seconded: Wendy Price
Carried by consensus

6. Pending Items

7. Adjournment at 5:18 pm
Motion: Phil Silveira
Seconded: Kevin Dupuis
Carried by consensus



Date: June 15, 2020
To: Board of Trustees
From: Jessica Perkovic, Chair, Audit Committee
Subject: Audit Committee Interim Report to the Board of Trustees

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

Origin:

Ontario Regulation 361/10 *Audit Committees*
Board Policy II 010 *Board Committee Structure*

Education Act:

Ontario Regulation 361/10 *Audit Committees*

- 15(3) - An audit committee of a board shall submit a report to the board in each fiscal year on or before a date specified by the board, and at any other time as may be requested by the board, that includes,
- (a) a summary of the work performed by the committee since the last report,
 - (b) an assessment by the committee of the board's progress in addressing any findings and recommendations that have been made by the internal or external auditor,
 - (c) a summary of the matters addressed by the committee at its meetings,
 - (d) the attendance record of members of the committee, and
 - (e) any other matter that the committee considers relevant.

Alignment to the MYSP:

Building Capacity to Lead, Learn & Live Authentically

Investment in global competency development and leading technologies:

- Ensure technology is current and relevant to optimal teaching and learning practices

Nurture the well-being of all students and staff:

- Decrease in staff absenteeism/sick leave usage, and health and safety incidents



Background/Comments:

Audit Committee Members

The Audit Committee is composed of the following members:

- Jessica Perkovic (Community Member) – Chair
- Wendy Price, Kevin Dupuis, and Greg Reitzel – Trustees
- Philip Silveira – Community Member

Governance

The Audit Committee operated throughout the fiscal year. All members were independent in accordance with provision 3(1) and 3(2) of Ontario Regulation 361/10.

Summary of Work Performed

The Audit Committee met on the following dates: September 24th, 2019, November 5th, January 28th, 2020, April 21st, and June 9th. The following are some highlights of the work of the committee over the 2019-2020 school year:

- Election of Jessica Perkovic as Chair of the Audit Committee,
- Reviewed the quarterly dashboard reports from management,
- Monitored the Fraud and Accountability Line,
- Completed annual review of the Audit Committee Terms of Reference,
- Reviewed the 2018-2019 audited financial statements and recommended approval to the Board of Trustees,
- Received and reviewed the 2018-2019 annual Internal Audit Report,
- Prepared and reviewed the Audit Committee Annual Report to the MOE,
- Reviewed the Regional Internal Audit Mandate,
- Reviewed the following RIAT audit reports:
 - a. WCDSB Special Education Follow-up Audit Report,
 - b. WCDSB Attendance Support Follow-up Audit Report,
- Reviewed the WCDSB Internal Auditor Mandate,
- Reviewed the following WCDSB Internal Audit reports:
 - a. 2018-2019 School Generated Funds Audit Report,
 - b. Enrolment & Attendance Audit Report – March 2019 Count Date,
 - c. Con-Ed Follow-up Audit Report,
 - d. 2018-19 Trustee Expenses Audit Report and Statement of Trustee Expenses,
 - e. Director's & Director's Office Expenses Audit Report,
 - f. Enrolment & Attendance Audit Report – October 2019 Count Date,
 - g. Q1, Q2, & Q3 Internal Audit Plan Status Reports,
- Completed the annual Audit Committee self-evaluation,
- During the year, information systems were compromised by an unknown third party. The Committee spent time reviewing details of the incident as well as measures taken by management to reduce the chances of future cyber incidents.

Internal Auditors

The Audit Committee reviewed the 2019-2020 Internal Audit Plan. Prepared by the Internal Audit Officer, it was developed with consideration of the RIAT risk assessments and coordinated with the RIAT Audit Plan to produce a risk-based internal audit plan. The Audit Committee reviewed and endorsed internal audit strategies and annual plan for the Board and has received regular reports on the outcome of audit work and recommendations made.

Assessment

Throughout the year and in accordance with recommended good practice various administrative tasks were completed. These include:

- Reviewed and recommended to the Board of Trustees the Audit Committee Terms of Reference
- Developed a meeting schedule and agenda for each meeting



- Reviewed and recommended for approval the yearly Internal Audit Plan
- Performed a self-evaluation of the Audit Committee effectiveness and discussed results.

It was agreed to meet five times throughout the year; all meetings except April 7th were held as planned. This meeting was cancelled due to uncertainty around Covid-19. A special purpose meeting was held April 21st. Member attendance was as follows:

Member's Name	September 24, 2019	November 5, 2019	January 28, 2020	April 7, 2020	April 21, 2020	June 9, 2020
Greg Reitzel	✓	✓	✓	N/A	✓	✓
Wendy Price	✓	✓	✓	N/A	✓	✓
Kevin Dupuis	✓	✓	✓	N/A	✓	✓
Philip Silveira	✓	✓	✓	N/A	✓	✓
Jessica Perkovic	✓	✓	✓	N/A	✓	✓

Recommendation:

This report is provided as monitoring information for the Board of Trustees.

Prepared By: Shane Durham
Internal Audit Officer

Reviewed By: Jessica Perkovic
Chair, Audit Committee

*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: June 15, 2020
To: Board of Trustees
From: Jessica Perkovic, Chair, Audit Committee
Subject: Audit Committee Self-Evaluation (2018-2019)

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 Ontario Regulation **361/10** – Audit Committees
- ☐ Information only of day-to-day operational matters delegated to the CEO

Origin:

As required under the discharging of the Audit Committee's responsibilities, an annual self-evaluation of the effectiveness and performance of the Audit Committee is required to be completed and submitted to the Board of Trustees. This report will outline the results and any follow-up required.

Education Act:

Ontario Regulation 361/10 *Audit Committees*

9 (7) - "An Audit Committee of a Board shall report to the Board annually, and at any other time that the Board may require, on the committee's performance of its duties"

Alignment to the MYSP:

Building Capacity to Lead, Learn & Live Authentically

Investment in global competency development and leading technologies:

- Ensure technology is current and relevant to optimal teaching and learning practices

Nurture the well-being of all students and staff:

- Decrease in staff absenteeism/sick leave usage, and health and safety incidents

Background/Comments:

The Audit Committee evaluation was sent to committee members in February 2020 with a completion of the online survey by March 2020.



Appendix A represents areas of the Audit Committee's Terms of Reference, that requires additional knowledge. For the year under evaluation (2018-2019), one or more members indicated "Not Applicable" or "Insufficient Knowledge" on the evaluation.

Appendix B includes areas of disagreement and associated resolutions.

Appendix C includes the self-assessment survey results.

Recommendation:

THAT the Board of Trustees accepts this report as monitoring information of the Audit Committee in the discharging of their responsibilities.

Prepared By: Shane Durham
Internal Audit Officer

Reviewed By: Audit Committee

*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."



Appendix A

Audit Committee Self Evaluation Analysis

Additional Knowledge

Composition and Quality:

Members of the Audit Committee meet all applicable independence requirements.

The independence of community members is evaluated at the time of application and interview for membership in accordance with Ministry guidelines. Trustees appointed to the Audit Committee and community members are required to sign a declaration of independence at the first Audit Committee meeting of the school year. Declarations of conflict of interest and/or pecuniary interest are solicited at the beginning of every Audit Committee meeting to ensure the continued independence of all committee members.

New Audit Committee members are provided with an orientation program to educate them on the board, their responsibilities, and the Board's financial reporting and accounting practices.

In the current year, the Audit Committee did not have any new members. However, as of September 2011 staff will provide new Trustees with, and Community members will be required to view an orientation package provided by the Ministry of Education at the following link:

<https://sbsb.edu.gov.on.ca/VDIR1/Internal%20Audit/AuditCommittee.aspx?Link=InternalAudit>

The Audit Committee creates a succession/rotation plan for Audit Committee members, including the Audit Committee Chair.

Community members began the Audit Committee by drawing lots to determine the length of their first term (one, two, or three years). This allowed for only one community member to have an expiring term in alternating years to ensure continuity in the retention of knowledge from community members from year to year. Trustees are appointed to the Audit Committee by the Chair of the Board in accordance with their by-laws.

The Chair of the Audit Committee must be elected each year by the members of the committee and therefore a succession plan is not achievable.

Understanding the Business, Including Risks

Sufficient Knowledge Indicated!

Process & Procedures

Sufficient Knowledge Indicated!

Communication and Information:

Sufficient Knowledge Indicated!

Oversight of the Financial Reporting Process, Including Internal Controls

The Audit Committee has a process for the review of significant issues prior to the quarterly and annual financial statements (e.g. with management).

Management presents to the Audit Committee a dashboard report (quarterly) and financial statements (annually) for review and discussion on any significant issues. The reports and financial statements are sent to the Board of Trustees once all significant issues are resolved.



Adjustments to the financial statements that resulted from the audit process are reviewed by the Audit Committee, regardless of whether they were recorded by management.

As part of their audit findings, the external auditor presents a list of adjustments to the financial statements for any differences found. This list would include all adjustments, regardless of whether they were recorded by management or not. This is completed during the November meeting each year.

Oversight of Audit Functions:

The Audit Committee comprehensively reviews management's representation letters to the external auditors (including making inquiries about any difficulties obtaining the representations).

A management representation letter is written to the external auditors by management that includes management's acknowledgement of its responsibilities for the fair presentation of the financial statements and its belief that the financial statements are presented fairly. This letter is reviewed by the Audit Committee as part of the audit findings presentation by the external auditors.

The Audit Committee pre-approves all services (audit and non-audit) provided by the external auditor.

Any service provided by the external auditor must be approved through the Audit Committee. Other than the financial statement audit, no other services were required.

The Audit Committee considers the scope of non-audit services by the external auditor in determining their independence.

Certain non-audit services (i.e. tax or consulting) could impair the external auditor's independence with respect to the financial statement audit. The Audit Committee, as part of monitoring the external audit process, determines the external auditor's independence; one of the factors in the determination is the scope of any non-audit services. In the current year, PWC did not perform any non-audit services.

The Audit Committee reviews other professional services that relate to financial reporting (e.g. consulting, legal, and tax strategy services) provided by outside consultants.

The Audit Committee reviews any professional services relating to financial reporting provided by outside consultants (other than the external auditors – these are dealt with separately). In the current year, no outside consultants provided professional services relating to financial reporting.

Overall Ethics and Compliance:

Sufficient Knowledge Indicated!

Monitoring Performance:

Sufficient Knowledge Indicated!



Appendix B

Audit Committee Self Evaluation Analysis

Areas of Disagreement

Composition & Quality:

No disagreement!

Understanding the Business, Including Risk:

No disagreement!

Process and Procedures:

No disagreement!

Communication and Information:

No disagreement!

Oversight of the Financial Reporting Process, Including Internal Controls:

The Audit Committee ensures that management takes action to achieve resolution when there are instances of repeat comments from auditors, particularly those related to internal controls.

Through various audit reports from both the internal and external auditors, there could be instances of repeat recommendations for which management did not address in previous audit reports. In this situation the Audit Committee would ensure management takes appropriate action to address the recommendations. There were no instances of repeat comments from auditors during 2018-2019.

Oversight of Audit Functions:

No disagreement!

Overall Ethics and Compliance:

No disagreement!

Monitoring and Performance:

No disagreement!





Date: June 15, 2019
To: Board of Trustees
From: Audit Committee
Subject: 2018-2019 Trustee Expense Audit 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 **II 014**
- ☐ Information only of day-to-day operational matters

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

The Waterloo Catholic District School Board is committed to an organizational culture that operates with integrity and promotes responsibility, excellence, and accountability with respect to decisions and practices. The Board recognizes the need to reimburse Trustees for expenses reasonably incurred in carrying out their role as Trustee. Therefore, it is a policy of the Waterloo Catholic District School Board that Trustees shall be reimbursed for travel and out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a Trustee.

Internal Audit Mandate Statement:

The Internal Audit Mandate requires that the:

“The Internal Auditor shall have the authority to conduct audits to include, but not limited to, financial, performance, and compliance audits, or reviews of all departments, offices, schools, activities, and programs under the control of the Board.”

Alignment to the MYSP:

Building Capacity to Lead, Learn & Live Authentically

Investment in global competency development and leading technologies:

- Ensure technology is current and relevant to optimal teaching and learning practices

Nurture the well-being of all students and staff:

- Decrease in staff absenteeism/sick leave usage, and health and safety incidents

Background/Comments:

Status and Results

As part of the 2019-2020 Internal Audit Plan, audit procedures were performed over Trustee expenses to measure compliance with Board policy and the appropriateness of expenditures. With one minor exception



relating to gratuities, expenses incurred by Trustees were compliant with Board policies and were reasonable in nature.

Please find attached:

- The 2018-2019 Trustee Expense Audit Report, and
- Public Statement of Trustee Expenses.

Recommendation:

That the Board of Trustees accepts the 2018-2019 Trustee Expense Audit Report for information purposes only and recommends that the public Statement of Trustee Expenses be posted to the WCDSB website.

Prepared By:

Shane Durham
Internal Audit Officer

*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."





To: Audit Committee
CC: Shesh Maharaj, Executive Superintendent of Corporate Services and Chief Financial Officer
From: Shane Durham, Internal Audit Officer
Date: June 9, 2020
Report No.: IA 20-13
Subject: 2018-2019 Trustee Expense Audit Report

Summary

As part of the 2019-2020 Internal Audit Plan and as required by Board Policy II 014 – *Trustee Expenses*, audit procedures were performed over the expense reimbursement claims of Trustees to measure compliance with Board Policy and the appropriateness of expenditures.

Introduction

I am writing to report to you the results of the internal audit procedures performed on the Trustee expense claims for the 2018-2019 school year. The audit took place in January 2020. **Appendix A** provides a 2018-2019 Statement of Trustee Expenses.

References

References used throughout the internal audit procedures include:

- Board Policy II 014 – Trustee Expenses
- Corporate Services Manual
 - Expense Reimbursement Process

Audit Procedures

The following audit procedures were performed to measure compliance with Board Policy and to determine the appropriateness of expenditures:

- Review expense reimbursement claims and supporting documentation of all Trustees for the year under audit,
- Review purchase card transactions and supporting documentation made by the Executive Administrative Assistant on behalf of Trustees,
- Review purchase card transactions and supporting documentation for the Chair of the Board, and
- Inquire of the Chief Financial Officer or Trustees, as required.

Results

After reviewing the expense reimbursements, the following areas of strength were noted:

- Expense claims were reviewed and approved by the Chair of the Board and/or the Executive Superintendent of Corporate Services and Chief Financial Officer, in accordance with Board procedures,
- Travel descriptions were fully detailed,
- All expenses were fully supported with appropriate documentation, and
- Personal expenses identified were reimbursed back to the Board by the Trustee.



Appendix A is the 2018-2019 Statement of Trustee Expenses. This statement, with personal expenses netted against mileage, is provided to the public on the Waterloo Catholic DSB website. Details of the nature of the individual expenses may be provided to the public (including media outlets), upon request, by the Chief Managing Officer through a formal Freedom of Information process.

Conclusions

Based on my audit and analysis of Trustee expenses, overall expenses are reasonable in nature and supported by sufficient invoices or detailed receipts. The audit did not identify any deviations from Board Policy.

Once the Audit Committee has reviewed the Trustee Expenses Audit Report, a recommendation should be made to the Board of Trustees to accept the report and approve the Statement of Trustee Expenses for posting on the WCDSB website.

If there are any other questions, concerns, or further analysis required please do not hesitate to contact me.

Kind Regards,



Shane Durham, CPA, CA
Internal Audit Office



Appendix A
Waterloo Catholic District School Board
Statement of Trustee Expenses
School Year 2018-2019
Audited

	Mileage	Conferences	Meals	Supplies	Books	Parking	Other	Total	
Joyce Anderson	-	-	-	-	-	-	-	-	Trustee
Manuel da Silva	2,471	4,125	243	-	-	64	-	6,903	Trustee
Jeanne Gravelle	1,086	1,541	94	-	-	-	-	2,721	Trustee
Wendy Price	2,373	3,690	163	-	-	202	-	6,428	Trustee; Chair of the Board to December
Greg Reitzel	810	1,287	94	-	-	64	-	2,255	Trustee
Bill Conway	813	4,436	137	-	-	-	-	5,386	Trustee; Vice-Chair of the Board to December, Chair of the Board December Onward
Wayne Buchholtz	-	-	43	-	-	-	-	43	Trustee
Brian Schmalz	861	4,091	120	-	-	111	191	5,374	Trustee
Melanie Van Alphen	1,229	3,820	137	60	-	64	-	5,310	Trustee
Tracy Weiler	104	1,271	144	28	-	-	-	1,547	Trustee
Kevin Dupuis	1,365	1,694	-	28	-	79	40	3,206	Trustee
Meghan Nemeth	337	1,104	472	-	-	-	-	1,913	Student Trustee - Outgoing
Rori Schaefer	-	-	-	-	-	-	-	-	Student Trustee - Incoming 2020
Izabella Tyc	337	1,277	100	-	-	-	-	1,714	Student Trustee - Outgoing
Meghan Cymbron	-	-	-	-	-	-	-	-	Student Trustee - Incoming 2020
Totals	\$ 11,786	\$ 28,336	\$ 1,747	\$ 116	\$ -	\$ 584	\$ 231	\$ 42,800	





Date: June 15th, 2020
To: Board of Trustees
From: Director of Education
Subject: June Director's Report

Type of Report:

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

Type of Information:

- ☐ Information for Board of Trustees Decision-Making
- ☐ Monitoring Information of Board Policy **IV 012**
- ☒ Information only of day-to-day operational matters delegated to the CEO

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

Executive Limitation IV 012 Communication to Board

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

Policy 1 001 Ends
Policy IV 013 Leadership

Alignment to the MYSP:

Strategic Priority: Nurturing Our Catholic Community

Strategic Priority: Student Engagement, Achievement and Innovation

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

Background/Comments:

The Month of June typically brings with it several opportunities for celebration of the year that was, as we embrace the joy of a “race well run”. This year our reality with COVID19 has altered much of that, but even in the 2 weeks since last we met, it is clear much is still happening in our school communities and across the board. We have so many reasons to be proud of our system, our staff and our students. Below are a few short highlights since our last Board meeting update that capture some of the more notable events or accomplishments from my work as Director:

- Participated by teleconference in CODE Executive Meetings and a CODE Exec Meeting with the Deputy Minister and ADMs.
- Attended a meeting of the Waterloo Region Catholic Schools’ Foundation.



- Attended our STWSR Board of Directors Meeting with WRDSB.
- Attended WCDSB Governance Meeting with trustees.
- Attended WCDSB Audit Committee Meeting.
- Participated in a meeting with our researcher in regards to potential next steps with *Thought Exchange* – a service provider that facilitated stakeholder engagement and survey process. As we look to the fall we are seeing potential opportunities for what a second system stakeholder survey could reflect.
- Met with and fielded calls from various community organizations in regards to the Pride flag, and also completed a number of media interviews.
- Hosted a meeting of our Collaborative Professionalism Committee – which is comprised of the Chairs and presidents of all of our various working groups. Gained feedback in relation to our transition to distance learning and thoughts about the future, as we look to learning in the new school year.
- Participated in a number of calls related to the new Canada Student Service Grant – which is being sponsored by the Federal government and facilitated by WE. One was a focus group of a small number of Directors with Marc Keilburger, others were with the Catholic outreach coordinator from WE, and others were with our local players such as our secondary school administrators, and Fr Toby, pastor at St Mary Catholic Church.
- Participated in regular provincial conference calls with the Deputy Minister for updates on school closure / distance learning questions and challenges.
- Participated in several meeting as one of a few Directors on the Deputy Minister's Continuity of Learning Table, to help inform direction forward on bigger issues related to distance learning, for example assessment and evaluation.
- Chaired twice weekly meetings of the senior team to discuss learning continuity issues and cover regular Exec Council business continuity items.
- Chaired weekly WCDSB meetings with our K-12 Administrators in relation to the school closure / distance learning environment in which we are currently operating. Provided Director's Update in all meetings and we provided updates in a variety of areas with consistency and frequency.
- Participated in Secondary Administrator Meetings in relation to the school closure / distance learning environment in which we are currently operating.
- Participated in regular meetings with local OECTA Executive regarding distance learning and the communication of direction to staff.
- Participated in regular meetings with the Principals Association Representatives to discuss issues and concerns as we move forward with the implementation of Distance Learning.
- Crafted weekly messages to staff with updates and encouragement, celebrating the accomplishments of our exceptionally dedicated staff.
- Chaired weekly meetings of ECCODE membership in relation to the school closure / distance learning environment in which we are currently operating.
- Participated in CODE Executive meetings in relation to school closure / distance learning.
- Participated in a conference call of Catholic Partner representatives with CPCO, OCSTA and OCSOA, as ECCODE's representative. Topic was how we are moving forward in response to school closure / distance learning and as we look to re-opening.



- Participated in two OCSOA Board of Directors meetings, including the annual AGM in which I presented the Annual ECCODE update.
- Participated with a small group of Directors of Education from across Canada in a meeting facilitated by Fairchance Onward Education and hosted by the University of Waterloo. The researcher from U of W will author a paper to be shared by the end of the summer on the new learning reality in the time of COVID19. The white paper has the potential to inform our work moving forward.
- Participated in the Well-Being Steering committee meeting where we discussed how our plan is currently serving the system, WCDSB Web page navigation and how it may have to adapt in light of the changing times.
- Will chair our FACE Committee Steering committee later this week.
- Attended different seminars on the transition to virtual education, as well as the prospects for re-opening, as well as other provincial and national dialogues sponsored by different organizations such as IBM, Fairchance/Onward Education and ThoughtExchange.

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: June 15, 2020
To: Board of Trustees
From: Maria Ivankovic, Superintendent of Learning
Subject: Extended Day Programs

Type of Report:

- ☒ Decision-Making – Board required to pass a motion
- ☐ 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

- O. Reg. 221/11 – Extended Day Programs and Third Party Programs
- MOE Memo EL12 – Regulatory Amendments for Full-Day Junior Kindergarten and Kindergarten and Extended Day Programs

Alignment to the MYSP:

Priority area

Building capacity to lead, learn and live authentically

Strategic direction

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

Goal

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

Background

1. The Extended Day program is an integral part of the Early Learning Kindergarten program and is led by registered Early Childhood Educators (RECE). The Extended Day program is funded by parent fees and set on a cost-recovery basis. The Extended Day program is optional for parents and offered by boards only where there is sufficient demand to make the program viable.
2. All school boards shall in every elementary school ensure the operation of an Extended Day program or third party operation for children from JK to grade 6; where there is sufficient demand.

Comment

1. Parental Interest

Parent information brochures were available to parents of children currently enrolled in grades JK-5 through school newsletters and to parents registering their children for junior kindergarten in their registration packages. Parents were able to express their interest in the Extended Day program by pre-registering their children for the upcoming school year. All information is available on WCDSB website and through kg registration; extended day registration website (Onelist) sends out emails to all currently registered families reminding them to register for next school year.

2. Program Options

Parents were asked to indicate the days per week they wish to enroll their child, and which of the program options they required, i.e.:

- a. Before school only
- b. After school only
- c. Both before and after school

3. Non-Instructional Days

Non-Instructional days such as PA days, Christmas and March Break are a part of the regular registration process for parents. The cost of this program currently is \$25.00 per day if both before and after schools programs are used on non-instructional days, otherwise parents will only be charged the fee for the program they have regularly registered for (i.e. just before school).

4. Fees

There will be a slight increase in fees for the 2020-21 school year. The Board of Trustees approved an Equal Billing Fee for Extended Day Programs not to exceed \$25.00 per day including PD days, Christmas and March Break back in 2019. We are now asking for fees to be approved at the rate of \$26.25 per day to help cover the additional rising cost of extended day programs. Due to the current school closure there was a significant loss in revenue for the 2019-2020 school year.

5. Registration Response

- a. The need for the Extended Day program was not viable at 5 schools, they are as follows:

Holy Rosary, Waterloo
John Sweeney, Kitchener
St. Gregory, Cambridge
St. Luke, Waterloo
St. Margaret, Cambridge

- a. 38 schools that were deemed viable for 2019/2020 will continue to be viable for the 2020/2021 school year. A total of 38 schools are as follows:

Before and After school programs

Blessed Sacrament, Kitchener
St. Teresa of Calcutta, Cambridge
Christ the King, Cambridge
Canadian Martyrs, Kitchener
Holy Family, New Hamburg
Holy Spirit, Cambridge
Monsignor Haller, Kitchener
Our Lady of Grace, Kitchener
Our Lady Fatima, Cambridge
Our Lady of Lourdes, Waterloo
Saint John Paul II, Kitchener
Sir Edgar Bauer, Waterloo
St Anne, Cambridge
St Anne, Kitchener
St. Agnes, Waterloo
St. Aloysius, Kitchener
St. Augustine, Cambridge
St. Bernadette, Kitchener
St Brigid, Ayr

St. Boniface, Maryhill
St. Daniel, Kitchener
St. Dominic Savio, Kitchener
St. Elizabeth, Cambridge
St. Gabriel, Cambridge
St. John, Kitchener
St. Joseph, Cambridge
St. Kateri Tekakwitha, Kitchener
St. Mark, Kitchener
St. Matthew, Waterloo
St. Michael, Cambridge
St. Nicholas, Waterloo
St. Paul, Kitchener
St. Peter, Cambridge
St Teresa of Avila, Elmira
St Teresa, Kitchener
St. Timothy, Kitchener
St. Clement, St. Clements
St. Vincent de Paul, Cambridge

Budget Implications:

The daily base fee has been developed to ensure the board is able to operate the Extended Day program on a cost recovery basis.

The board will continue to be responsible for the collection of fees from parents.

Conclusion

1. Elementary Administrators and parents at the 5 non-viable schools will be notified that there will be no Extended Day program for the 2020-2021 school year.
2. Daily base fee to be increased to \$26.25 per day.

Recommendation:

That the Board of Trustees receives the name of the schools offering Extended Day Programs for 2020-2021.

Prepared/Reviewed By:

Maria Ivankovic
Superintendent of Learning

Lisa Horst, Mandy Martins, Tracy Moore, Wanda Newland
ECE Supervisors

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: June 15, 2020
To: Board of Trustees
From: Director of Education
Subject: WCDSB MYSP 2018-2021 Report Card

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)

The Education Act requires school boards to develop multi-year plans that are 3 years or more in scope. The multi-year plan provides focus and direction to the board to achieve both the Ministry of Education goals but just as importantly, the vision of the board. The multi-year plan is aimed at achieving the Ministry of Education goals of increased student achievement and well-being, equity of achievement and opportunity for all students, as well as increased public confidence. These objectives were articulated in *Achieving Excellence* in April 2014 and find a role in the Ministry's new vision for education "*Education that Works for You*" (March 2019) The province has clearly identified its aspiration that Ontario's classroom will be modernized, numeracy will improve and our schools will be recognized as amongst the best in the world. The Waterloo Catholic District School Board's Multi-Year Strategic Plan has endeavored to be faithful to these articulated priorities, as well to our Catholic Graduate Expectations and the principles of our Catholic Social Teachings.

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

Education Act Section 169
Policy 1 001 Ends

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 Multi-Year Strategic Plan provides the roadmap for the staff of Waterloo Catholic District School Board and proclaims to the broader community our goals and aspirations.

Per Section 169 of The Education Act, requires the Director of Education to submit a multi-year strategic plan.



In June of 2018 the Board accepted the final report card on the 2015-2018 Multi-Year Strategic Plan. Within that work was found stakeholder feedback regarding our previously identified Mission, Vision, Beliefs and three core Strategic Priorities. There was a high affirmation rate for each and thus it was identified at that time that those would remain constant and provide a foundational framework for a new strategic plan that was to be approved later in December of 2018.

Informed by the work and MYSP survey of the spring of 2018, the June 2018 report card, and a number of conversations throughout of the fall of 2018, the Director and Senior staff worked to identify both new Strategic Directions and corresponding goals for each of the three pre-identified strategic priorities. There was a concerted effort to reduce the number of strategic directions and the number of goals. Nine strategic directions were reduced to 6 and 32 goals were reduced to 17. For each of the goals, specific actions, evidence and timelines were identified in an operational plan. (See **Appendix A**)

The Multi-Year Strategic Plan for Waterloo Catholic sets out to prioritize our work in the areas of:

*Nurturing Our Catholic Community
Student Engagement, Innovation and Achievement and
Building Capacity to Lead, Learn and Live Authentically.*

The goals and actions identified within the plan speak to the specifics of how we aspire to bring the system forward, consistent with leading practices in education and respectful of building the required global competencies our students will require to live and thrive in a rapidly changing world. The plan is predicated on a culture of high expectations and a belief that reflects our core vision statement that at Waterloo Catholic we represent: *Heart of the Community, Success for Each and A Place for All*. We aspire to transform our school communities into learning spaces where Faith and gospel values are witnessed, students are empowered, and leadership is distributed. There is no strategic direction or goal that is the sole responsibility of any one person or department. There is a collective responsibility embedded within each and as such, the senior team has worked in collaboration to create this Multi-Year Strategic Plan report card update.

Typically, we aspire to employ three metrics to inform our annual report card: stakeholder feedback, identification and reporting on all actions identified in the MYSP and finally – evidence which indicates progress against the articulated goal. And in June 2019 Report Card brought to board on the Multi-Year Strategic Plan 2018-2021, there had been strong progress against each of our six strategic directions, within our three priority areas. There had been a plan to solicit stakeholder feedback this spring on our plan, but two factors worked against that reality. The first was the OECTA job action, in which our WCDSB Researcher was involved, which precluded her work on the system research. The second which followed immediately on the heels of the job action (quite literally), was the advent of the closure of schools due to COVID-19, which resulted in all energies being focused on our response to that crisis.

It is also worth noting in a more global way, that the two factors noted above – namely labour unrest through much of the 19-20 school year, and the arrival of COVID-19, caused significant upheaval to our articulated plans, and as a result, much of what we aspired to accomplish this year was impacted – to varying degrees. This will be unpacked further as we get deeper into the report and can be seen in the detailed Strategic Direction reports found in Appendix 2.

As we look to the year ahead, we can predict that the evolving response to the COVID crisis and its impact to school systems across the province will impact our planning for next year – and potentially our outcomes, and will provide us with challenges, as well some opportunities. It is also a call to all levels of our Board community to be more purposeful in bringing in all our stakeholders as we build our plans for the year ahead, in light of our stated priorities.

Comments on Action Plans

Each of the six identified Strategic Directions of the MYSP have 2 to 4 goals which were to provide a focus to assist in the attainment of our Mission and Vision. There are a total of 17 goals in the 2018-2021 MYSP. For each of those goals, there are also a number of finite actions that were identified within the plan, that are seen as integral to the attainment of the articulated goals. Each of the WCDSB staff departments responsible for these goals has completed a *Strategic Direction Action Status Report* (see **Appendix B**), in which they have reported back on the activities undertaken under the auspices of the strategic direction priority area. Once again however – in each case, staff were encouraged to think more specifically about the actions of the past year, since our last report, and to determine against our current iteration of the Multi-Year Strategic Plan, how effectively can we report the attainment of both the seminal actions we committed to completing and the attainment of our Key Performance Indicators.



Executive Summary

While it is hard to quantify a firm result against our total number of goals, it is a fair statement to say that, despite some of the setbacks that characterized the year, there was solid progress made in each of the six strategic directions. With that said, it is also fair to say that fully 65% of the year occurred under the cloud of some significant challenges, that impeded the ability of staff to be fully successful against many of their articulated plans and goals.

Highlights:

Bearing Witness to our Faith Through Joyful Discipleship

The 2019-2020 school year continued our journey into our new Pastoral Plan, rooted in our year one theme of *Called to Belong*. To coincide with the 1 year anniversary of the launch of the plan, Year 2 – *Gathered to Become*, was to be launched in February of 2020. Due to the aforementioned job action, followed by the COVID crisis, we did not transition to year 2 and will do so in September of 2020. Our pastoral plan years will now coincide with the transition of the school year calendar, as opposed to the liturgical or calendar year. Despite these setbacks, schools were exceptionally successful in animating the theme of *Called to Belong*, as was our well affirmed Spiritual Development Day in December. Workshops allowed staff to engage in a variety of topics and activities, all connected by our collective theme: *Called to Belong*. Previously WCDSB had made a significant investment in the online platforms for *Growing in Faith*, *Growing in Christ*, right up to Grade 6, which made the transition to WCDSBLearn@Home relatively seamless. The development and subsequent engagement with our “Pray@Home” site has been a true gift to the system during our current health crisis. During Catholic Education Week there was particular success with our Pray@Home site and allowed Catholic Education Week to still enjoy a high level of engagement despite the COVID crisis and remote learning.

A number of activities throughout the year also ensured that the pastoral theme was well realized by our students. Highlights included well attended *Theology on Tap* sessions, sessions, retreats and socials with our Safe Spaces youth, active involvement with *When Faith Meets Pedagogy*. The D2L *Sacred Spaces* initiative has been highly successful and engaging with 5700 visits to the webpage since Sept of 2019. As we look forward in this Strategic Direction connected to Bearing Witness to our Faith through Joyful Discipleship, we look forward to the launch of Year 2 of our Pastoral Plan, acknowledging that in these challenging times our pastoral plan is a source of great strength. In the fall, we will have the intermediate roll out of *Growing in Faith*, *Growing in Christ* and we aspire to see our achievement of 100% eco certification for all of schools continue. (Last year’s certification continues for the 2019-2020 school year)

Culture of Belonging

Our second strategic direction within Nurturing our Catholic Community, is our articulated desire to promote a culture of belonging and respect, that supports success for all. At its core, much of this strategic direction focuses on issues of equity. Much work and planning went into launching our first staff census. Launched in December, CUPE job action had recently been resolved and OECTA job action was just starting. Intended to be a foundation from while staff equity issues and considerations might be initiated, the aforementioned challenges worked against a fully successful implementation of the survey, with only 17% completion rate. While statistically significant, a much more robust result was desired. The new WCDSB integrated Well-Being Plan was launched in the fall and all schools developed their own well-being plan intended to support staff and student needs across the four pillars of well-being. Again – full implementation was foiled by the challenges of the year, and as we look to the fall, the well being plan may have to be revisited and relevant adjustments made to address the needs of the system during the current and evolving crisis.

Professional development was provided to special education teachers and school-based staff on Executive Functioning and Universal Supports, and that has evolved nicely during the current crisis, as many staff – and particularly support staff – access our online PD. The board continued to work with Empower, and additionally the board increased its use of Lexia to 1000 licenses. The Newcomer centre welcomed 300 new students to our board – and our country. 66% of all students in grade 4-12 (or 10,000 students) completed our MDI survey and all school staff received their school reports as we began the new school year. All WCDSB students and teachers have access to Google Read and Write and there have been 1 million log ins between Sept 2019 and April 2020. The WCDSB responded with a keen eye to equity in the COVID crisis and no student was left without a learning device or access to internet. As well look to the fall we will aspire to continue this support, as well as placing an increased focus on well-being and its critical role as a foundation to engaged learning and working.



Culture of Innovation

While there are still a number of successes to share within our third strategic direction, it is notable that several of our “marque events” were adversely affected by our challenges. Amongst our successes, 930 students, including 465 girls participated in our Hour of Code; we have seen a 50% increase in eLearning course offerings in 2019-2020; 30% of our senior students are enrolled in SHSM courses; and our 3D Printer home deployment was a significant good news story this spring, as we assisted our medical and community partners in the provision of the “Community Shield”. Another successful partnership is found with Strong Start, where we find 100% of our elementary schools are involved. At Don Bosco 67 more students took coop in semester one of this year than semester 2 of last year. Coop unfortunately is one of the offerings which may be negatively impacted by the COVID crisis, given the reduction in safe (and legal) work placements. As we look to the fall, we will use our new technology with School Messenger and other web-based platforms to get the word out and support our coop programs. We have also seen the number of classrooms using Knowledgehook increase by 140 year over year.

There is an intent to see expanded offerings for ELL students – with NOW (Newcomer Orientation Week) expanding to Resurrection, in addition to St Mary’s, and with French Immersion capacity and PD increasing, we will see the program growing in our board. As well - we are endeavouring to see greater expansion of experiential learning in elementary, but the framework and shape of school in the fall may influence our full ability to embrace this goal. And finally, within a culture of innovation we would be remiss if we did not look to build our capacity and training for eLearning. With that said – our culture of innovation has been nothing short of excellent as we have made the transition to distance learning, and our board innovation plan has likely seen an exponential acceleration as a result.

Maximum Opportunity for Success for All

Numeracy remained a key focus for our system this year, and despite the labour disruptions, much work was done early in the year to build capacity. Throughout the year there was a focus on the “thinking classroom”, and while the budget reductions impacted the ability of all secondary schools to provide gap-closing teachers – a strategy that had proven highly successful last year – some were able to do so in second semester. We continue to believe that this is an impactful strategy and we were very heartened by our improved grade 9 math results that we reported to Board this past Sept 2019. Similarly, math coaches were reduced this past year due to our budget constraints, and so our strategy of support evolved accordingly, and the year began with promise, with the first cycle of professional development being successfully implemented. Focus was on High Impact Strategies.

There was a significant focus on graduation this year and in particular on our graduation metrics and tools for tracking and predicting graduates, through our new Graduation Dashboard. We were able to observe an internal graduation metric of 85% for 4-year graduates and 89.5% for 5 year graduates. As well, many of our programs that are intended to support a stronger graduation metric were successfully launched and showing growth, such as the grade 9 Reach Ahead Summer Credit Course, our OYAP students, our improved OSSLT result, our participation in Ontario Skills competition, our increase in UCEP enrolment and our improved re-engagement metrics. All of this has been impacted by the COVID crisis and will have implications into the new year. For example, in the very year where our UCEP applicants had more or less doubled, we have had to pause the program for next year with the University of Waterloo moving online for semester 1 and the uncertainty connected with next year. Further, as we look to next year we will hope to strengthen the use of the graduation dashboard and revive our experiential learning opportunities as much as possible, given our evolving reality.

Investment in Global Competency

Our first goal in our fifth strategic direction is most appropriate. We were striving for increased awareness of and responsible implementation of digital citizenship. With the move to fully remote learning, the need for this capacity across our system was vital. While labour action disrupted our ability to fully implement our planned PD, circumstances have propelled this work forward. Staff continue to actively promote the use of “green apps” and this is a significant point being reinforced with our vault into remote learning. Our Educator Led Distance Learning Framework and Communication Guidelines had seen 2667 hits with 1302 unique users by April 9th 2020. We had 21,000 logins for the first day of our WCDSDLearn@Home site, with a significant increase in daily logins. Our cyber-security training provided a great many tools to our staff and we have had close to 100% completion rate at this point.



Our 5-year plan to refresh all our library spaces to updated Learning Commons is proceeding well, with 21 schools completed in years 1 and 2, and 9 more schools on track to be completed in year 3. PD in NPDL commenced well with just under 50% of educators choosing a learning goal of “deep learning design” to increase engagement and motivation and amplify learning. Unfortunately, labour action and COVID stalled this innovation series. We are proud of the 5 WCDSB educators who presented at the National Deep Learning Conference in November in Toronto.

Our Chromebook strategy of 3:1 served us well as the COVID crisis hit, as we were able to deploy Chromebooks to all our students in need – in virtually all cases from the inventory within their own school. While budget restraints in 2019-2020 had a negative impact on our strategy and inventory, we hope to bring that back on track with our 2020-2021 budget and inventory.

Well-Being of Staff and Students

Each and every day and in all aspects of our planning and work, the well-being of our staff and students is of paramount importance. We were pleased to see 238 less sick days used from Sept 2019 to March 2020. This trend has improved further during the COVID crisis. On the other hand, violent incidents have seen an increase, however it should be noted that the large majority of reports are from the primary division. We will continue to work on both of these goals, but it is notable that no changes in sick leave plans emerged as a result of central bargaining. We have seen improved health care claim costs this year, with costs decreasing by 55% year over year. Finally from a staff perspective, it is notable that our leadership series has adopted a focus on wellness and courageous conversations.

For students, our alternative to suspension program supported 33 referrals and those students completed 117 workshops. A number of safe schools initiatives, as well as an evolving PD model is contributing to a slightly declining rate of suspensions, despite a growing system with busy, full schools. Our restorative justice program has been a strong one for our board, and we currently have 12 schools participating, with 2 secondary schools and 10 elementary schools, so that capacity continues to grow despite the current landscape. A major success this year has been the work of the Umbrella Project, and in particular, during this time of distance learning, it has continued to be a significant initiative that supports the well-being of our students, including but not limited to the popular *#WCDSBFindtheUmbrella* campaign. Similarly our mental health lead and our social workers have been a strong source of support to our system during this time of increased anxiety. We have seen an increase of 7 schools registering and successfully attaining OPHEA Healthy Schools Certification, but COVID will have an impact in their eventual success. Work was done in the area of Period Poverty awareness building, (and a monitoring survey will be administered upon the return to face to face learning), and grade 7 teachers also received resources and PD in the area of cannabis and vaping education.

As we look to next year, we will look to augment and tweak the current system well-being plan to be more responsive to the current climate and landscape in our region and province. Similarly, as we look to launch year 2 of our pastoral plan, we will look to enhance the spiritual support offered to our staff and students during this time of uncertainty and increased worry.

Key Next Steps:

We will launch and implement Year 2 of our Pastoral Plan – Gathered to Become, as see it as a source of support and spiritual nourishment during challenging times.

Continue to bring a critical eye to equity issues, and ensure support for all of our learners, including our students with special needs, ELL backgrounds and those of racialized backgrounds, our LGBTQ students and other marginalized staff and/or students, particularly as we plan for a new learning environment in the fall.

We will continue to develop and utilize the Graduation Dashboard, to assist in improving our overall graduation rate.

Find ways to refocus back on key student achievement metrics such as numeracy (and literacy).

Continue to invest in leading technologies and instructional strategies, and ensure our staff and students are prepared for both face-to-face, and remote learning

Continue to promote a culture of innovation, building our capacity not only with eLearning but also in other areas of innovation.

Continue to build capacity in our web-based tools, such as, but not limited to Encompass, the roll-out of our new Student Information System Aspen, the parent portal in Aspen, coupled with School Messenger App.

We commit to updating our Well-Being Plan – with particular focus on wellness in an uncertain time.



Summary:

As we navigate the entry into the mid-point of our 2018-2021 Strategic Plan, we find that progress is being made in all of strategic direction areas and that majority of goals are reporting positive gains, although most have seen some setbacks as a result of the year's challenges.

There are no goals where there was an absence of positive movement.

We will be working diligently to ensure the forward momentum currently being experienced is maintained in the coming year. This will require a strong culture of collaboration, collective efficacy, high expectations and innovation.

There are many points of celebration and there is clear direction in terms of the work for the year ahead. We can be most proud that our Vision and Mission which is firmly rooted in our faith and gospel values, and that our faith remains strong during these times of challenge.

We are tremendously proud of the accomplishments of our staff and students, and the vibrant connection that exists between home, parish and school. At Waterloo Catholic we are *Heart of the Community*, providing *Success for Each* and a *Place for All*.

Recommendation:

That the Board approve the Multi-Year Strategic Plan Report Card Update for 2018-2021, as presented in this report and found in Appendices A and B.

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."



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Strategic Plan

Waterloo Catholic District Schools

Living In Faith

Our Vision

Our Catholic Schools: heart of the community-success for each, a place for all.

Our Mission

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

Our Beliefs

All students nurtured in a community grounded in our Gospel values, and experiencing authentic learning environments of collaboration, inquiry and engagement, will become global citizens who transform God's world.

We maximize the God-given potential of each child when we welcome all students, believe in all students and instill hope in all students, basing our decisions on stated priorities.

In fostering students who meet the Ontario Catholic School Graduate Expectations we also produce successful and independent global 21st century learners who give witness to their faith.



The tapestry of Waterloo Catholic is one that is rich in its diversity and cherished for its legacy. It is not a historical artefact but a treasure that is dynamic and ever-evolving. Each year new depth is added, new threads that add to the complexity and strength of the fabric. With the Strategic Plan contained herein, the tapestry hopes to be enriched, and become stronger and more beautiful yet. The threads are an extension of the previous work and are intended to build from it. The plan begins with an acknowledgment that while our Catholic schools have an unchanging core, the stakeholders we serve and their needs continue to evolve.

Recently we have received the Assembly of Catholic Bishops of Ontario letter *Renewing the Promise*. It was a wonderful opportunity to consider our past, present and future not only in Catholic education, but more specifically as a board. We have reflected deeply on the letter and it has strongly informed this Strategic Plan and the goals and work contained therein.

As with our previous plan, a fidelity to our stated beliefs, mission and vision, which remain unchanged, will ensure that we experience a successful journey. The Waterloo Catholic District School Board Multi-Year Strategic Plan sets out to prioritize our work in the areas of:

Nurturing Our Catholic Community

Student Engagement, Innovation and Achievement

Building Capacity to Lead, Learn and Live Authentically.

Waterloo Catholic prides itself on being Heart of the Community, providing Success for Each and A Place for All. With this core to our Vision, we find that the evolving Strategic Directions directly respond to each aspect of this aspirational statement. Further, through our unchanging mission, we aspire to transform our school communities into learning spaces where Faith and gospel values are witnessed,

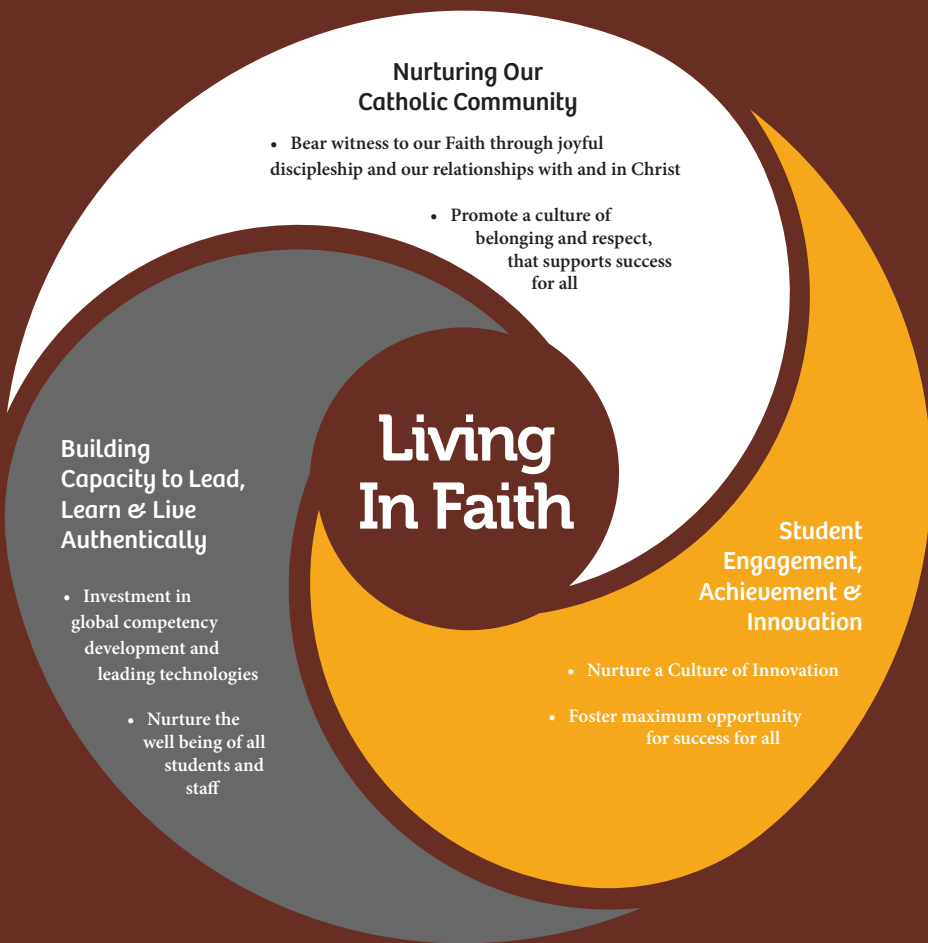
students are empowered, and leadership is distributed. There is no strategic direction or goal that is the sole responsibility of any one person or department. There is a collective responsibility embedded within each. A culture of high expectations informs each goal and is a hallmark which is exemplified in each articulated indicator we will track. The goals and actions identified within the plan speak to the specifics of how we aspire to bring the system forward, consistent with our Catholic social teachings and with our gospel values as our foundation.

We continue to see a place and a role for our staff and students, not only in the local and provincial community, but indeed in our global community. We have aspired to build a plan that places innovation at its core and which sets a foundation for building greater success for each of our students. We continue to acknowledge that creativity, boldness, relationship and inclusion will be hallmarks of the work in all our schools.

As Catholics we are a people of hope and we believe in connecting each child to a future with promise. We believe this is possible when we are called to be members of Christ's community, when we are nourished by our Faith and the teachings we find in the gospel of Christ, and when we go forth, enriched by the love of God and His great promise to us.

The road ahead holds awesome possibilities. The tapestry will continue to evolve in new and exciting ways. The threads will have to interweave – not only with the old but with the many and varied threads joining as one. The picture formed will exceed the previous, but at its core will be the inspiration of Christ and His gospel. Like any great masterpiece, time and perspective will unlock all its potential, but the true gift will come from the inspiration and the blending of all the threads.

Loretta Notten
Director of Education



Nurturing Our Catholic Community

Bear witness to our Faith through joyful discipleship and our relationships with and in Christ:

- Provide opportunities to live out and inform our faith through implementation of our Pastoral Plan, which will be rooted in a response to the pastoral letter, *Renewing the Promise*
- Promote stewardship of the earth and its resources
- Increase parent and community engagement in all our Catholic school faith-related activities

Promote a culture of belonging and respect, that supports success for all:

- Successful Implementation of WCDSB equity action plan to facilitate organizational change
- Equitable access to learning opportunities

Student Engagement, Achievement & Innovation

Nurture a Culture of Innovation:

- Ensure classroom pedagogy and pathway opportunities are relevant and provide transferable skills for student success
- Continue to seek and support reciprocal partnerships with Community/ educational partners and leverage the mutual learning

Foster maximum opportunity for success for all:

- Improve Numeracy Achievement
- Improve Graduation Rate
- Improve Secondary Literacy Achievement
- Increased Opportunity for Experiential Learning

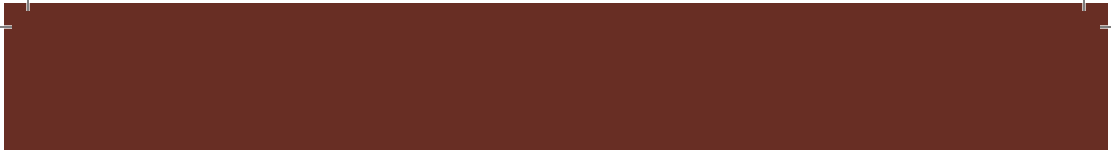
Building Capacity to Lead, Learn & Live Authentically

Investment in global competency development and leading technologies:

- Increased awareness of and responsible implementation of Digital Citizenship
- Increase in precise student programming and use of New Pedagogies for Deep Learning (NPDL)
- Ensure technology is current and relevant to optimal teaching and learning practices

Nurture the well being of all students and staff:

- Decrease in staff absenteeism/sick leave usage, and health and safety incidents
- Increase in student attendance and engagement
- Provide opportunities to nurture faith and spirituality of staff and students



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Waterloo Catholic
District School Board



MYSP PRIORITY – NURTURING OUR CATHOLIC VALUES



**Waterloo Catholic
District School Board**
Quality, Inclusive, Faith Based Education

Strategic Direction	Bear Witness to our Faith through joyful discipleship and our relationship with and in Christ
Goals: (3)	<ul style="list-style-type: none"> Provide opportunities to live out and inform our faith through implementation of our Pastoral Plan, which will be rooted in a response to the pastoral letter, <i>Renewing the Promise</i> Promote stewardship of the earth and its resources Increase parent and community engagement in all our Catholic school faith-related activities

Goal	Highlights/Celebrations (Informed by evidence)	Challenges	Next Steps
Provide opportunities to live out and inform our faith through implementation of our Pastoral Plan, which will be rooted in a response to the pastoral letter, <i>Renewing the Promise</i>	<p>Each school will participate in the key activities outlined in the Pastoral Plan. The Eucharist story will form the foundation for our call to Renew the Promise, as we explore the themes of Called to Belong (Year 1), Gathered to Become (Year 2), Sent to Build (Year 3).</p> <ul style="list-style-type: none"> On December 6, 2019, all staff in Waterloo Catholic participated in board-wide Spiritual Development Day that focused on the theme Called to Belong. Our Spiritual Development Day was celebrated together, in our Family of Schools communities in the morning and our individual school communities in the afternoon. From September 25 to October 9, members of our Faith Formation Council hosted a series of Pastoral Team Leadership Sessions. These sessions took place over five evenings and involved Pastoral Team members from each of our 5 Family of Schools. These gatherings focused on strategies to address the spiritual needs of our school communities in living out the pastoral plan. 	<p>Called to Belong Staff Retreats, to be hosted at each Secondary School, and facilitated by Fr. Joseph de Viveiros were postponed due to the passing of his father.</p> <p>Two Twilight Evening Retreats, scheduled for Feb 27 and Mar 5, to be facilitated by Fr. Joseph de Viveiros, one in Cambridge and one in Kitchener were postponed due to labour action.</p> <p>Cancelled due to labour action:</p> <ul style="list-style-type: none"> Staff, students and parents from each school community were invited to attend the Year Two Pastoral Plan Launch, Gathered to Become, scheduled at St. Anthony Daniel Parish on February 19, 2020. Culture of Life Leadership Conference which is sponsored by Diocese of Hamilton, and held at the Henry Mancini Centre, was scheduled for Feb. 13, 2020 and would have involved approximately 50 students from across our Secondary panel. This year's speaker was producer Joe Knopp and the topic was <i>Unplanned: Telling the Real-Life Story of Abby Johnson</i>. 	<p>School, Home and Parish Partnership Retreats, scheduled for fall of 2019 have been rescheduled to fall of 2020.</p> <p>These events were cancelled due to challenges and will be held next winter to support the <i>Gathered to Become</i> theme.</p> <p>This celebration is re-scheduled for September 2020.</p> <p>This conference will not be held until February 2021.</p>

	<ul style="list-style-type: none"> Two <i>Theology on Tap</i> events were scheduled for this year. Our <i>Called to Belong Theology on Tap</i> included: On Thursday, October 17, 2019, Dr. Maria Cantalini-Williams (Dean of Laurier's Faculty of Education) and her husband Chuck Williams (Retired WCDSB Principal) gave a talk entitled Longing for Belonging: Creating Connections in Communities for approximately 50 educators. In October, members of our Secondary Schools Safe Spaces Clubs, and their staff liaisons, came together to live out <i>Called to Belong</i>, as students across our system got to know one another a little better, planned out the calendar of events for the year, worked on spirit wear and enjoyed a Halloween Social. On Thursday, October 24, 50 students representing all our Secondary Schools students attended the Youth Forum, When Faith Meets Pedagogy in Toronto entitled, "<i>See, Follow, Be: God's Light for the World.</i>" Father Rob Galea was one of the featured speakers at the Youth Conference that featured talks, workshops, music and worship. Over 30 staff (including many NTIP teachers) attended When Faith Meets Pedagogy 2019, "<i>See, Follow, Be: God's Light for the World</i>" conference held this year from October 24 – 26th. Multiple WCDSB staff, including our own Fr. Joseph de Viveiros C.R. were featured presenters at the conference which is the largest gathering of Catholic Educators in Canada. On Monday June 10, 2019, WCDSB Educators for Justice 	<p>Cancelled due to school closures and social distancing requirements:</p> <ul style="list-style-type: none"> In May 2020, Fr. Cornelius O'Mahony, Education Vicar for the Diocese of Hamilton, was scheduled to speak to us on the <i>Journey of Becoming</i> as he unpacked our Year Two theme. This promised to be a well-attended event but was. In April of this year, students from all our Safe Spaces clubs at our Secondary Schools were scheduled to participate in our WCDSB Safe Spaces Retreat. The gathering was to be held at St. Jerome's University with approximately 50 students with staff supervisors enjoying prayer, fellowship, sharing updates from their Safe Spaces Clubs and hearing our guest presenters share their insights and encouragement. <p>This event is on hold due to ongoing school closures.</p>	<p>The Theology on Tap Committee is working to reschedule this event for the 2020-2021 school year.</p> <p>If schools re-open there is a plan to address the Safe Spaces Club through the month of June.</p> <p>The Safe Spaces Retreat will be rescheduled for the 2020-2021 school year.</p>
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	<p>hosted an evening celebration at the Fresh Ground Café for all students in our Secondary Schools involved in the work of justice throughout our board. Groups of students were invited to eat, share and 'encounter one another' with their accounts of Witness, Compassion and Acts of Mercy for making the world a better place.</p>		
Promote stewardship of the earth and its resources	<p>Implement the core teachings of <i>Laudato Si</i> (Pope Francis' teaching on Care for our Common Home).</p> <ul style="list-style-type: none"> • 100% EcoSchools Certification (5 Platinum, Gold 19, Silver 19, Bronze 5). One of just 6 Ontario boards @100% • Inaugural Pope Francis Award for Ecological Leadership presented to three recipients • Inaugural Pope Student Leadership Awards for Environmental Care were presented to all student Eco-leaders in each school in recognition of their efforts to live out <i>Laudato Si</i>' • 37 schools are now diverting some of their waste through organics programs, an increase from 5 schools in 2015. • Installed 10 real-time water meter sensors. They have been great at helping us monitor high water usage such as leaks and to be able to immediately act. • Energy Audits were conducted at 3 elementary schools and 1 secondary school. The audits specified how WCDSB can reduce its operation and maintenance costs and reduce energy. • Secondary Religion Classes engaged in the following activities: 	<p>Cancelled due to school closures and physical distancing requirements:</p> <ul style="list-style-type: none"> • CARFLEO retreat in April entitled "Praying in, with and for Creation: A Spiritual Integration of <i>Laudato Si</i>" led by Sr's Mary Rowell and Linda Gregg. This retreat would have involved many pastoral team members from across our system. <p>Due to school closures we are unable to resolve an error in the province's utilities consumption database currently. Once resolved, we can provide reductions in GHG and utilities.</p>	<p>Rescheduled for the 2020-2021 school year.</p> <p>When schools reopen more data will become available on our recycling programs including ability to calculate the data trending over 3 years.</p>

	<p>Grade 12 Religion classes - made signs and stood outside the front of the school in a 'Fridays for Future' Climate Strike (in support of Greta - Sept 27th Canada climate strike day)</p> <p>Grade 10 Religion classes guest speaker Tom Miceli shared about many movements trying to support environmental sustainability, action, community support. Afterwards, students did a "DIY" project where old t-shirts were turned into tote bags. Many staff/students donated unwanted shirts for the project.</p> <p>Grade 9 Religion classes (and social justice club) - organized a 'swap table' on "Buy Nothing Day" (intentionally, same day as Black Friday) to raise awareness about over consumption, putting a stop to 'fast fashion industry,' etc. Donated extra items from the swap to St. Louis (WCDSB) community.</p>		
Increase parent and community engagement in all our Catholic school faith-related activities	<p>Through website engagement, social media and portals</p> <ul style="list-style-type: none"> Approximately 1500 students and 90 staff were provided with access to a digital platform for the Grade 6 <i>Growing in Faith, Growing in Christ</i> Religious Education Resource, which includes parent and parish portal capabilities. Our D2L Sacred Spaces webpage has been accessed by staff and students (along with parents) almost 5700 times since September 2019. Continuation of "The Creating of a Virtual Tour Project" as more WCDSB schools and parishes link up to work together on creating rich digital tours of our parishes. 	<p>Cancelled due to school closures and physical distancing requirements:</p> <ul style="list-style-type: none"> On March 26th, representatives of the Deanery and members of the local community were scheduled to gather for a Blessing of the Newly Renovated CEC. Annual Bishop's Banquet on May 5th at Resurrection High School and annual <i>Links Fore Learning</i> Golf Tournament in August in support of Waterloo Region Catholic Schools' Foundation (at this time still scheduled to proceed). 	<p>This celebration will be rescheduled.</p> <p>This celebration will be rescheduled, though it may be modified from usual format due to availability of Bishop Crosby.</p>

	<ul style="list-style-type: none"> • Increase in Google Ads clicks (+830) and website pages views (+549) during JK registration period vs 2019 -- leading to 688 on-line pre-registrations. • Launched WCDSB Instagram feed. • Overall increased traffic on social media feeds: Twitter, Facebook, YouTube, Newswire • 387 pageviews of Pray@Home site during COVID-19 school site closures to date. This site features weekly contributions from Fr. Joseph de Viveiros, as well as reflections and prayers from our Elementary and Secondary Chaplains, and a variety of content from the Diocese of Hamilton. <p>Through increased parent engagement activities</p> <ul style="list-style-type: none"> • All WCDSB schools were represented at a Commissioning Celebration for School Council Chairs and Newly Appointed Administrators at St. Anthony Daniel Parish in November. There were over 100 people in attendance. • Introduction of 40000 Journeys web / social media campaign. <p>Through reciprocal partnerships with our parishes</p> <ul style="list-style-type: none"> • Presentation to the local Deanery to promote our Grade 6 digital <i>Growing in Faith and Growing in Christ</i> Religious Education Resource, and especially the Parish portal that allow parish teams to stay connected with Religious Education programming in the classroom. Parish Teams were provided with student manuals, and login materials. • 5 emerging leaders completed 		
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	<p>the <i>From Information to Transformation</i> Faith Formation Program in 2019. This program continues in collaboration with the Diocese of Hamilton and our Partners in Catholic Education with 5 new registrants identified for Spring 2020.</p>	<p>This first session of this program has been postponed due to school closures and restrictions due to pandemic.</p>	
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Overall Status Summary:

Key Growth	<ul style="list-style-type: none"> • Ongoing exploration and animation of <i>Called to Belong</i>, Year One of our three-year Pastoral Plan with key themes derived from <i>Renewing the Promise</i>. • Grade 6 implementation of digital religious education platform for <i>Growing in Faith, Growing in Christ</i> which completes our Junior division distribution of this Ontario Bishops' approved resource. • Our investment in the <i>Growing in Faith, Growing in Christ</i> digital platforms allowed for key delivery and access of Religious Education to elementary students and their families during our Learn@home phase. • Established recognition of students and staff and promotion of initiatives that highlight environmental stewardship. • A silver lining of school closures and Learn@Home has been increased opportunity to engage with WCDSB community via Pray@Home, digital <i>Growing in Faith, Growing in Christ</i> and other virtual spiritual care resources, including connection to local parishes.
Next Steps	<ul style="list-style-type: none"> • Continue with Intermediate Division implementation of <i>Growing in Faith, Growing in Christ</i> religious education resource. • Year two of Pastoral Plan, <i>Gathered to Become</i>, will launch in September, 2020 and continue to build on parish, school, home partnership that is grounded in <i>Renewing the Promise</i> and informed by Eucharistic stories, with a strong school focus on the theme of "Transformation". Schedule of events & activities to animate <i>Gathered to Become</i> will be published in fall 2020. • Spiritual Development Day scheduled for November 23, 2020, will feature acclaimed speaker and religious educator, David Wells, on the theme of <i>Gathered to Become</i>. • Continue with goal of 100% of Eco Schools Certification aligned with other environmental stewardship initiatives (e.g. diversion of waste, energy conservation) and planning for a robust energy conservation program is underway. • Award Sister Servants of Mary Immaculate for their contributions of our Mount Mary Elementary Retreat programs over 40 years at our next Staff & Community Recognition Event.



MYSP PRIORITY – NURTURING OUR CATHOLIC COMMUNITY



**Waterloo Catholic
District School Board**
Quality, Inclusive, Faith Based Education

Strategic Direction	Promote a culture of belonging and respect, that supports success for all
Goals: (2)	<ul style="list-style-type: none"> Successful Implementation of WCDSB equity action plan to facilitate organizational change. Equitable access to learning opportunities.

Goal	Highlights/Celebrations (Informed by evidence)	Challenges	Next Steps
Successful implementation of WCDSB equity action plan to facilitate organizational change.	<p>A voluntary, anonymous staff census was launched on Dec. 6, 2019 to collect data about the diversity and wellbeing of our WCDSB workforce. The overall response rate was 17%.</p> <p>Ministry funding has been attained to conduct a voluntary student identity census during the 2020-2021 school year.</p> <p>All schools have completed Well-Being Plans that are posted to school websites. These plans enable the intersection between equity and our Catholic values with a focus on culturally relevant and responsive pedagogy to meet the needs of diverse learners making all feel welcome.</p> <p>Spiritual Development Day workshops included professional development opportunities for staff to recognize unconscious bias and learn about the experiences of diverse learners to inform pedagogical practice.</p> <p>Indigenous land acknowledgement is used for all Board of Trustee Meetings, many system-level meetings, and in many schools.</p>	<p>Due to labour action and then school closures due to Covid-19, the overall response rate was lower than expected.</p> <p>School closures have impacted the implementation of school wellbeing plans.</p> <p>Guest speaker, Paul Gorski, to support culturally relevant and responsive pedagogy was postponed until Fall 2020.</p> <p>Land acknowledgement stencilled posters for each school site have been delayed due to current pandemic.</p>	<p>A summary report of the findings of the staff census is being prepared.</p> <p>Physical distancing and distance learning have introduced opportunities to adjust Wellbeing Plans to our present context</p>

	<p>Virtual Learning Commons provides learning resources to support the diversity of learners in WCDSB (e.g. Black History Month, Indigenous education)</p> <p>Completion of internal job audit to determine adherence to policy and legislation, including APO028. Deficiencies reviewed with staff and action items identified: development of job posting checklist, mandatory policy review by supervisors/administrators and training for administrators.</p>	<p>New administrator training cancelled due to labour action.</p>	<p>Establish regular cycle of mandatory policy review and training.</p>
<p>Equitable access to learning opportunities.</p>	<p>Pastoral Plan Year 1 Theme, <i>Called to Belong</i>, highlights belonging and inclusion in all school communities (e.g. Twitter #CalledToBelong, Website 40,000 stories).</p> <p>1500 students with special education needs are supported with Chromebooks, laptops and iPads. 300 students who are nonverbal are supported with augmentative communication devices.</p> <p>All WCDSB students and teachers have access to Google Read & Write with a total of 14,000 accounts and accessed just over 1 million times between Sept. 2019 and April 2020.</p> <p>Mobile device authentication tracking enables IT to determine the number of BYOD devices that are connected to the WCDSB wireless network per school site. This informs IT Governance decisions on deployment of new devices.</p> <p>To implement distance learning during school closures approximately 2800</p>	<p>Extended Year 1 Pastoral Plan due to labour action and school closures due to pandemic.</p> <p>School closures and distance learning poses challenges for educators to support at home learning for students with complex needs.</p> <p>Monitoring of student engagement with and access to distance learning modality is</p>	<p>Year 2 of Pastoral Plan, <i>Gathered to Become</i>, will be launched in September 2020.</p> <p>Ministry of Education has offered clarity about the benefits of synchronous learning in supporting student learning.</p> <p>Thought Exchange conducted on distance learning will help inform next</p>

	<p>schools to inform completion of Wellbeing Plans. MDI tool was also accessible for students through Google Read & Write and Google Translate.</p> <p>Transition surveys were completed in October 2019 with results shared with each Family of Schools to support successful transition from elementary to secondary panels. 44% of student respondents reported by nervous or very nervous about entering secondary school. 37% of student respondents reported making the decision about which high school to attend in Gr. 7 or 8.</p>	<p>Due to school closures some activities to support Grade 8 to 9 transition have been canceled.</p>	<p>interrupted formal education at an additional high school (Resurrection) beginning Sept 2020. Teacher PD is in process and materials and resources have been ordered.</p> <p>Schools will resume transition activities in September 2020 subject to direction from public health.</p> <p>Transition meetings between elementary and secondary school teams are continuing in virtual meeting format.</p>
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Overall Status Summary:

Key Growth	<ul style="list-style-type: none"> • Administration of the Workforce Census for all staff • Implementation of the Wellbeing Plans for all schools • Wellbeing plans and professional development during Spiritual Development Day support use of culturally relevant and responsive pedagogy across the system. • Tracking of BYOD in schools informs IT Governance of equitable distribution of learning devices. • MDI tool used for bi-annual School Climate Survey with detailed reports shared with each school to support programming for student wellbeing. • Distribution of devices and access to internet to support distance learning
Next Steps	<ul style="list-style-type: none"> • Report on Workforce Census data collection. • Development of voluntary student census process and survey tool with census taking

	<p>place in late 2020. Conduct next Workforce census in 2021-2022 school year.</p> <ul style="list-style-type: none"> • Ongoing support for schools in meeting three goals of the Wellbeing Plan which is aligned with 3-year Pastoral Plan. • Spiritual Development Day for 2020-2021 will focus on <i>Gathered to Become</i> pastoral theme to support all staff in meeting the needs of diverse learners. • Equitable distribution of learning devices will be informed by IT Governance monitoring of BYOD use across all schools. • Expand Wellbeing Plans to include staff in central departments.
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MYSP PRIORITY – Student Engagement, Achievement & Innovation



**Waterloo Catholic
District School Board**
Quality, Inclusive, Faith Based Education

Strategic Direction	Nurture a Culture of Innovation
Goals: (2)	<ul style="list-style-type: none"> Ensure classroom pedagogy and pathway opportunities are relevant and provide transferable skills for student success Continue to seek and support reciprocal partnerships with Community/educational partners and leverage the mutual learning

Goal	Highlights/Celebrations (Informed by evidence)	Challenges	Next Steps
Ensure classroom pedagogy and pathway opportunities are relevant and provide transferable skills for student success	<p>Three elementary schools participated in Hackergals which focused specifically on supporting female participation in STEM. Approximately 50 girls from grades 3-8 participated in the event.</p> <p>Approximately 930 students, including 465 girls, participated in Hour of Code 2019 as reported by educators requesting access to the WCDSB Coding Resources and entrance in the Chromebook draw.</p> <p>STEM Activities- co-learning experiential learning activities, building capacity in the area of Coding, 3D printing, Design Thinking, Virtual Reality, WeVideo, etc., Currently, 981 staff/ students have received resources Via Google Classroom</p> <p>50% increase in eLearning course offerings from 30 sections in 2018-19 to over 45 sections in 2019-20</p> <p>Current enrollment in SHSM is 1284 Grade 11 & 12 students which represents 30% of our senior students board-wide. The</p>	<p>Several of our marquee events such as the Faith in Action Elementary Skills Challenge Days and Apps4Learning were adversely affected by job action and then the COVID-19 crisis</p> <p>Ongoing Professional Development was very difficult to deliver due to lack of teacher coverage as well as job action</p>	Proceed with planning for Fall 2020 to re-establish student teams, professional development and partnerships

	<p>provincial average enrollment in 2018-19 was 18% and the Ministry target for school boards is 25%.</p> <p>Increase of 67 students (Semester 1, 2019-20) from Semester 2, 2018-19) in our secondary schools' cooperative learning program with a consistent number of St. Don Bosco students</p> <p>French Immersion teachers strengthened their capacity to monitor student progress and adapt literacy instruction in French through the creation and use of the ELI (Évaluation de littéracie en Immersion)</p> <p>French Immersion English teachers began to build capacity for supporting struggling readers in the Primary French Immersion Program, through leveled literacy intervention in English.</p> <p>Number of classrooms using Knowledgehook increased by nearly 140 since 2018-19.</p> <p>WCDSB saw consistent or increased usage of Knowledgehook in targeted grades (Gr 3, 6, 9 Applied)</p> <p>Attendance at each secondary school's Grade 8 Parent Night remains well attended and questions regarding pathways through secondary are significant</p>		<p>Tracking was interrupted by school closures.</p> <p>Implementation was interrupted by school closures.</p> <p>Tracking will be completed next year in their new class.</p> <p>Further support for teachers to more effectively utilize Knowledgehook as an in-class tool for assessment for learning</p>
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<p>Continue to seek and support reciprocal partnerships with Community/educational partners and leverage the mutual learning</p>	<p>WCDSB 3D Printer Home Deployment project. This project consists of removing all of the 3D printers from both elementary and secondary schools and deploying them into the homes of WCDSB staff. All 3D printed parts donated to InkSmith are taken in, sanitized, assembled and donated by InkSmith to overburdened hospitals and healthcare providers locally.</p> <p>865 total parts printed to date</p> <p>Partnership with Conestoga College Explore Your Future Days: 108 students attended.</p> <p>100% of elementary schools have partnered with Strong Start Charitable Organization to provide its Letters, Sounds and Words program to students K-2</p> <p>NOW (Newcomer Orientation Week) Program traditionally offered only at St. Mary's will additionally be offered at Resurrection Catholic Secondary School as the new ELD Program will begin in September 2020. The partnership with IRCC/YMCA/SEPWR makes this possible.</p> <p>One ESL/ELD teacher from each school will be hired by YMCA to support the program</p>	<p>Labour action limited the number of participants</p> <p>Increasing number of Newcomer Students may see a longer wait list</p> <p>Unsure if able to provide the program due to COVID-19</p>	<p>Extend our partnership with Strong Start (i.e. promoting and hosting volunteers) since the ability of our staff to increase student academic achievement is enhanced by its many programs. Maintain open dialogue with YMCA. Carrie will work with YMCA and SMH staff to see if an alternative can be explored</p>
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	<p>St. Mary's will again provide the space for the training of Peer Leaders</p> <p>ESL Parent Night (St. Mary's High School) for the Grade 8 to 9 transition, explaining in multi language: credit accumulation, uniform, expectations, contacts, guidance, cooperative education/SHSM, Settlement Services</p>	<p>Taking place in the spring of each year, this evening scheduled for May 7 is postponed/cancelled due to COVID-19</p>	
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Overall Status Summary:

Key Growth	<p>Pilot of first eLearning format ICS20 (computer studies) course available for grades 7-12. Movement to PRISM eLearning tracking system to improve tracking and support for students.</p> <p>Increased focus on providing experiential learning opportunities for elementary panel</p> <p>A shared vision for the well-being of children and youth has been established through the collective work of the Region of Waterloo's Children & Youth Planning Table</p> <p>Increase in the overall number of students in French Immersion (i.e. 30% increase in French registered for grade 1 in Fall 2020)</p> <p>95% of Grade 12 students that wrote the DELF (Diplôme d'études de langue française) in May 2019 successfully passed their exam, providing students with an internationally accredited certification of language fluency that can be used when applying to universities and for International employment positions.</p>
Next Steps	<p>Continue to train guidance and teachers on support tools for eLearning</p> <p>Continue to explore and provide a variety of experiential learning opportunities in the elementary panel</p> <p>Increase awareness of the <i>Getting Ready For School Program-Strong Start</i> within our school communities.</p> <p>Continue to engage in collective work with the Children & Youth Planning Table of the Waterloo Region to support the well-being of children and youth</p> <p>Move into the next phase of implementation of the Levelled Literacy Intervention program in Primary French Immersion.</p>



MYSP PRIORITY – STUDENT ACHIEVEMENT, ENGAGEMENT & INNOVATION

Strategic Direction	Foster Maximum Opportunity for Success for All
Goals: (4)	<ul style="list-style-type: none"> • Improve Numeracy Achievement • Improve Graduation Rate • Improve Secondary Literacy Achievement • Increased Opportunity for Experiential Learning

Goal	Highlights/Celebrations (Informed by Evidence)	Challenges	Next Steps
Improve Numeracy Achievement	<ul style="list-style-type: none"> • Senior Math (Gr. 11 & 12) courses have seen improved “hands-on” learning opportunities e.g. trades applications. This differentiation assists students to see applications of math beyond the classroom • With our focus on cooperative, active, experiential learning, i.e. a “thinking” classroom, students engage in doing math and reflect upon their understanding. • Due to the change in student:teacher class ratios at secondary for semester 2, some schools were able to utilize a Gap Closing teacher in Gr 9/10 Applied classes up until March Break • Each secondary school identified priorities for professional learning and strategies to improve student learning based on student needs & gaps. • Gr 9 Applied EQAO achievement +3% from last year (56%); Gr 9 Academic EQAO achievement +2% from last year (85%). Gr. 9 Applied +12% higher than province (last 7 years we have been above provincial results) 	<ul style="list-style-type: none"> • As math at senior levels is often complex, it is often only possible to simulate an authentic application. (which is still effective math modelling) • In secondary math classes where teachers received professional learning, and in elementary schools that have had dedicated coaching, the “thinking classroom” is more evident. • Gap Closing teacher was a support to students during distance learning but it was more challenging for them & the classroom teacher to offer one-to-one mentoring • Professional learning was interrupted by job action and distance learning due to COVID-19 	<ul style="list-style-type: none"> • Continue to seek opportunities for hands-on learning experiences & authentic math modelling • Continue refining our use of the “thinking classroom” • Continue with this model if funding permits • Continue with planned professional learning & cross-panel initiatives in 20/21 • Maintain our focus and efforts on effective teaching-learning strategies for grade 9, as well as Applied-College Pathway courses; use of lead instructors; attention to class

	<ul style="list-style-type: none"> • Pre-AP(Advanced Placement) Pathway has become a highly developed pathway within 3 of our 5 secondary schools <p>Math Coaching</p> <ul style="list-style-type: none"> • Provided job-embedded professional capacity building, through math coaching. • Completed 2 cycles of math coaching that were driven by entry / mid & pre / post (cycle) student achievement points & daily engagement with the high impact strategies, practice & fundamentals. <p>Targeted Support Impact:</p> <ul style="list-style-type: none"> • 216 gr. 3 & 6 students & 17 teachers in cycle one & 231 gr. 3 & 6 students & 17 teachers in cycle two • +2% to level 3 & 4 gr. 3 from entry to mid • +2% to level 1 & 2 gr. 6 from entry to mid • Board Identified Impact: +33% from pre to post across various grades <p>Successful Classroom Strategies included:</p> <ul style="list-style-type: none"> • Use of Pre/entry assessments: to guide instruction & focus coaching work. • Co-teaching, refining use of math discourse; the collaborative preparation of the lessons with a focus on conversations. • Punctuating number sense routines: aligned with fundamentals of math content area. • Guided Instruction: using C-R-A progression (concrete to representational to abstract), models & strategies and the three-reads protocol when solving non-routine tasks. <p>Math Lead Teacher</p> <ul style="list-style-type: none"> • Accomplished 10 Math Lead Teacher sessions by family of schools hubs which included a learning lab with grade 3 & 6 students. The focus was to build the capacity of teachers in high impact strategies in math learning & to connect to the fundamentals of math in preparation for the new math curriculum. • Participation included: 120 grade 3 & 6 students, 91 Math Lead Teachers, 40+ Elementary Administrators <p>Numeracy PD Day:</p> <ul style="list-style-type: none"> • Numeracy ½ Day PD which was asynchronously facilitated by math lead teachers & admin via the high impact strategies google site. 	<ul style="list-style-type: none"> • Difficult to find opportunities for teachers across our system to collaborate • Reduction in instructional coaches. Teachers engaging in the coaching model during job action. All of cycle 2 coaches were providing direct support to students through small group instruction; math coaching work did not take place in cycle 2. <p>Math Lead Teacher:</p> <ul style="list-style-type: none"> • We were only able to fully complete session one of four scheduled sessions due to job action and now the school closure situation. <p>Numeracy PD Day:</p> <ul style="list-style-type: none"> • We were not able to continue with the second numeracy day on April 3rd because of school closure. 	<p>size</p> <ul style="list-style-type: none"> • Dedicate funding for collaboration amongst educators 3x per semester • Support the AP accreditation of more teachers • Continue with the remainder of the math coaching support model in cycle 3. Conduct and analyse student achievement data from final assessments for Gr. 3 & 6. Continue to refine high impact strategies & practices in the gradual release model. Use data to plan forward for future school improvement planning. • Maintain focus on high impact strategies & fundamentals; continue on with sessions 3 & 4 of math lead teacher. • Curriculum implementation sessions by grade and by Family of Schools upon the release of the revised Math 1-8 curriculum <p>Math Lead Teacher:</p> <ul style="list-style-type: none"> • Part two of the numeracy day with a focus on curriculum implementation. <p>Numeracy PD Day:</p>
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	<p>Elementary Schools: 389 participants submitted pre-and post- concept surveys rating their level of awareness of the High Impact Strategies & Practices. Percentage increase to the levels of “aware”/” very aware” for the following:</p> <ul style="list-style-type: none"> • Assessment for and a s learning: 13% • Small group instruction: 14% • C-R-A use of models & strategies: 22% • Non-Routine Problem Solving: 28% • Number Sense Routines & Discourse: 14% • Distributed Instruction: 21% • Leveraging Technology: 11% <p>• Secondary teachers across all disciplines learned how high-impact strategies, as well as the math process expectations, connected to their specific subject areas.</p> <p>Math Leadership Learning</p> <ul style="list-style-type: none"> • Elementary administrators engaged in a Math Leadership Learning Series (2 of 4 sessions) which included whole group learning sessions & follow up sessions. Focus: high impact strategies, the fundamentals & monitoring for uptake & impact. • 100% admin participation at whole group session • 27 administrators participated in voluntary follow up sessions 		<ul style="list-style-type: none"> • Awaiting the release of the new math 1-8 curriculum to comprehensively prepare for implementation. <p>Math Leadership Learning:</p> <ul style="list-style-type: none"> • Maintain focus and continue to build capacity for high impact strategies & monitoring for uptake and student achievement.
Improve Graduation Rate	<p>Internal graduation metrics demonstrate an increase to 85% for Year 4 students, and 89.5% for most recent Year 5 cohort as compared to most recent Ministry data from June 2017 at 79.5% Year 4 and 85.8% Year 5</p> <p>Graduation Dashboard created in Power BI for use by all secondary school teams and academic superintendents for effectively monitor student progress towards graduation in 4 and 5 years.</p> <p>3rd cohort of Gr. 9 Reach Ahead Summer Credit Course in process of registering for Summer 2020. All 86 previous registrants successfully completed the credit course, and all were on track (or surplus) with credit accumulation at last monitoring period (Feb. 2020)</p> <p>Currently 240 OYAP students from Sept 1, 2019 to January 31st.</p> <p>5 students employed fulltime out of the Electrical OYAP Program with IBEW.</p> <ul style="list-style-type: none"> • 6 students in current second semester 	<p>Cancellation of OSSLT assessment will create pressures to support two cohorts in next academic year.</p> <p>Due to COVID-19 restrictions, Summer 2020 may be adversely affected.</p>	<p>Waiving of requirements for successful OSSLT assessment and 40 hours of community service creates opportunity for current Year 4 and 5 students who have satisfied other credit requirements.</p>

	<p>cohort out of 16 regional spots.</p> <p>Delegation of students competing in 25 events for Ontario Skills Competitions</p> <p>New accelerated OYAP Programs for September 2019 include: Auto Service Technician - Level 1 Dual Credit</p> <ul style="list-style-type: none"> • Truck and Coach Technician - Level 1 Dual Credit • Brick and Stone Mason - Level 1 Dual Credit • Precision Machining - Level 1 Dual • Electrical Through IBEW Local 804 • Plumbing and Steam Fitting Through The Plumbing and Pipefitters Union UA527 • General Carpentry Through The Carpenters Union Local 785 • Construction Craft Worker and Concrete Finisher through LIUNA <p>Semester 1 of 2019-2020 included 351 students in coop programs across the WCDSB, including Exploring Construction and UCEP</p> <p>Re-Engagement Team is comprised of a re-engagement officer and a work co-op teacher who are supported by secondary guidance teams and St. Louis Adult Learning Center.</p> <p>Highlights from 2018-2019 include:</p> <ul style="list-style-type: none"> • 118 total graduates which includes 4 – Year 4 grads; 93 – Year 5 grads and 25 – Year 6 and other grads. • 106 work co-op credits completed • 105 students still engaged and enrolled at St. Louis to complete OSSD in 2019-2020. <p>Highlights from Semester 1, 2019-2020 include:</p> <ul style="list-style-type: none"> • 51 graduates in program which includes 31 – Year 5 students • 10 graduates through work co-op credits completed • 109 students engaged and enrolled at St. Louis to complete OSSD 		
Improve Secondary Literacy Achievement	<p>Kindergarten-Grade 1 Early Literacy Intervention Project</p> <ul style="list-style-type: none"> • Two schools were chosen to participate in an early literacy intervention project based on Grade 3 EQAO data in Language; one of these schools was a continuation from the 2018/2019 school year • This work follows a Precision Teaching model where educators use Balanced Literacy Assessment Measures (BLAM) 	<ul style="list-style-type: none"> • Reduction of literacy consultant to half time • Loss of instructional coaches to support classroom embedded professional development • Job action • COVID-19 • Materials to support Word Study Project and BAS-Reading Diagnostic need 	Continuation of this work through administration and analysis of BLAM data for students in kindergarten and grade 1 who are achieving below grade level in language; Planning for responsive and

	<p>to know their learners and provide responsive small group targeted instruction with the goal of supporting literacy development</p> <ul style="list-style-type: none"> • Educators are learning more about their students through BLAM data and are learning how to use new pedagogical approaches (and resources e.g. Let's Talk About It Program) to provide responsive instruction that will support early literacy development for students who are achieving below grade level <p>Word Study Project to target vocabulary development, spelling patterns and sentence structures</p> <ul style="list-style-type: none"> • 14 educators, grades 1-6, from 5 different schools participated in an after-school session on the implementation of the <i>Words Their Way Program</i>; participation was based on interest • Ten educators, Gr. 1-3 from two schools engaged in professional learning on word study instruction and the implementation of the <i>Words Their Way Program</i>. • Sixteen educators from eight schools participated in a full day of professional learning on word study instruction and the implementation of the <i>Words Their Way Program</i>. • All educators were invited to implement what they have learned into their classrooms; request <i>Words Their Way</i> resources for themselves and their schools to support the work; and collect pre and post data to monitor the spelling progressions for their students along the <i>Words Their Way</i> spelling continuum <p>Overall OSSLT achievement has increased 3% compared to last year (79% in 2018 to 82% in 2019) and sits 2% above the Provincial average for 2019 (WCDSB achieved 82% compared to the Provincial trend of 80%)</p> <p>OSSLT Mock Tests conducted at each Secondary School for all Gr. 10 students:</p> <ul style="list-style-type: none"> • Each secondary school created a customised, shorter test using materials from EQAO released items according to the trends from school data; delivered this test to all Gr. 10 students, and 60 teachers trained in the use of the moderated marking process to mark the 1,700+ tests • Identified students who might need increased literacy support. This support 	<p>to be ordered and distributed</p> <p>OSSLT Assessment canceled for the 19/20 school year due to labour action and COVID-19 School Closures</p>	<p>targeted interventions through small group instruction; include additional schools based on Grade 3 EQAO data in Language</p> <p>As we continue this work we will reconnect with these educators to determine where they are at in terms of implementation, any questions they might still have; and invite them to collect pre and post data to monitor the work; We will create professional learning supports for educators; We will continue to purchase additional <i>Words Their Way</i> resources for educators and schools with a focus on <u><i>Words Their Way: Word Sorts for Letter Name - Alphabetic Spellers, 3rd Edition</i></u> and the updated version of <u><i>Words Their Way: Word Study for Phonics, Vocabulary and Spelling Instruction, 7th Edition</i></u>.</p> <p>The Mock Test and Moderated Marking activity will continue in our next school year; however, because there will presumably be 2 cohorts (the grade</p>
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	<p>has included “Lunch and Learn” PD sessions for staff, the use of the D2L Literacy modules, Google Classroom reminders with links to specific activities and incorporating instant feedback.</p> <p>Implementation of the Benchmark Assessment System (BAS)</p> <ul style="list-style-type: none"> • This is an updated reading record assessment protocol educators can use to learn more about students’ reading behaviours in order to provide responsive small group supports and instruction to support reading and literacy development • This system is a continuum of leveled reading records from Kindergarten to Gr. 3 (with the potential for use with grade 9 students in the Essential and Applied level classes) • This resource has been purchased for 19 schools based on EQAO Grade 3 and 6 Language data; Leveled Literacy Intervention Schools (LLI); and educator interests/requests • Four schools have completed the training <p>Leveled Literacy Intervention (LLI) Reading Program Pilot Project:</p> <ul style="list-style-type: none"> • Five elementary schools were provided materials and training in order to begin to close the gap in reading and comprehension Intermediate teachers were included in the BAS Training Sessions conducted in order to identify students in need of intervention (St. John, St. Peter and Holy Family) • After-school intervention groups were created once students were identified <p>Beginning process of opening an English Literacy Development (ELD) Program at Resurrection Catholic Secondary School for Sept 2020 to respond to school boundary and number of students requiring an ELD program within Resurrection boundary -Secondary teacher chosen to be inserviced in Guided Reading for students with limited and/or interrupted formal education (SLIFE)</p> <ul style="list-style-type: none"> • secondary teacher to shadow a teacher who is skilled in Guided reading for the 2020-2021 school year • teacher involved in book study “Boosting Achievement” which focuses on the learning needs of SLIFE students 	<p>10’s who did not write this year, as well as next year’s grade 10’s).</p> <p>We will continue BAS training (with a focus on LLI schools); We will order and distribute additional BAS kits so that all schools will have access to this resource in their schools; We will update the BLAM teacher packages (K-3; 4-6; 7-8) to include the new BAS tool</p> <p>We will continue to support Intermediate teachers in the use of LLI intervention materials (Gr.3-12) to support students in closing the literacy gaps.</p> <p>Continue creation of classroom at Resurrection designed as a space for Guided Reading/Running Records/word walls</p> <p>Further prepare teachers to deliver a program that supports students with limited and/or interrupted formal education (SLIFE) in ELD</p>
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Increased Opportunity for Experiential Learning	<p>Experiential learning - with a focus on K-8 opportunities</p> <p>4 schools with 38 intermediate students involved in Cardboard Boat Race and Video Challenge (1st time for WCDSB)</p> <p>981 staff/students have received resources via Google Classroom to participate in STEM Activities: Coding, 3D printing, Design Thinking, Virtual Reality, WeVideo.</p> <p>4 schools with 569 students (JK to Gr. 5) involved in Makedo Skilled Trades Event, an activity where students construct with cardboard and various hand tools.</p> <p>60 female Grade 7-8 students from 4 schools attended Guelph Linamar Event to experience hands-on, skilled trade activities,</p> <p>108 students from 4 schools attended the Explore Your Future Days at Conestoga College where they participated in experiential learning activities including woodworking, electrical, 3D design drawing, video editing and game design.</p> <p>Technology & Innovation Co-op Position: pilot with 2 secondary students trained by experiential lead teacher to work in Learning Commons to support STEM activities for intermediate students</p> <p>All students in Grades 7 to 12 have access to a web-based IPP (Individual Pathway Plan) via My Blueprint</p> <p>All students are supported annually to establish, review, and revise their education and career/life plans.</p> <p>TheMuseum Climate Action Exhibition: 700 students will attend in early Spring and supported with partner InkSmith Climate Action Kits.</p> <p>45 registrants for new summer e-learning travel credit for Gr. 10 Careers/Civics with waiting list.</p>	<ul style="list-style-type: none"> • Job action • COVID-19 • Supply and demand - there are other boards competing for experiential learning opportunities at Conestoga College and Skills Ontario • Gr. 7 and 8 support limited due to reduction in the number of SS consultants from 5 to 2. 	
		Canceled due to school closures	
	<p>Community partnerships have created invaluable career exploration opportunities to engage both students and parents:</p> <ul style="list-style-type: none"> • Build a Dream (Nov. 2019) For young women Gr. 7- 12 interested in skilled trades. • Explore your Future (April 2020) 80+ Community partners across all pathways come together to share their experience 	Cancelled due to COVID -19	Reschedule for 2021

	with students in Gr. 7 to 12. Last year over 900 attended		
	<p>Community partnerships have also given us the opportunity to provide a variety of interactive career exploration opportunities for students:</p> <ul style="list-style-type: none"> • Zoom into the Workplace – May where 70 community partners/educators join us at Conestoga College and 300 senior students explore careers in the workplace pathway • Pitch Day - hosted at the Communitelch Hub where 40 Gr. 9 and 10 business students “pitch” their best ideas Dragon Den style. 	Postponed due to school closures.	

Overall Status Summary:

Key Growth	<ul style="list-style-type: none"> • Development of the graduation dashboard for effective monitoring of progress towards OSSD in 4 or 5 years • Internal graduation metrics demonstrate an increase to 85% for Year 4 students, and 89.5% for most recent Year 5 cohort as compared to most recent Ministry data from June 2017 at 79.5% Year 4 and 85.8% Year 5 • Grade 9 reach ahead credit course grew by 300% in summer 2019 with all students successfully earning their credits • Summer 2020 pilot Careers/Civics e-learning travel credit course is full and has waiting list • Increased experiential learning opportunities for elementary students • Increased number of students in cooperative education programs and dual credit • Increased number of OYAP opportunities for secondary students • We are continuing to use our Balanced Literacy Assessment Measures (BLAM) to learn more about our learners and how we might use this data to plan for responsive, small group instruction and interventions • We are updating our BLAM tools and training to ensure we are using current reliable assessments in a standardized way • We are learning more about pedagogical approaches and intervention tools to support students who are achieving below standard in language development • We are updating and adding to our word study resources to support educators deliver a more comprehensive word study program
Next Steps	<ul style="list-style-type: none"> • Use graduation dashboard tool to identify and support students to graduation in 4 or 5 years, with additional support for students who transition into our system • Return to skills competitions for elementary and secondary students for 2020-2021 provided COVID-19 restrictions related to physical distancing have been lifted • Revive and reschedule other missed opportunities for experiential learning in 2020-2021 school year provided COVID-19 restrictions related to physical distancing have been lifted • We will continue to learn more about our BLAM tools and how they can support targeted small group instruction and interventions in literacy with a focus on students who are scoring below standard in kindergarten/grade 1 and grades 7/8. • We will continue to learn more about effective word study instruction to target vocabulary development, spelling patterns, and sentence structure development.



MYSP PRIORITY – Building Capacity to Lead, Learn &

Live Authentically



**Waterloo Catholic
District School Board**
Quality, Inclusive, Faith Based Education

Strategic Direction	Investment in global competency development and leading technologies
Goals: (3)	<ul style="list-style-type: none"> Increased awareness of and responsible implementation of Digital Citizenship Increase in precise student programming and use of New Pedagogies for Deep Learning (NPDL) Ensure technology is current and relevant to optimal teaching and learning practices

Goal	Highlights/Celebrations (Informed by evidence)	Challenges	Next Steps
Increased awareness of and responsible implementation of Digital Citizenship	<p>Digital Citizenship Programming introduced at 3 elementary schools and as a workshop choice during ½ day innovation PD Day.</p> <p>Pre- data indicated that more than half of educators did not teach and assess digital citizenship. Post concept data indicated that 100% of educators felt more confident that they could teach and assess digital citizenship as aligned to the Ontario curriculum. Next steps include fully aligning the resource K-12 to Ontario Curriculum and growing its use.</p> <p>Using a team approach between Social Work and Program Services, lunch and learns were created and delivered at three schools to support staff learning about Digital Citizenship.</p> <p>Promote the use of “green apps & web environments” - Memo sent to all staff in early</p>	<p>Labour Action interrupted requests and ability to deliver additional Professional Development</p> <p>Uptake of Apps by educators that have not been vetted as Green Apps</p> <p>Unexpected Privacy Officer Vacancy</p>	<p>Currently the Digital Citizenship Team has completed <u>alignment for K-6</u> and will work with other program consultants on the roll out plan going forward.</p> <p>Creation of process for SO pre-screening per subsequent approval process of new applications</p>

	<p>April. Information provided to parents in Parent Learn@Home portal in April as well.</p> <p>Educator Led Distance Learning Framework and Communication Guidelines developed as a driver of best practice of all WCDSB educators</p> <p>Up to April 9th, 2020 the site saw 2667 hits with 1302 unique users. Consultants, administrators, and other leaders continue to steer educators to the site and the resources embedded within as they support educators with their needs and questions regarding the multiple facets and complexities of remote learning.</p>		
<p>Increase in precise student programming and use of New Pedagogies for Deep Learning (NPDL)</p>	<p>Continued investment in Learning Commons refresh and in school classroom furniture</p> <p>Learning commons investments have been completed as follows: Completed in year 1 and 2 (21 Schools) Completed in year 3, 2019-2020 (9 Schools Completed)</p> <p>Pre-Concept Innovation in Learning PD Day Reflection regarding use of NPDL</p> <p>504 Responses 52% indicated felt confident in their ability to design learning tasks and processes using evidence-based</p>	<p>Future PD was not delivered due to Labour Action</p>	

	<p>practices and authentic experiences and 49.1% chose a learning goal of Deep Learning Design to increase engagement and motivation and amplify learning.</p> <p>Innovation in Leadership included 14 participants who engaged with <i>Dive into Deep Learning: Tools for Engagement</i></p> <p>5 WCDSB educators attended the National Deep Learning Conference in November in Toronto. The work of WCDSB was highlighted as our Innovation Consultant presented material in collaboration with another staff member who presented virtually. The session was well received by those in attendance and was presented again during an NPDLC Canadian Cluster Call.</p>	<p>Due to Labour Action and Covid19 the Leadership in Innovation Series was stalled.</p> <p>Global Competency Programming was embedded into multiple other areas of focus this year as there is no longer funding or resources for specific professional development and learning about global competencies.</p>	<p>Virtual Innovation Leadership Session to resume in May</p> <p>Provide continued opportunity to build capacity with purchase of NPDLC licence for a designated number of schools. Provide Webinar type PD for ongoing development of conceptual understanding of NPDLC.</p>
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<p>Ensure technology is current and relevant to optimal teaching and learning practices</p>	<p>During distance learning: teachers & students embraced the use of technology to continue the learning process</p> <p>Program staff & IT supported & helped to enable both instruction and learning during this time</p> <p>Chromebook/Cloudbook Device Refresh Chromebooks and other inexpensive mobile devices like Window 10 Cloudbooks have a limited lifespan of support by the vendors. WCDSB has achieved a 1:3 ratio of students to Chromebooks at every school. . To maintain a current and supported fleet of Chromebooks/Cloudbooks, IT will refresh 1/4 of the devices every year.</p> <p>Display/Projector Technology Refresh Every classroom in WCDSB has a data projector. Though we have refreshed many data projectors, many of these units currently deployed were installed in 2011. IT will finish the refresh with replacing the final 1/5th of the installed projectors in 2020/21. The next refresh cycle will begin in 2024/25.</p> <p>Elementary Desktop Refresh: Elementary desktop computers will be refreshed</p>	<p>All stakeholders were at different levels of technology use; time, access, & other constraints were an issue throughout distance learning</p> <p>Budget restraints limited the ability to offer full refresh in the 19/20 school year.</p>	<p>Offer opportunities for teachers to continue their tech learning</p> <p>Capitalize on new assessment for/as learning skills teachers have acquired</p> <p>IT budget will be proposed to support the necessary updates needed to maintain the ratio of 1:3</p>
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	<p>to replace broken and outdated computers. The continued goal is to continue to support the 1 computer to every 16 students in the elementary schools. All classroom desktop monitors will be refreshed by Sept 2021. The next refresh will start 2024/24.</p> <p>Secondary Desktop Refresh. The continued goal is to continue to support the 1 Windows 10 computer to every 4 students in the secondary schools.</p> <p>Due to COVID19 with a focus on equity and accessibility of learning for our WCDSB students data was collected which has resulted in the distribution of Chromebooks, Internet Devices and SEA equipment.</p> <table><tr><th>Device/Service</th><th>Elementary</th><th>Secondary</th></tr><tr><td>Chromebooks</td><td>2062</td><td>755</td></tr><tr><td>Internet Devices</td><td>303</td><td>188</td></tr><tr><td>SEA Equipment (iPads)</td><td>206</td><td>44</td></tr></table> <p>The tool usage counts in D2L over the past month show an increased depth of tool usage. Teachers are going beyond simple assignment submission to a more robust tool usage. The tool usage comparison was taken from March 14-April 14th with discussions, assignments, quizzes, and announcement tools filtered below.</p>	Device/Service	Elementary	Secondary	Chromebooks	2062	755	Internet Devices	303	188	SEA Equipment (iPads)	206	44	<p>Ensuring that families have the ability to navigate and problem solve tech issues at home.</p>	<p>Post Distance Learning WCDSB will reassess how we continue to provide equitable access to technology for our students and families</p> <p>ELearning Teacher and Innovation Consultant to offer <i>Building social presence - Educator Communication Strategies during Teaching@Home Webinar</i> May1, 2020</p>
Device/Service	Elementary	Secondary													
Chromebooks	2062	755													
Internet Devices	303	188													
SEA Equipment (iPads)	206	44													

	For all secondary school teachers and students (1920sem2 on chart), the content tool was used over 165,000 times (light green), over 53,000 discussion posts by teachers (dark green), and the assignment tool was used over 74,000 times. The tool usage data includes March break and Phase 1 (Phase 2 begins teacher led learning). It is expected that the depth of tool usage will continue to increase during Phase 2 and 3 Learn@Home.		
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Overall Status Summary:

Key Growth	<p>The beginning to Educator-Led Learning@Home saw an increase in student logins and utilization of D2L and Google Classroom as learning management systems (LMS).</p> <p>For D2L login counts during ramp up and student connection (phase 1) note that March break (March 23 officially back to work for staff only) is also showing at the start of this graph. Average daily login counts for weekdays are around 6500. There was a significant increase during phase 1 especially with K-8 users- 6500 average to closer to 8000 logins</p> <p>The first day of WCDSB Learn@Home for students was a significant increase in daily logins with over 21,000 logins</p>
Next Steps	<p>The 2020 renovations to learning commons spaces are being planned. Materials and supplies have been purchased. Millwork changes at each site will be completed if the province allows construction to take place.</p> <p>The Common Sense Media Digital Citizenship Curriculum was reviewed and selected as a resource to support learning going forward. At the request of the Executive Council the lessons will be aligned with Ontario Curriculum Expectations before being rolled out more widely</p> <p>The District Application Project (Green and Red Tools List)</p> <p>There are a plethora of educational websites, apps, extensions, and other 'ed-tech' resources available to educators, students, and their families; however, not all of them are equal in terms of effectiveness and safety from a privacy and security perspective. The District Application Project aims to provide educators and families access to a comprehensive list of tools that have undergone pedagogical, privacy, and IT review to determine whether it can be used safely and effectively. The list of possible tools is extensive. The project is currently in draft form but includes close to 100 entries for review.</p>

	<p>Technology for Parent Engagement Tools (Parent Portal Working Group)</p> <p>Currently parents and guardians of WCDSB students are asked to create accounts and log in to a variety of technological tools and services in order to pay for items, receive communications, check on the progress of their students, etc., This working group is exploring solutions for creating a single source login/access point for parents and guardians in order to simplify and improve their experience with such technology.</p>
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MYS PRIORITY – Building Capacity to Lead, Learn &

Live Authentically



**Waterloo Catholic
District School Board**
Quality, Inclusive, Faith Based Education

Strategic Direction	Nurture the well being of all students and staff
Goals: (3)	<ul style="list-style-type: none"> • Decrease in staff absenteeism/sick leave usage, and health and safety incidents • Increase in student attendance and engagement • Provide opportunities to nurture faith and spirituality of staff and students

Goal	Highlights/Celebrations (Informed by evidence)	Challenges	Next Steps
Decrease in staff absenteeism/sick leave usage, and health and safety incidents	<ul style="list-style-type: none"> • There were 238 less sick days used from September 1 to March 13 in 2019-2020 versus 2018-2019. • Review of claims management processes by School Board Cooperative Inc and engagement of third-party consultant to manage complex claims. • Violent Incident Reports increased from 553 from September 2018 to February 2019 to 673 from September 2019 to February 2020. Total incidents increased from 785 to 986 over the same time period. • There were a total of 129 WSIB claims as of 	<ul style="list-style-type: none"> • Wellness initiative intended for group with relative high absenteeism scheduled for launch in Spring 2020 delayed due to school closure, • No changes made to the sick leave plans as a result of central bargaining. • The number of occupational and non-occupational claims and complexity of claims diverted resources from the Employee Attendance Support Program. 	<p>Implementation of delayed wellness initiative.</p> <p>Implementation of plan for more effective claims management, including streamlining engagement of consultants for complex claims and additional staff resources.</p> <p>Implementation of updated Site/School Risk Assessment Form</p>

	<p>April 28 for 2019-2020 versus 123 for all of 2018-2019. However, the percentage of health care claims and lost time claims improved to 47/53 in 2019-2020 respectively versus 37/63 in 2018-2019. Consequently, claims costs have decreased by 55% year over year.</p> <ul style="list-style-type: none"> Increased collaboration with Student Services on review and follow-up on reported workplace violence incidents. <ul style="list-style-type: none"> Updated Site/School Risk Assessment Form developed. Improved compliance with monthly workplace inspections. <p>Leadership Series will focus on wellness opportunities and education.</p> <ul style="list-style-type: none"> The Catholic Leadership program continued in 2019-20 with streams of Part I, Part II and Advanced Leadership. Each had a focus on wellness. Part II continued their second year with the text Start With Why and focused on Courageous Conversations – a key wellness skill. Advanced Leadership saw a very well received session on Mental Health and Wellness from the CPCO. Part I re-invited group favourite professor Mark 	<p>Although one leadership session was cancelled due to the strike the group re-grouped and offered a capstone final online session with former Deputy Minister Bruce Rodrigues on the topic of leadership during difficult times (COVID).</p>	<p>Additional resources allocated to support Health and Safety initiatives</p> <p>Re-imagining leadership program in light of COVID</p>
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	Weber who discussed personal resource management.		
Increase in student attendance and engagement	<p>The Alternative Suspension Program supported 33 Referrals for 2019/2020. Through the program students received various workshops:</p> <p>117 workshops completed 3.5 workshops per student</p> <p>Community Justice Initiative will work to build restorative cultures in approximately 30 schools over a two-year period. For 2019-2020, CJI is involved in twelve of our schools, two secondary and ten elementary.</p> <p>Select student success consultants, school administrators, teachers and support staff have participated in a 3-day "Restorative Circle Training for Educators</p> <p>Currently there are 26 students who are attending St. Don Bosco as SAL students at either Kitchener or Cambridge. There have been 35 students to date and a total of 23 academic credits accrued and while not reflected in this graph a combined total of 97 students have participated in a SAL placement via their</p>	<p>Early closure of schools due covid have impacted students ability to achieve co-op credit</p>	<p>Will continue to rebuild partnership in Sept.2020</p>

	<p>home school and St. Bosco and with our robust opportunity to work for credit a total of 104 credits have been earned through co-op placements.</p> <p>Exposure to constructive conflict resolution processes through restorative justice program and Alternative to Suspension program has positively impacted our suspension rates.</p> <p>Controlling for the time range (up to and including February of each school year) for suspension and WCDSB enrollment, we are noticing the that number of students who are suspended each year (recidivism) has decreased in both panels over the past 3 years:</p> <p>In the Elementary panel, there is a decrease of 0.15% when we compare the total number of students that had a suspension issued (note: a 0.15% decrease would approximate to 25 fewer students) in the 2019-2020 school year when compared to three years ago</p> <p>In the Secondary panel, there is a decrease of 0.16% when we compare the total number of students that had a suspension issued (note: a 0.16% decrease would approximate to 11 fewer students) in the 2019-2020 school year when compared to three years ago and a decrease of 0.94% when we compare the total number of students that had a suspension issued (note: a 0.94% decrease would approximate to 64 fewer students) in the 2019-2020</p>		
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	<p>school year when compared to last school year</p> <p>Creation of Communication Guidelines to support distance learning and student engagement strategies. Three professional development Building social presence - Educator Communication during Learning@Home attended by approximately 70 educators</p> <p>Continued implementation of The Umbrella Project and Resiliency training (region / Evidence: Increase in the number of schools implementing the Umbrella Project</p> <p>In 2019/20, 18 more schools joined The Umbrella Project. WCDSB now has four secondary schools and 40 elementary schools participating in the program. It is anticipated that 100% of WCDSB schools will be Umbrella Schools in 2020/2021</p> <p>The Umbrella Project team helps monthly educator calls on the skill theme for the month (i.e., April was Self-efficacy). Jen Forristal, the founder of The Umbrella Project also produced a webinar for parents responding to the COVID occurrence/ experience. She populated her Facebook page with resources for parents and this was shared with educators and parents on the Learn@Home parent portal.</p> <p>An Umbrella themed campaign #WCDSBFindtheUmbrella to be launched mid May to</p>	<p>Some of the remaining schools intending to engage were planning to introduce to communities via ProGrant Events which were undeliverable due to Covid closure</p>	
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	<p>support family resiliency</p> <p>Staff and students are encouraged to explore a variety of calming practices to manage stress on our new WCDSB Mental Health and Wellness webpage, reflecting on “what works for you?” and interested families have the opportunity to work from home together to build their understanding of stress, resiliency and self-care in more depth through the launch of GoZen student licenses.</p> <p>Increase in the number of schools working with ROW Public Health nurses</p> <p>All schools were invited to a Healthy Schools Programming Launch in partnership with ROW Public Health Nurses on Wednesday, September 25th, 2019. Teacher champions were offered release time for ½ day and principals were encouraged to attend. 44 schools sent teachers. 25 schools sent principals</p> <p>Increase in OPHEA Healthy Schools certification</p> <p>21 schools currently registered for certification. Increase of 7 schools from last year. This will be affected by the COVID-19 pandemic.</p> <p>Increase in affirmative responses in quality student voice surveys (mapped to Healthy Living)</p>		
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	<p>All principals were surveyed regarding current practices in supporting students to investigate how to support Period Poverty in all schools</p> <p>Awareness signs were provided to all schools with site specific information about how students can access feminine hygiene products when necessary.</p> <p>Follow up survey will be administered to all school sites to monitor usage of feminine hygiene product and determine next steps, if any are necessary.</p> <p>Grade 7 teachers across the system to receive resources and professional development regarding Cannabis and Vaping</p> <p>Restroom Messaging Frames purchased to support ongoing messaging of healthy choices for students in elementary and secondary</p>	<p>Labour Action and Covid19 Prevented scheduled in-services</p> <p>School Closure has delayed administration of follow up survey.</p> <p>Installation of door frames delayed due to school closures</p>	
Provide opportunities to nurture faith and spirituality of staff and students	<p>Offer a Full PD Day for Spiritual Development each school year</p> <p>On December 6, 2019, all staff in Waterloo Catholic participated in board-wide Spiritual Development Day that focused on the theme Called to Belong. Our Spiritual Development Day was celebrated together, in our Family of Schools communities in the morning</p>	<p>Called to Belong Staff Retreats, to be hosted at each Secondary School, and facilitated by Fr. Joseph de Viveiros were postponed due to the passing of his father.</p> <p>Two Twilight Evening Retreats, scheduled for Feb 27 and Mar 5, to be facilitated by</p>	<p>School, Home and Parish Partnership Retreats, scheduled for fall of 2019 have been rescheduled to fall of 2020.</p> <p>These events were cancelled due to challenges and will be held next winter to support the <i>Gathered to Become</i> theme.</p>

	<p>and our individual school communities in the afternoon.</p> <p>Through 3-year pastoral plan, include programming in support of the life of prayer and a deepening spirituality</p> <p>From September 25 to October 9, members of our Faith Formation Council hosted a series of Pastoral Team Leadership Sessions. These sessions took place over five evenings and involved Pastoral Team members from each of our 5 Family of Schools. These gatherings focused on strategies to address the spiritual needs of our school communities in living out the pastoral plan.</p> <p>Two <i>Theology on Tap</i> events were scheduled for this year. Our <i>Called to Belong Theology on Tap</i> included:</p> <p>On Thursday, October 17, 2019, Dr. Maria Cantalini-Williams (Dean of Laurier's Faculty of Education) and her husband Chuck Williams (Retired WCDSB Principal) gave a talk entitled Longing for Belonging: Creating Connections in Communities for approximately 50 educators.</p> <p>In October, members of our Secondary Schools Safe Spaces Clubs, and their staff liaisons, came together to live out <i>Called to Belong</i>, as</p>	<p>Fr. Joseph de Viveiros, one in Cambridge and one in Kitchener were postponed due to labour action.</p> <p>Cancelled due to labour action:</p> <p>Staff, students and parents from each school community were invited to attend the Year Two Pastoral Plan Launch, <i>Gathered to Become</i>, scheduled at St. Anthony Daniel Parish on February 19, 2020.</p> <p>Culture of Life Leadership Conference, which is sponsored by Diocese of Hamilton, and held at the Henry Mancini Centre, was scheduled for Feb. 13, 2020 and would have involved approximately 50 students from across our Secondary panel. This year's speaker was producer Joe Knopp and the topic was <i>Unplanned: Telling the Real-Life Story of Abby Johnson</i>.</p>	<p>This celebration is re-scheduled for September 2020.</p> <p>This conference will not be held until February 2021.</p>
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	<p>students across our system got to know one another a little better, planned out the calendar of events for the year, worked on spirit wear and enjoyed a Halloween Social.</p> <p>On Thursday, October 24, 50 students representing all our Secondary Schools students attended the Youth Forum, When Faith Meets Pedagogy in Toronto entitled, “<i>See, Follow, Be: God’s Light for the World.</i>” Father Rob Galea was one of the featured speakers at the Youth Conference that featured talks, workshops, music and worship.</p> <p>Over 30 staff (including many NTIP teachers) attended When Faith Meets Pedagogy 2019, “<i>See, Follow, Be: God’s Light for the World</i>” conference held this year from October 24 – 26th. Multiple WCDSB staff, including our own Fr. Joseph de Viveiros C.R. were featured presenters at the conference which is the largest gathering of Catholic Educators in Canada.</p> <p>On Monday June 10, 2019, WCDSB Educators for Justice hosted an evening celebration at the Fresh Ground Café for all students in our Secondary Schools involved in the work of justice throughout our board. Groups of students were invited to eat, share and ‘encounter one another’</p>	<p>Cancelled due to school closures and social distancing requirements:</p> <p>In May 2020, Fr. Cornelius O’Mahony, Education Vicar for the Diocese of Hamilton, was scheduled to speak to us on the <i>Journey of Becoming</i> as he unpacked our Year Two theme. This promised to be a well-attended event but was canceled due to Covid-19 restrictions.</p> <p>In April of this year, students from all our Safe Spaces clubs at our Secondary Schools were scheduled to participate in our WCDSB Safe Spaces Retreat. The gathering was to be held at St. Jerome’s University with approximately 50 students with staff supervisors enjoying prayer, fellowship, sharing updates from their Safe Spaces Clubs and hearing our guest presenters share their insights and encouragement.</p> <p>This event is on hold due to ongoing school closures.</p>	
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	<p>with their accounts of Witness, Compassion and Acts of Mercy for making the world a better place.</p> <p>Many pageviews of Pray@Home site during COVID-19 school site closures to date. This site features weekly contributions from Fr. Joseph de Viveiros, as well as reflections and prayers from our Elementary and Secondary Chaplains, and a variety of content from the Diocese of Hamilton.</p> <p>Pray@Home was also used as the gathering place for our Catholic Education Week celebrations, prayers, reflections and faith activities including #WCDSBIgnitinghope</p>		

Overall Status Summary:

Key Growth	<ul style="list-style-type: none"> • Reduction in sick leave usage • Improvement in health care WSIB claims vs lost time claims • Reduction in WSIB claims costs • Decline of suspension rates over time • Increased uptake of Umbrella Project and expansion of the model • Ongoing exploration and animation of <i>Called to Belong</i>, Year One of our three-year Pastoral Plan with key themes derived from <i>Renewing the Promise</i>. • A silver lining of school closures and Learn@Home has been increased opportunity to engage with WCDSB community via Pray@Home, especially during Catholic Education Week when we were able to gather a variety of materials for prayer, reflection, celebration and engage with a variety of faith-related activities (e.g. #WCDSBIgnitinghope)
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Next Steps	<ul style="list-style-type: none"> • Additional supports to claims management and health and safety • Implementation of wellness initiative • Well-being Strategy will continue to focus on seamless strategies wherein each pillar is grounded in faith based/mental health promotion and integration • Reimagine professional development for return to school model and for ongoing student engagement • Spiritual Development Day scheduled for November 23, 2020, will feature acclaimed speaker and religious educator, David Wells, on the theme of <i>Gathered to Become</i>. • Year two of Pastoral Plan, <i>Gathered to Become</i>, will launch in September, 2020 and continue to build on parish, school, home partnership that is grounded in <i>Renewing the Promise</i> and informed by Eucharistic stories, with a strong school focus on the theme of “Transformation”.
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Date: Monday, June 15th, 2020
To: Board of Trustees
From: Tracey Weiler, Chair, Linkages Committee
Subject: Linkages Committee Annual 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 II 010
☐ 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 010, "Board Committee Structure"

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

Trustees who are assigned to chair a Board of Trustee committee will:

- Facilitate the performance review of the committee and its work

Background/Comments:

For the 2019/20 school year the Linkages Committee has consisted of four trustees:

- Bill Conway,
- Brian Schmalz,
- Melanie Van Alpen,
- Tracey Weiler (Chair).

The committee has worked on the following;

1. Letters sent in the fall to each school welcoming them to a new school year and to keep the Board of Trustees in mind as attendees when planning school events.
2. Commissioning Ceremony held on November 6th, 2020 at St. Anthony Daniel. All school council chairs and newly appointed administrators were commissioned followed by a reception to celebrate. Many thanks to staff who worked hard to make this evening a success, especially but not limited to, John Murphy, Fr. Joseph de Viveiros, Loretta Notten and Alice Figueiredo.
3. Letters were sent to the Chairs of the Audit, SEAC, and CPIC committees as an invitation to an upcoming Committee of the Whole meeting to discuss success and challenges. All three attended the virtual May 11th, 2020 COWB meeting and gave excellent presentations. Will continue this annually.
4. Winter walk to school day – We hosted a board wide winter walk to school day on February 5th, in partnership with *Student Transportation Services of Waterloo Region*. We had 19 schools participate in this fun and

important event. Mayor Dave Jaworski, Chief Bryan Larkin and a host of other special guests, including trustees, joined us to participate with our schools.

5. Thank-you letter – Trustees wrote a letter thanking all the staff for the work they are doing in supporting our students during Covid-19. Our staff have gone above the call of duty in making sure the students educational and emotional need are being met during this unprecedented time.
6. Congratulatory and thank you letters are in process to send out to all new clergy and any clergy that are retiring before the effective date of June 30th, 2020.
7. Appreciation letters are in process to be sent out to the following groups:
 - a. School Council Chairs thanking them for their hard work and dedication for the past year;
 - b. End of school year letters to principals and staff to thank them for another amazing school year at WCDSB;
 - c. St Mark's Catholic Elementary School to congratulate and recognize them for their fundraising success for the Terry Fox Foundation. This past fall our Board raised \$70,533.51 for cancer research and once again, St Mark's was in top 25 for Ontario – raising over \$14,000 dollars.
 - d. Letters of thanks to SEAC, CPIC, and Audit committee members for their work this past year;

Note: The following events were cancelled this year due to Covid-19 and the safety of our community. We are looking forward to hosting them again during the 2020/2021 school year.

1. Catholic Education Centre (CEC) blessing scheduled for March 26, 2020
2. Community Leaders Breakfast scheduled for June 12, 2020

Future plans for the Linkages Committee:

- 6th Annual Community Leaders Breakfast during the 2021 Catholic Education Week;
- 5th Annual Commissioning ceremony and reception to be held in the fall of 2020;
- 3rd Annual Clergy Dinner;
- Trustees will participate in School Travel Planning to support ongoing assessment of conditions through a walkabout.
- Joint meeting with WRDSB to share information and to continue building our relationship together.
- Sending ongoing recognition and appreciation letters.

Prepared/Reviewed By: Tracey Weiler, Chair, Linkages committee

*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: June 17, 2019-06-11
To: Board of Trustees
From: Jeanne Gravelle, Chair
Subject: Annual Report

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

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

Origin:

Board Policy II 010, "Board Committee Structure"

Policy Statement:

2. Trustees who are assigned to chair a Board of Trustee committee will:
f) Facilitate the performance review of the committee and its work

Background/Comments:

The Pastoral Care Team Committee is composed of the following trustees: Jeanne Gravelle [Chair]; Kevin Dupuis, Rori Schaefer, Meghan Cymbron, Wendy Price, Manuel da Silva, Greg Reitzel

The committee has worked on the following throughout the 2019 – 2020 school year;

- 1) Twilight Retreat - The Pastoral Committee hosted a Twilight Retreat in October. The retreat was facilitated by Father Joseph de Viveiros. It was a beautiful evening of fellowship and quiet reflection... an evening to 'waste time' in God's presence, as Fr Joseph would say.
- 2) Soup Sisters - The Pastoral Committee organized an evening with the Soup Sisters. We have done this in the past and it was a wonderful time shared together for a good cause, making soup for local community organizations who feed those in need.
- 3) Stocking Stuffers - The Pastoral Committee organized an evening of stuffing stockings at the St Jacob's community center to help those less fortunate have an extra special Christmas.
- 4) Catholic Education Week - because of the Covid closure, we were limited in what could be done over CEW, but Trustees were able to participate in a video celebrating CEW.
- 5) Opening Prayer - the Pastoral Committee made the effort this year to provide engaging and unique prayers, inspired by timely themes and current events.

Events that were planned but not able to be accomplished because of closures and social distancing: Elmira Maple

Syrup festival Pancake flipping, Community Clean up for Earth Day, and a year end Retreat.

Recommendation:

- 1) That the Board of Trustees pursue further team building and/or retreat ideas with the focus being awareness of our faith.
- 2) Pastoral Committee to continue to make an effort to support local social justice issues by focusing on local groups and issues so that our actions are reflective of our Board Ends, with particular focus on the planned events not able to get done this year.
- 3) Pastoral Committee to consider inviting other groups, former student trustees, church pastors and schools to take part in prayer with us.
- 1) This report is provided as monitoring information for the Board of Trustees.

Prepared/Reviewed By: Jeanne Gravelle, 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."



Date: Monday, June 15th, 2020
To: Board of Trustees
From: Melanie Van Alphen
Subject: Governance Committee Annual 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 II 010
☐ 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 010, "Board Committee Structure"

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

2. Trustees who are assigned to chair a Board of Trustee committee will:
f) Facilitate the performance review of the committee and it's work

Background/Comments:

For the 2019-2020 school year the Governance committee consisted of trustees: Bill Conway, Greg Reitzel, Brian Schmalz, Melanie Van Alphen (Chair) and Administrative Official, Loretta Notten.

The committee met on October 22, 2019, January 14, 2020, March 2, 2020, June 8, 2020

A summary of tasks completed by the committee are listed below:

- 1) The following policies were reviewed with minor changes:
- Board Policy II 002 – Governing style was reviewed specifically item #4 addressing new topic within the context of a Board meeting with no recommended changes
 - Board Policy II 006 – Celebration of Excellence. The following was added, "Nominations will be retained for 3 years. This does not preclude anyone from being re-nominated in any given year"
 - Board Policy II 011 – Student Representation on the Board.
 - "As per the Education Act and Regulation 7/07" was added to the policy statement
 - Added item #3. "A student trustee has the same status as a board member with respect to access to board resources and opportunities for training"
 - Added item #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"
 - Board Policy II 012 – Student Trustee Role Description.
 - "As per the Education Act, reg 7/07 and" was added to the policy statement & removed wording from item #1
 - Completed a full review of the bylaws with minor recommended changes throughout.

- Board Policy II 003 – Board Job Description. Recommendations made to add a new item #6 and #7 to include wording around review of the priorities semi-annually and completing a self-evaluation every year in May.
- Board Policy II 012 Student Trustee Role Job Description. Recommendation made to add a new #5 to include the completion of a student trustee feedback form annually in May.
- Board Policy III 005 Monitoring CEO Performance Schedule was reviews with no recommended changes at this time.

3) Outstanding items:

- Review Board Policy II 007 Board Members Code of Conduct

Recommendation:

This report is provided as monitoring information for the Board of Trustees

Prepared/Reviewed By:

Melanie Van Alphen – Governance Committee Chair



Date: June 15, 2020
To: Board of Trustees
From: Chair of the Board
Subject: Chair's Report for June 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 June 2020, a very much reduced activity level because of many activities cancelled due to COVIN 19.

- Attended Chair's Conference Cal with Education Minister Lecce & Deputy Ministry Naylor (June 1)
- Attended Virtual Annual General Meeting of CCSTA (June 5)
- Attended Governance Committee Virtual Meeting (June 8)
- Attended Audit Committee Virtual Meeting (June 9)
- Attending FACE Committee Meeting (June 17)
- Attending Virtual Annual General Meeting of OCSTA (June 27)

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."



Board Meeting Highlights

OCSTA Board of Directors

June 3, 2020



Ontario Catholic School
Trustees' Association

The OCSTA Board of Directors' meeting took place via Zoom Webinar and Teleconference call at 4 p.m., on Wednesday, June 3, 2020. The meeting opened with prayer led by OCSTA Chaplin, Fr. Patrick Fitzpatrick.

President's Remarks

As this is the last meeting to be chaired by President Eckensweiler, the President expressed gratitude for the support and wisdom of the board of directors and additionally shared appreciation for the OCSTA staff.

Directors commented on President Eckensweiler's authentic, effective and dedicated leadership and thanked her for her exceptional service.

First Nation Trustees Advisory Council

OCSTA Executive Director, Nick Milanetti thanked OCSTA Director and Chair of the First Nation Trustees Advisory Council (FNTAC), Frank Bastone for chairing the inaugural meeting of the FNTAC in April and OCSTA Director of Catholic Education, Anne O'Brien for organizing the meeting.

The FNTAC meeting was well attended and included presentations by Annette Hutton from the Ministry of Education; Michael Pautler, Institute for Catholic Education; Ted Doherty, Ontario Educational Services Corporation, and; OCSTA Director of Legislative and Political Affairs, Stephen Andrews who delivered a presentation on reciprocal tuition agreements.

Almost every First Nation Trustee in our system attended this meeting and all provided great feedback and direction for moving forward. Staff are currently planning future meetings and a workshop in the coming months.

COVID-19 and Education Update

While schools remain closed until June 30, the Ministry of Education is currently working on developing protocols for students' return to school in September and is working with stakeholders on the re-entry plan.

Nick Milanetti reported that regular weekly teleconferences are held with the Executive Directors of each of the Trustee Associations and the Deputy Minister of Education, Nancy Naylor.

Meetings are also held between the Deputy Minister and Directors of Education and CODE. It was reported that these meetings have been very helpful in obtaining a perspective on school board education issues across the province. At a recent meeting the government was informed by Nick Milanetti that, as employers, Catholic school boards would appreciate more notice prior to the release of major announcements with respect to school closures and other issues impacting school boards. The Ministry committed to making every effort to do so in the future and confirmed that the Minister of Education will be hosting weekly teleconferences with school board Chairs.

OCSTA Year in Review

The OCSTA annual Year in Review which is usually shared at the AGM, was recently sent in electronic format to all Chairs and Directors of Education. The report highlights the work of the Association over the past year and can be viewed online or downloaded from the following location

<https://www.ocsta.on.ca/resources/the-year-in-review/>

OESC Update

Nick Milanetti reported that at a recent Ontario Educational Services Corporation (OESC) Board of Directors' Meeting on April 20, updates were provided on the various initiatives being developed by OESC to benefit boards. One of these initiatives will provide training to school boards on addressing violent incidents through the Behaviour Management System offered through OESC. Currently 75% of school boards in the province are using this program.

OESC is also working on a program entitled *Compass for Success*, which involves the leading analytics company in student data warehousing and business intelligence solutions.

Many boards may not be aware that OESC is also involved in Executive Recruitment. OESC submits bids for school board contracts that are seeking executives in the senior administrative ranks.

Finally, OESC is able to assist boards in their Multi-Year Strategic planning process and in Director Appraisals that will be linked to performance-based pay increases. Please do not hesitate to contact Nick Milanetti for further information on any of the services provided by OESC.

Catholic Education Week

Nick Milanetti reported that based on the surveys received by OCSTA, Catholic Education Week was a great success even though in-person activities and events had to be 're-imagined' and adjusted to be delivered (when possible) as virtual events and activities.

The Catholic Education Week Mass celebrated online by His Eminence, Thomas Cardinal Collins on Wednesday May 6th was viewed by over 10,000 households. OCSTA thanks all boards who helped to promote this Mass to students, staff and their families.

During Catholic Education Week, OCSTA's Board of Directors participated in a virtual

discussion with Cardinal Collins. Board members submitted questions in advance and the Cardinal discussed those questions during the meeting. Sensitive to the current unprecedented situation in the province, Cardinal Collins discussed faith based themes as they relate to Catholic education leadership in uncertain times. Board members appreciated the discussion and it is hoped that another session with Cardinal Collins will be planned in the months ahead.

Labour Update

Labour Committee Chair, Patrick Daly thanked committee members and all OCSTA labour staff for their dedication and hard work throughout the year. He further reported that ratified agreements had been reached with all teacher and education worker unions. He added that bargaining is taking place at local levels across the province and some agreements with various unions and units have been reached.

At the conclusion of the Labour Committee report the Board was informed that OCSTA Labour Counsel and Director of the Labour Department, Sharon Duffy, would be leaving OCSTA to assume a role with the Legal Counsel Department for the City of Toronto. Labour Committee Chair Pat Daly expressed his admiration and deep respect for Sharon Duffy's integrity, commitment and work ethic. Nick Milanetti thanked Sharon Duffy on behalf of the Association noting that her exemplary service to OCSTA and to Catholic education has positioned the Association well with union partners and the Crown.

Access Copyright

A number of boards have contacted OCSTA with questions regarding the video/audio recording of books as online teaching material, during this health crisis. School boards are being reminded that the fair dealings guidelines continue to apply.

Theodore Decision Next Steps

As reported to boards in recent weeks, at the end of March the Saskatchewan Appeal Court ruled unanimously in favour of the government of

Saskatchewan and the supporting Catholic education association intervenors with respect to the Theodore Case. (Background reminder: the Theodore case examined the right of Catholic schools to receive provincial government funding for non-Catholic students).

Since that ruling, the Good Spirit Board and the Public School Trustees of Saskatchewan have announced their intention to seek leave to appeal the Theodore decision to the Supreme Court. A panel of three Supreme Court Justices will take a few months to decide whether or not to grant leave to appeal. Based on the recommendation from legal counsel, the intervener associations, including OCSTA, have agreed to delay their involvement until the panel has rendered a decision.

2020 OCSTA Virtual AGM

The Ontario Catholic School Trustees' Association Annual General Meeting is scheduled for **Saturday, June 27, 2020 – 9:00am EST**.

The meeting will be delivered in a virtual format and will be broadcast by the virtual meeting service called GetQuorum.

Details on how to participate in this meeting were sent to all trustees in May. For further information please contact Connie DeMelo at cdemelo@ocsta.on.ca.



CANADIAN CATHOLIC
SCHOOL TRUSTEES'
ASSOCIATION

ASSOC. CANADIENNE
DES COMMISSAIRES
D'ÉCOLES
CATHOLIQUES

JUNE/JUIN 2020 NEWSLETTER/ COMMUNIQUÉS

INSIDE/À L'INTÉRIEUR:

Theodore Case



President's Message



From the Office Desk



THEODORE COURT CASE UPDATE

MISE À JOUR SUR L'AFFAIRE THEODORE

By/Par: Tom Fortosky

Christ the Teacher Roman Catholic Separate School Division No. 212 as well as the Government of Saskatchewan were successful in their appeal of the trial judge's decision in the Theodore case. The March 25, 2020 decision of the Saskatchewan Court of Appeal was unanimous! Virtually every ground of appeal was allowed! The Court of Appeal allowed the appeal on several grounds of appeal, which would have been full answer and defense. But the Court that they needed to deal with all of the grounds of appeal. For example, we were successful on the issue of standing. The Court of Appeal ruled that Good Spirit (Public) School Division No. 204 should not have been granted standing to bring the case in the first place.

We were also successful on the Section 17(2) Saskatchewan Act ground of appeal. Essentially, that part of the Constitution says that when the Government of Saskatchewan provides funding to separate and public schools it shall not discriminate in the provision of that funding. In this case, the public board wanted the Government to discriminate on the basis of religion in the provision of funding. Special thanks to the Intervenor in the case: Alberta Catholic School Trustees' Association (ACSTA), Ontario Catholic School Trustees' Association (OCSTA), Association franco-ontarienne des conseils scolaires catholiques (AFOCSC) and Ontario English Catholic Teachers Association (OECTA). Their arguments would have greatly assisted the Saskatchewan Court of Appeal in coming to its decision.

On April 9, 2020 the Public Schools of Saskatchewan announced that they intended to seek leave to appeal the Theodore case to the Supreme Court of Canada. Their lawyers have 60 days to make the application for leave. We have 30 days to respond to the application. The Supreme Court of Canada does not have to hear a case like the Theodore case. We are cautiously optimistic that the request for leave will be denied.

La division scolaire Christ the Teacher Roman Catholic Separate School Division No. 212 ainsi que le Gouvernement de la Saskatchewan ont gagné leur appel de la décision du juge dans la cause Theodore. La décision du 25 mars 2020 de la Cour d'appel de la Saskatchewan a été unanime! Presque chaque motif du pourvoi a été retenu! La Cour d'appel a accueilli l'appel sur plusieurs motifs qui auraient constitué en soi une réponse et une défense entière, mais elle a décidé qu'il était nécessaire d'entendre tous les motifs. Par exemple, nous avons gagné sur la question du statut. La Cour d'appel a statué que la division scolaire Good Spirit (Public) School Division No. 204 n'aurait pas dû, dès le départ, obtenir le statut de requérant.

Nous avons aussi eu gain de cause au motif de la Section 17(2) de la Loi de la Saskatchewan. Cette portion de la constitution dit que lorsque le Gouvernement de la Saskatchewan fournit une subvention aux écoles séparées et aux écoles publiques, il ne peut pas opérer de discrimination dans la prestation de ce financement. Dans ce cas, le conseil public voulait que le Gouvernement opère une discrimination fondée sur la religion dans la prestation du financement. Nous remercions particulièrement les intervenants dans cette affaire : l'Alberta Catholic School Trustees' Association (ACSTA), l'Ontario Catholic School Trustees' Association (OCSTA), l'Association franco-ontarienne des conseils scolaires catholiques (AFOCSC) et l'Ontario English Catholic Teachers Association (OECTA). Les arguments qu'ils ont fournis ont sans doute grandement aidé la Cour d'appel de la Saskatchewan dans sa décision.

Le 9 avril 2020, les Écoles publiques de la Saskatchewan ont annoncé leur intention de porter l'affaire Theodore en appel devant la Cour suprême du Canada. Leurs avocats disposent de 60 jours pour déposer leur requête. Nous avons 30 jours pour répondre à cette requête. La Cour suprême du Canada n'est pas obligée d'entendre une cause comme celle de l'affaire Theodore. Nous sommes d'un optimisme prudent, mais nous croyons que leur demande d'appel sera rejetée.

President's Message

AN EXCEPTIONAL YEAR



Rapport du président

UNE ANNÉE D'EXCEPTIONNELLE

This has definitely been an exceptional year. When the Board of Directors met in February in Ottawa, Ontario was in the midst of rotating strikes, Saskatchewan was facing job action and possible strikes, there were railroad blockades causing havoc across the country, but no one envisioned the magnitude of a worldwide pandemic. This experience has shown me how little control I have and how great the need is to put my faith in God.

Fortunately, the Board of Directors were able to have a successful Lobby Day in February with several MP's. It is rewarding to be able to share the significant impact of Catholic Education on our country. While education is a provincial responsibility, MP's have an important voice and role in supporting what we do.

Catholic Education faces challenges every day and as we face a new "normal" way of life, we must rely on our faith to carry us through the difficult times.

Please take a moment to pray for all of our staff and students across the country who have had to adapt to a new way of teaching and learning.

May God bless and guide us as we navigate our way back into schools and classrooms. While I'm sure September will look different from previous years, I am grateful for the love and hope that is shared in our schools across the country.

Enjoy the summer months and the peace of Christ be with you all.

Paula Scott, President

Voilà une année qu'on pourrait qualifier d'exceptionnelle. À la rencontre du conseil d'administration de février, à Ottawa, il y avait des grèves rotatives en Ontario, des moyens de pression et des menaces de grève en Saskatchewan. Des barrages ferroviaires causaient des ravages partout au pays, mais personne n'envisageait la sévérité de la pandémie qui nous frappe. Ces événements m'ont appris que je n'ai que peu de contrôle et que je dois plutôt m'en remettre à ma foi en Dieu.

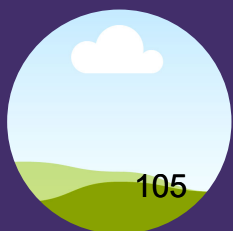
Heureusement, le conseil d'administration a pu aller de l'avant avec une journée de lobbying fort réussie et rencontrer plusieurs députés. C'est gratifiant de pouvoir partager avec les élus l'importance marquée de l'éducation catholique pour notre pays. Bien que l'éducation soit de juridiction provinciale, les députés fédéraux ont un rôle significatif et une voix pour nous appuyer.

L'éducation catholique est souvent remise en question, et devant une nouvelle « normalité » dans notre façon de vivre, nous devons laisser notre foi nous porter dans les moments difficiles.

Prenez donc un moment pour prier avec nos enseignants et nos élèves de partout au pays, qui ont dû s'adapter à de nouvelles façons d'apprendre et d'enseigner.

Puisse Dieu nous bénir et nous guider dans notre retour à l'école et en salle de classe. Même si septembre prochain sera bien différent de ce qu'on connaît, je suis reconnaissante pour tout l'amour et le partage qui caractérisent nos écoles. Profitez bien des mois d'été, et que la Paix du Christ soit avec vous.

Paula Scott, Présidente de l'ACCEC



VISION

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

2019-2020 EXECUTIVE/EXÉCUTIF

President/Présidente:
Paula Scott

Past President/Past Président:
Marino Gazzola

Vice-President/Vice-
Président:
Partick J. Daly

Chaplain/Aumônier:
Fr. Stefano Penna

Executive Director/Directeur
Général:
Julian Hanlon

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British Columbia:
Colleen Easson

Alberta/NWT/Yukon:
Serena Shaw

Saskatchewan:
Vicky Bonnell

Manitoba:
Teresita Chiarella

Ontario French:
Langis Dion

Ontario English:
Thomas Thomas/Mark
Mullan

Atlantic:
Catherine Burnham

FROM THE OFFICE DESK...



As I sit here writing this update, it's hard not to reflect on the fact that our schools, provinces, country, and the entire world are in the midst of a situation none of us has ever experienced. The impact on our physical, social and emotional well being is well documented.

We have settled into routines vastly different from what was once considered normal. When this ends, and it will end, I believe we are all anxious about what the new normal will look like. The impact on our schools is unprecedented. In most provinces, our schools remain closed, and what the fall will bring remains uncertain. That said, there are many examples of our students, teachers, trustees, and support staff responding in ways that reflect the essence of what our Catholic schools are about, reaching out to the wider community to help those most in need.

While less than ideal, the move to on-line learning seems to be serving the needs of many students. Unfortunately, we know that in times like these it is the vulnerable and needy that suffer the most. Many school boards are going above and beyond to reach out to these students.

Providing the necessary services to enable students to connect to on-line lessons, ensuring food is delivered to their homes, and providing mental health support are just a few examples of the outreach taking place.

The Canada Not-For-Profit Corporations Act requires that we hold an annual business meeting. Fortunately, our by-laws allow us to hold this meeting electronically. By the time you receive this newsletter, we will be days away from holding our first virtual business meeting. While not our first choice, we are excited to see how this will play out. We have been working closely with GetQuorum, a company that specializes in virtual meetings, to ensure things run smoothly.

I'd like to acknowledge the Simcoe Muskoka CDSB and CSC MonAvenir for all their hard work in preparing for this year's cancelled AGM in Blue Mountain. Fortunately, they have agreed to host in 2022.

In closing, my prayer is that everyone stays healthy, and that the fall will see our schools and country return to something that resembles "normal".

Have a safe and healthy summer.

Julian Hanlon
Executive Director

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NOUVELLES DU BUREAU CENTRAL



Au moment d'écrire cette mise à jour, il est difficile de ne pas commenter le fait que nos écoles, les provinces, le pays et le monde entier subissent une situation jamais vue. L'impact sur notre bien-être physique, social et émotif est bien connu. Nous adoptons des routines très différentes de celles que nous considérons normales. Je crois que nous sommes tous inquiets de ce à quoi la nouvelle normalité ressemblera lorsque tout ceci sera terminé. Et ça va se terminer.

Les conséquences subies par nos écoles sont sans précédent. Dans la plupart des provinces, nos écoles restent fermées, et ce qui arrivera à l'automne demeure incertain. Ceci étant dit, il y a plusieurs exemples qui illustrent comment nos élèves, nos enseignantes et enseignants, nos conseillers et conseillères scolaires et notre personnel auxiliaire répondent dans l'esprit de l'école catholique, en s'ouvrant sur la communauté pour aider ceux qui sont dans le besoin. ([LINK TO CATHY'S STORY – FRENCH VERSION PLEASE](#))

Bien qu'il soit moins qu'idéal, le virage en faveur de l'apprentissage en ligne semble combler les besoins de plusieurs élèves. Nous savons que malheureusement, dans de telles situations, ce sont les plus démunis qui souffrent le plus. Plusieurs conseils ou divisions scolaires se surpassent pour joindre ces élèves. Par exemple, certains offrent des services techniques pour permettre aux élèves d'avoir accès aux leçons en ligne, d'autres assurent la livraison de nourriture à la maison ou proposent des services en santé mentale.

La Loi canadienne sur les organisations à but non lucratif exige que nous tenions annuellement une assemblée d'affaires. Heureusement, nos règlements nous permettent de faire cette réunion par voie électronique.

Lorsque vous recevrez ce message, nous serons sur le point d'effectuer notre première rencontre d'affaires virtuelle. Nous avons hâte de voir comment cela va se dérouler. Pour s'assurer d'un déroulement efficace, nous travaillons étroitement avec GetQuorum, une firme spécialisée en rencontres virtuelles.

Je veux souligner le travail du Simcoe Muskoka CDSB et du CSC MonAvenir dans la préparation du congrès/AGA de cette année à Blue Mountain. Je les remercie d'avoir gracieusement accepté d'accueillir le congrès/AGA en 2022.

Je prie que tout le monde reste en santé et que l'automne venu, nos écoles et notre pays reviennent à un semblant de normale.

Je vous souhaite un bon été, en santé et dans la sécurité.

Julian Hanlon
Directeur général

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June 2, 2020

TO: School Board Directors of Education
OECTA Local Unit Presidents

FROM: The Ontario English Catholic Teachers' Association
The Ontario Catholic School Trustees' Association

RE: Deferral of Teacher Performance Appraisals Scheduled for the Current School Year

In discussions related to the current school closures situation, the Ontario English Catholic Teachers' Association and the Ontario Catholic School Trustees' Association have recognized the need for school boards and local unit representatives to enter into an agreement regarding the deferral of teacher performance appraisals scheduled for the current school year.

In order to ensure a consistent approach on this matter across all our schools, OECTA and OCSTA are recommending that local school boards and local units enter into a variance of the current TPA requirements based upon the following:

1. TPAs scheduled for the current school year would be deferred to the next school year with the following exceptions:
 - a. TPAs already completed; and
 - b. TPAs for which the classroom observation has already occurred. In such cases, these TPAs would be completed prior to the end of the current school year.
2. TPAs scheduled to occur next year and in subsequent years would not be impacted by the deferral and would be scheduled as currently required.
3. For teachers whose TPAs are deferred to the 2020-2021 school year, the TPA cycle will continue as if the TPA had been completed during the 2019/2020 school year.
4. OECTA and OCSTA recognize that teachers should not be disadvantaged as a result of the deferral of their TPAs. With respect to the deferral of TPAs scheduled for the current school year, school administrators and teachers should mutually agree to the timing of the TPA components, including the classroom observation, to provide teachers with clarity in respect of the deferral.

Once variances are agreed-to and signed off, please advise OECTA/OCSTA accordingly.

From: [Bill Conway](#)
To: [Loretta Notten](#); [Alice Figueiredo](#)
Subject: Fw: 2021 CCSTA AGM/Convention / Congrès/AGA de l'ACCEC 2021
Date: Monday, June 8, 2020 8:50:21 AM

FYI

From: CCSTA / ACCEC <ccsta@ocsb.ca>
Sent: Monday, June 8, 2020 08:25
To: Bill Conway <Bill.Conway@wcdsb.ca>
Subject: 2021 CCSTA AGM/Convention / Congrès/AGA de l'ACCEC 2021

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CCSTA 2021 AGM/Convention



Congrès/AGA de l'ACCEC 2021

On behalf of the Local Organizing Committee for the 2021 CCSTA AGM and Convention, we invite

Au nom du comité organisateur du Congrès / AGA de l'ACCEC 2021, nous vous invitons à nous joindre à

you join us in Saskatoon June 3 – 5, 2021.

With the theme “Rooted in faith: Catholic education in action”, we’re working on a line-up of speakers and activities that will help ground you in your faith as a Catholic school trustee.

Saskatoon is situated on Treaty 6 territory and traditional homeland of the Métis. You’ll stay steps away from the South Saskatchewan River with access to parks and walking paths to enjoy.

[Watch your invitation](#) from Greater Saskatoon Catholic Schools Board of Education Chair **Diane Boyko**.

Learn more about what Saskatoon has to offer in this [Tourism Saskatoon video](#).

Registration and hotel reservation information will be available in early 2021.

Saskatoon, du 3 au 5 juin 2021.

Sous le thème « Enracinée dans la foi : l’éducation catholique en action », nous vous proposons une variété de conférenciers et d’activités qui vous permettront d’ancrer dans la foi vos activités de conseiller et conseillère scolaire catholique.

Saskatoon est située sur le territoire du Traité No 6, terre ancestrale traditionnelle métisse. Vous logerez à quelques pas de la rivière Saskatchewan Sud, à proximité de parcs et de sentiers pédestres pittoresques.

[Visionnez l’invitation](#) de la présidente du Greater Saskatoon Catholic Schools Board of Education, **Diane Boyko**.

Voyez ce que Saskatoon vous propose dans cette [vidéo de Tourisme Saskatoon](#).

Les détails relatifs à l’inscription et à l’hébergement seront disponibles au début de 2021.

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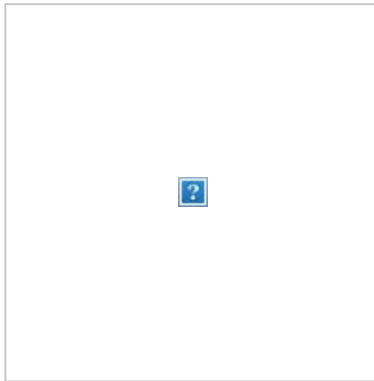
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DICASTERY FOR PROMOTING
INTEGRAL HUMAN DEVELOPMENT

LAUDATO SI'

SPECIAL ANNIVERSARY YEAR

24 MAY 2020 – 24 MAY 2021



On 24 May 2015 Pope Francis signed *Laudato Si'*, the watershed encyclical letter that called world's attention to the increasingly precarious state of our common home. Five years on the encyclical appears ever more relevant. The multiple "cracks in the planet that we inhabit" (LS, 163), from the melting ice caps in the Arctic to the raging wildfires in the Amazon, from extreme weather patterns around the world to unprecedented levels of loss of biodiversity that sustain the very fabric of life, are too evident and detrimental to be ignored any more. Pope Francis' prophetic words continue to ring in our ears: "What kind of world do we want to leave to those who come after us, to children who are now growing up?" (LS, 160) The poor communities around the world are already the early and disproportionate victims of the current ecological degradation and we cannot remain indifferent any longer to the increasingly desperate "*cry of the earth and the cry of the poor*" (LS, 49).

The fifth anniversary of the encyclical comes in the midst of another watershed moment - a global pandemic - and *Laudato Si's* message is just as prophetic today as it was in 2015. The encyclical can indeed provide the moral and spiritual compass for the journey to create a more caring, fraternal, peaceful and sustainable world. We have, in fact, a unique opportunity to transform the present groaning and travail into the birth pangs of a new way of living together, bonded together in love, compassion and solidarity, and a more harmonious relationship with the natural world, our common home. Truly, COVID-19 has made clear how deeply we are all interconnected and interdependent. As we begin to envision a post-COVID world, we need above all an integral approach as "everything is closely interrelated and today's problems call for a vision capable of taking into account every aspect of the global crisis" (LS, 137).

The Dicastery for Promoting Integral Human Development is happy to announce a **Special Laudato Si' Anniversary Year** from 24th May 2020 - 24th May 2021. We hope that the anniversary year and the ensuing decade will indeed be a time of grace,

a true Kairos experience and "Jubilee" time for the Earth, and for humanity, and for all God's creatures. The anniversary year will open with *Laudato Si'* Week 2020, and will proceed with several initiatives, realized in partnership and with a clear emphasis on "ecological conversion" in "action". We invite everyone to join us. The urgency of the situation calls for immediate, holistic and unified responses at all levels - local, regional, national and international. We need, above all, "a peoples' movement" from below, an alliance of all people of good will. As Pope Francis reminds us, "All of us can cooperate as instruments of God for the care of creation, each according to his or her own culture, experience, involvements and talents." (LS, 14)

The following is an open-ended list of initiatives for the celebration of the Special *Laudato Si'* Anniversary Year to which we invite you to join us and add your own celebrations within your local communities.





“Laudato Si Week” Global Celebration
(16-24 May 2020)

“Common Prayer for Earth and for Humanity” (on 24 May 2020 – fifth anniversary of *Laudato Si'* - at noon everywhere in the world)

Release of the “Inter-Dicasterial Text with Operational Guidelines for Laudato Si'” (June 2020)

Laudato Si': Assessment and Future Journey (Webinar on 18 June 2020, to mark the fifth anniversary of the release of the Encyclical)

Season of Creation
(1 September – 4 October)

Presentation of the Dicastery through the Lens of Laudato Si' (through a series of Webinars to be realized in autumn 2020)

“Reinventing the Global Educational Alliance” (15 October 2020)

“Economy of Francesco” Meeting (21 November 2020)

World Economic Forum, Davos - Third Vatican Roundtable (26-29 January 2021)

(Proposed) **Gathering of Religious Leaders** (early Spring)

World Water Day (22 March 2021)

LAUDATO SI' – Special Anniversary Year Concluding Celebrations

Special Anniversary Conference (20-22 May 2021)

***Laudate Musical Piece* with Youth Choirs Worldwide**

Conferring of the *Laudato Si'* Awards

Launch of the Laudato Si' Multi-Year Action Platform

Special Projects to be launched during the Special Anniversary Year:

Documentary Film on Laudato Si'

**“Laudato Si' Living Chapels”:
A Global Platform for Creation Care**

Laudato Si' Institutes Network
(LISTEN)

Laudato Tree Initiative (led by young people and launched on 10 May 2020)

ECHO: Earth, Our Common Home
(Immersive Show on *Laudato Si'*)

Plastic Bank: The Fight against Plastic Pollution

Read the Bible Contest 2020 (First Worldwide Contest on Social Media about the Bible, with special focus on *Laudato Si'*)



LAUDATO SI' ACTION PLATFORM

MULTI-YEAR LAUDATO SI' ROLL-OUT PLAN

TO MAKE COMMUNITIES AROUND THE WORLD TOTALLY SUSTAINABLE IN THE SPIRIT
OF THE INTEGRAL ECOLOGY OF LAUDATO SI'

During the *Laudato Si'* Special Anniversary Year, there will be the launch of the program and a public commitment from the part of various institutions to begin the 7-year journey to total sustainability in the spirit of *Laudato Si'*.

1. LAUDATO SI' FAMILIES:

(**Families** embarking a 7-year journey towards integral ecology),

2. LAUDATO SI' DIOCESES:

(**Dioceses/Parishes** embarking on a 7-year journey towards integral ecology),

3. LAUDATO SI' SCHOOLS:

(**Schools** embarking on a 7-year journey towards integral ecology),

4. LAUDATO SI' UNIVERSITIES:

(**Universities/Colleges** embarking on a 7-year journey towards integral ecology),

5. LAUDATO SI' HOSPITALS / HEALTH CARE CENTRES:

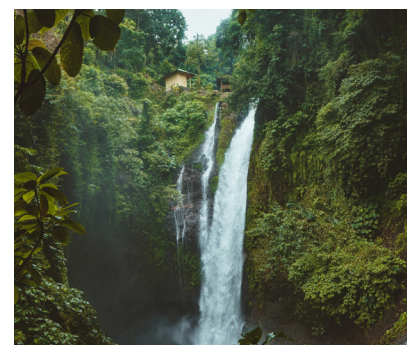
(**Hospitals/Health Care Centres** embarking on a 7-year journey towards integral ecology),

6. LAUDATO SI' BUSINESSES/AGRICULTURAL FARMS, ETC.:

(**Businesses/Farms** embarking on a 7-year journey towards integral ecology),

7. LAUDATO SI' RELIGIOUS ORDERS:

(**Religious Orders / Provinces** embarking on a 7-year journey towards integral ecology).



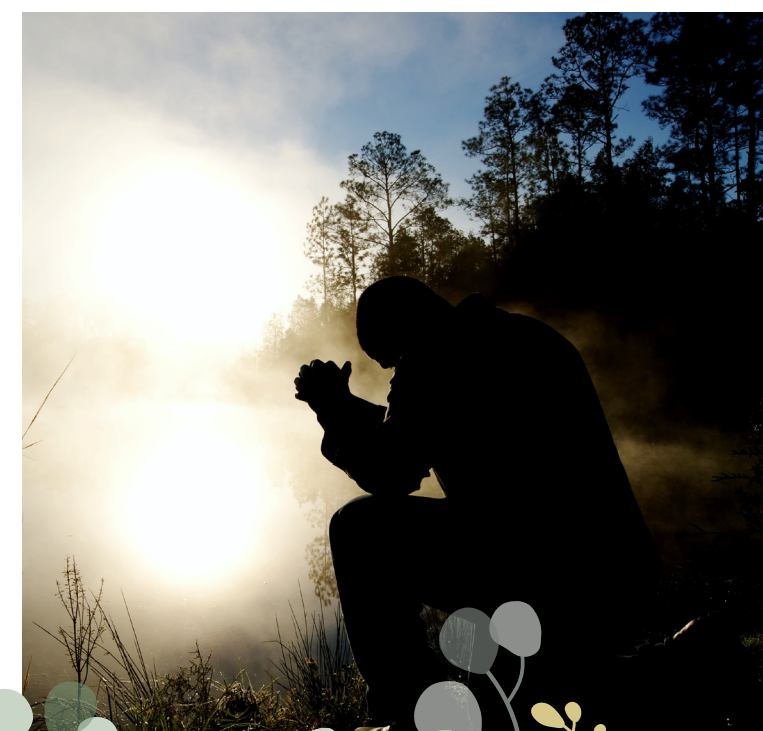
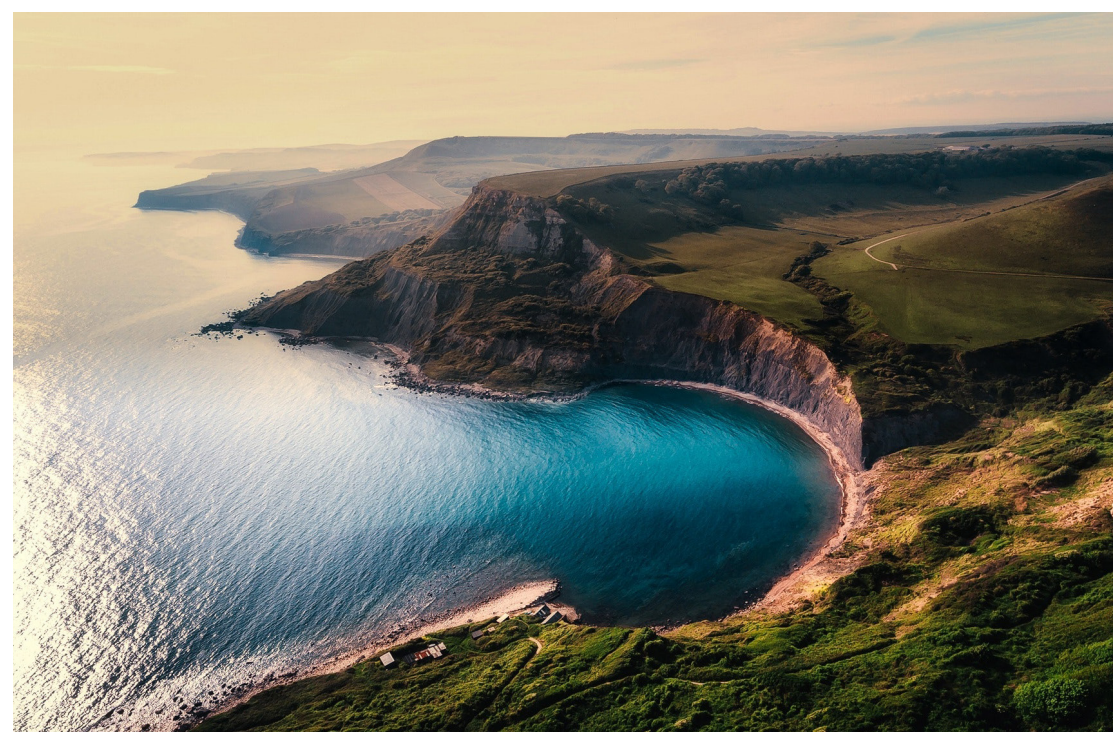
MEASURING INTEGRAL ECOLOGY IN THE SPIRIT OF LAUDATO SI'

(Laudato Si' Goals - LSGs)

1. Response to the ***Cry of the Earth*** (greater use of clean renewable energy and reducing fossil fuels in order to achieve carbon neutrality, efforts to protect and promote biodiversity, guaranteeing access to clean water for all, etc.)
2. Response to the ***Cry of the Poor*** (defence of human life from conception to death and all forms of life on Earth, with special attention to vulnerable groups such as indigenous communities, migrants, children at risk through slavery, etc.)
3. Ecological ***Economics*** (sustainable production, Fair-trade, ethical consumption, ethical investments, divestment from fossil fuels and any economic activity harmful to the planet and the people, investment in renewable energy, etc.)
4. Adoption of ***Simple Lifestyles*** (sobriety in the use of resources and energy, avoid single-use plastic, adopt a more plant-based diet and reduce meat consumption, greater use of public transport and avoid polluting modes of transportation, etc.)
5. Ecological ***Education*** (re-think and re-design educational curricula and educational institution reform in the spirit of integral ecology to create ecological awareness and action, promoting the ecological vocation of young people, teachers and leaders of education etc.)
6. Ecological ***Spirituality*** (recover a religious vision of God's creation, encourage greater contact with the natural world in a spirit of wonder, praise, joy and gratitude, promote creation-centred liturgical celebrations, develop ecological catechesis, prayer, retreats, formation, etc.)
7. Emphasis on ***Community involvement and participatory action*** to care for creation at the local, regional, national and international levels (promote advocacy and people's campaigns, encourage rootedness in local territory and neighbourhood ecosystems, etc.)

*IMPLEMENTING THE LS ACTION PLATFORM

We intend to begin in early 2021, by inviting a certain number of the above institutions to begin their 7-year journey of integral ecology in the spirit of *Laudato Si'*. The following year we will encourage a new group, hopefully double the number of the previous group, to begin their 7-year journey, and so on. In this way we are planning to grow a *Laudato Si'* inspired network that continues to expand and grow exponentially each year. This will continue for each of the coming years of the new decade. In this way, we hope to arrive at a “critical mass” needed for radical societal transformation invoked by Pope Francis in *Laudato Si'*.





INSTITUTION OF THE LAUDATO SI' AWARDS AND LAUDATO SI' RECOGNITION SCHEME

To encourage and promote concerted individual and communitarian action for the care of our common home, and to acknowledge some of the best practices in this regard, from 2021 onwards we will confer the following annual *Laudato Si'* Awards.

1. OUTSTANDING LAUDATO SI' LEADER
 - Outstanding *Laudato Si'* Global Leader
 - Outstanding *Laudato Si'* Local Animator
2. OUTSTANDING LAUDATO SI' FAMILY
3. OUTSTANDING LAUDATO SI' EDUCATIONAL INSTITUTION
 - Outstanding *Laudato Si'* School
 - Outstanding *Laudato Si'* University/College
4. OUTSTANDING LAUDATO SI' FAITH COMMUNITY
 - Outstanding *Laudato Si'* Parish
 - Outstanding *Laudato Si'* Diocese
 - Outstanding *Laudato Si'* Religious Community
5. OUTSTANDING LAUDATO SI' ACTION INITIATIVE
 - Outstanding *Laudato Si'* People's Movement
 - Outstanding *Laudato Si'* Youth Initiative
6. OUTSTANDING LAUDATO SI' ECONOMY/FINANCE/BUSINESS/HEALTH/
LABOUR/AGRICULTURE INITIATIVE (IN THE AREA OF CIRCULAR AND
SHARED ECONOMY, REGENERATIVE FARMING, HOLISTIC HEALTH
PRACTICES, ETC.)
7. OUTSTANDING LAUDATO SI' COMMUNICATION INITIATIVE
(ACADEMIC PUBLICATION, ARTISTIC PRODUCTION, ETC.)

“All of us can cooperate as instruments of God
for the care of creation, each according to
his or her own culture, experience,
involvements and talents.

-Pope Francis



DICASTERY FOR PROMOTING
INTEGRAL HUMAN DEVELOPMENT

LAUDATO SI'

SPECIAL ANNIVERSARY YEAR

24 MAY 2020 – 24 MAY 2021





Ontario Catholic School Trustees' Association

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

June 4, 2020

MEMORANDUM

TO: Chairpersons and Directors of Education
Adult Faith Animators and Religious Education Consultants
- All Catholic District School Boards

FROM: Anne O'Brien, Director of Catholic Education

SUBJECT: **Catholic Education: *Nurturing Hope***
L'éducation catholique: *Cultiver l'espérance*
MAY 2 – MAY 7, 2021

“Those who hope in the LORD will renew their strength.” (Isaiah 40:31)
«Ceux qui mettent leur espérance dans le Seigneur trouvent des forces nouvelles.» (Isaïe 40,31)

Catholic Education Week is held each year in May in our 29 Ontario Catholic School Boards. Catholic Education Week 2021 is scheduled to take place during the week of May 2 – May 7, 2021.

It is a pleasure to announce the theme for Catholic Education Week 2021:

Catholic Education: *Nurturing Hope*
L'éducation catholique: *Cultiver l'espérance*

The theme for Catholic Education Week 2021 was inspired by the following considerations:

- Recognition of the special Year of Laudato Si' which will run through May 24, 2021, announced by Pope Francis on May 24, 2020, the fifth anniversary of his papal encyclical, “On Caring for Our Common Home.”
- In the face of the ongoing reality of the COVID-19 pandemic, a strong desire by the planning committee, along with those consulted, and supported by feedback from the survey, for continuity with the theme for Catholic Education Week 2020, *Igniting Hope*, which has served so well during the spring recess from in-school instruction.
- The challenges to personal and spiritual well-being posed by the uncertainty and physical isolation of the current global crisis makes the timing and the concerns of Mental Health Week, which takes place during the same week as Catholic Education Week, all the more relevant.
- Ongoing recognition of the Truth & Reconciliation Commission and the relevance of Indigenous culture and spirituality to the spirit of Laudato Si.

At a time of national and local crisis, it became clear that there was a need to celebrate the hope of Catholic education, now and in the future.

SUB-THEMES

There are five sub-themes for Catholic Education Week 2021. Please see below for the sub-themes, as well as accompanying citations for each.

The sub-themes for Catholic Education Week 2021 are:

Monday:	Preparing the Earth / Préparer la terre
Tuesday:	Sowing Seeds of Gratitude / Semer la gratitude
Wednesday:	Cultivating Relationships / Cultiver nos relations
Thursday:	Harvesting New Fruit / Récolter de nouveaux fruits
Friday:	Marvelling in Wonder / S'émerveiller

Monday: Preparing the Earth / Préparer la terre

Preparing the soil for planting involves finding remnants of what has happened to the land before. In the same way, we look back to what has been learned and what has been lost during the past very unusual year that we have all shared. Part of that may have even been a return to the practice of gardening. The garden reminds us of the original garden, the many creation stories told by different communities, and the blessings of the earth that is our common home.

“Sir, let this fig tree alone for one more year, until I dig round it and put more manure around it.”

(Luke 13:8)

«Maître, laisse ce figuier encore cette année, le temps que je bêche autour pour y mettre du fumier.»

(Luc 13,8)

Tuesday: Sowing Seeds of Gratitude / Semer la gratitude

We can't help but remember and be thankful for the healthcare providers, the essential workers, and the volunteers whose sacrifices contributed to the common good during our time of separation from each other. They are like the “Three Sisters” – maize, beans and squash – which were planted together in the gardens of Indigenous people and whose plants supported and enriched one another as they grew.

“Give thanks to the Lord, for he is good, for his steadfast love endures forever.” (Psalm 136:1)

«Rendez grâce au Seigneur: il est bon, éternel est son amour!» (Psaume 136,1)

Wednesday: Cultivating Relationships / Cultiver nos relations

One of the central themes of Laudato Si' is the interdependence of all creatures, and COVID-19 has made clear how deeply we are all interconnected. The experience of staying at home for months, impacted our relationships with our families, friends, schoolmates, and nature, some of which were strengthened, and some of which suffered from the time apart. How have we or can we restore these relationships?

“Do to others as you would have them do to you.” (Luke 6:31)

«Ce que vous voulez que les autres fassent pour vous, faites-le aussi pour eux.» (Luc 6,31)

Thursday: Harvesting New Fruit / Récolter de nouveaux fruits

The experience of the last year has helped us realize that things will never again be like they were before. But that may not be a bad thing, because the earth was in need of healing. Perhaps this pandemic can be part of an ecological conversion – a harvest of change – that will lead us to ask what it will be like for our descendants, seven generations from now. How can we help to bring about new fruit of sustainability, justice, and fairer economic structures?

“I am about to do a new thing; now it springs forth, do you not perceive it?” (Isaiah 43:19a)
«Voici que je fais une chose nouvelle; elle germe déjà, ne la voyez vous pas?» (Isaïe 43,19a)

Friday: Marvelling in Wonder / S’émervueillir

When creation was completed, God saw that it was good, and rested. That Sabbath was not just recovery from all the work that God has done, but time for God to take pure delight in its goodness. We too, are invited to be silent and contemplate the beauty of the created order; to stand in reverence before the awesome gift that is our common home.

“Amazement seized all of them, and they glorified God and were filled with awe.” (Luke 5:26)
«Tous furent saisis de stupeur et ils rendaient gloire à Dieu, remplis de crainte.» (Luc 5,26)

CATHOLIC EDUCATION WEEK PRAYER

Gracious and generous God, creator of the earth, our common home,
With each new day, we prepare the earth of our lives by sowing seeds of gratitude for all you have given.
Inspire us to cultivate relationships with all living beings. May we harvest new fruit and marvel in the wonder at the beauty around us. Nurture us in hope.
Amen. +



We would like to thank the members of the 2021 Catholic Education Week writing team for their work establishing these themes for our Catholic schools. Many thanks to:

Paul Beaudette, Hamilton-Wentworth CDSB
Janet Bentham, Ottawa
Pat Carter, csj, Huron-Superior CDSB
Nancy Davie, York CDSB
Laura Hughes, Office provincial de l'éducation de la foi catholique de l'Ontario
Sébastien Lacroix, Conseil scolaire catholique MonAvenir
Stephanie Maher, Simcoe Muskoka CDSB
Paul Nalli, Halton CDSB
Michael Nerino, Northwest CDSB
Michelle Tymkin, Northwest CDSB
Murray Watson, Simcoe Muskoka CDSB



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

May 25, 2020

MEMORANDUM

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

FROM: Michelle Griepsma, Vice President

SUBJECT: **Announcement re: Nomination Withdrawal and Appointment**

It is with a mixture of sadness and hope that I announce to the OCSTA membership the withdrawal of my nomination for the position of OCSTA President.

As many of you know, I have worked within the Hospice Services division of Community Care in Lindsay for the last ten years. Addressing the needs of individuals and families requiring Hospice care is for me a calling much like the calling I fulfill as a Catholic trustee. So when I was recently invited to take on the role of Manager of Hospice Services for Community Care in Lindsay, I had to rethink my candidacy for the role of OCSTA President.

This decision has been difficult to make, however, my local commitments as a trustee for the Peterborough Victoria Northumberland & Clarington Catholic District School Board and the needs and growth of Hospice care in this province, made it clear that the best way for me to serve would be to withdraw my provincial candidacy with OCSTA.

Even though I look forward to serving in this new role with Hospice Services, I will miss the opportunity I have had to work with the outstanding trustees who serve on the OCSTA Board of Directors. Catholic education impacts tens of thousands of lives throughout our province and continues a legacy of graduating individuals who have made and continue to make a positive difference in our world. Over the last two years I have enjoyed working with OCSTA's provincial leadership team to make our voices and priorities heard at Queen's Park, as we advance the agenda for publicly funded Catholic education in Ontario.

I wish to thank all trustees for the trust that you have placed in me during my tenure as OCSTA's Vice President. The experience has been a true gift and I hope I have been able to make a positive contribution to the work and advocacy of this great Association.

May God bless you in the journeys ahead.

Best regards,
Michelle Griepsma



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

May 27, 2020

MEMORANDUM

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

FROM: Nick Milanetti, Executive Director

SUBJECT: Library of Legal Opinions

A resolution came forward to the 2019 AGM that was received and referred to the Political Advocacy Committee. Part of the resolution requested that OCSTA develop a repository of legal opinions provided to OCSTA that might be useful to school boards experiencing similar issues.

The premise would be that many school boards request the same or similar legal opinions, and a great deal of time and cost is spent obtaining these legal opinions. There could be a monetary savings to boards if OCSTA is able to share such legal opinions with requesting boards. The legal opinions in the OCSTA library date back quite far, so for the purpose of the repository, only opinions gathered since 1995 would be included. The legal opinions are grouped into 7 broad categories as follows:

1. Bargaining/Collective Agreements;
2. Broader Public Sector Issues;
3. Freedom of Information/Conflict of Interest (MFIPPA);
4. Governance Related Issues;
5. Religion and Denominational Rights;
6. Religious Exemptions;
7. Special Education.

These legal opinions in some cases were written for the Association or for a specific board case and in some cases are “solicitor/client privileged”, and board names or individual names would need to be redacted.

As well, the legal opinions may not address a board’s specific needs but perhaps could guide in formulating a request to legal counsel. It was also suggested that boards be invited to submit their legal opinions on these topics (*names and board names redacted*) for inclusion in the OCSTA repository.

Legal opinion requests or sharing of legal opinions are to be submitted through Board Chairs and/or Directors of Education, with an accompanying Notice of Motion from the requesting board. Legal opinions will be made available at the discretion of the Executive Director and/or the OCSTA Board of Directors.

For further information, please do not hesitate to contact me at nmilanetti@ocsta.on.ca.

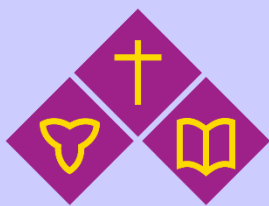


Nick Milanetti
Executive Director



THE YEAR IN REVIEW

2019/20



Ontario Catholic School
Trustees' Association

Our Mission

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

Our Vision

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



Beverley Eckensweiler
President



Nick Milanetti
Executive Director

Message from the President

This year the Association marks 90 years of advocacy for publicly funded Catholic Education in Ontario. Our history as an organized body of Catholic trustees, begins on April 24th, 1930 during the annual gathering of the members of the Ontario Education Association (OEA). After many years of frustration with respect to having the priorities and issues of Catholic schools heard at the provincial level, the OEAs Catholic trustee members decided to meet separately at the 1930 OEA conference. At that special gathering, they discussed the creation of a new section within the OEA for “Separate School Trustees.”

A review of the minutes from that meeting of Catholic trustees reveals their realization that to improve Catholic schools they needed a “closer union” of all concerned. Catholic trustees needed to organize. Enrollment in Catholic schools was steadily growing and the Catholic education community needed a provincial voice to make the case to the government for more funding for the separate school system. These conditions sparked the formation of the Ontario Separate School Trustees’ Association or the OSSTA. It is incredible to imagine trustees addressing the enormous needs of a fast-growing Catholic school system, just as the country was entering an historic economic downturn. While many of us have managed our boards through recent recessions, our predecessors organized this association just as the Great Depression took hold of the Canadian economy.

Over the ensuing decades, OSSTA put forward briefs and positions that influenced legislation, gradually providing benefits to Catholic school boards whenever possible. In 1969, OSSTA authored the “Equal Opportunity for Continuous Education in Separate Schools of Ontario” – a brief to the Premier and the Minister of Education that was a major step towards obtaining full funding for Catholic schools. While the brief was eventually rejected in 1971, by then Premier of Ontario William Davis, that did not stop constant lobbying by OSSTA, strong system advocate, His Eminence Cardinal Carter, and the wider Catholic community. In fact, one particular community encounter is somewhat famous in our sector and special to the former Premier as well, as he is as fond of telling the story as we are hearing it!

Many of you know the story about Premier Davis and his front lawn encounter with two Catholic high school students from Brampton’s Cardinal Leger Secondary School. The two young students walked up to the Premier to ask about the inequity of providing government funding for Ontario’s Catholic schools only up to grade 10. Uncomfortable with the answers these questions raised, the Premier ultimately made the decision in 1984 to extend funding in Catholic schools to grades 11, 12 & 13 (OAC).

Though the passage of Bill 30 (legislation extending full funding to Catholic schools) would be challenged in the Court of Appeal of Ontario and in the Supreme Court of Canada, it passed into legislation with the insertion of Section 136 1. a) – a clause which restricted to a ten-year period, the rights of Catholic school boards to preferentially hire Catholic teachers. This Association challenged Section 136 all the way to the Court of Appeal of Ontario where eventually Justice Sharpe ruled Section 136 of the Education Act as being unconstitutional and of “No Force or Effect.”

The extension of full funding to the end of high school was a tremendous achievement and truly set the path for the exceptional growth and continued success of our system. In 1997, there were again more changes to education driven in part by this Association. First, we changed our organization's name from the OSSTA to our current name - the Ontario Catholic School Trustees' Association (OCSTA).

On the funding front, OCSTA under the leadership of Past President, Patrick J. Daly, developed briefs and participated in various consultations surrounding the government's examination of a new funding model for education. That work led to the eventual passage of Bill 160 – *the Education Quality Improvement Act*. This Act introduced a fair and equitable funding formula for public and Catholic schools. While it removed the ability of boards to raise taxes locally, it provided a more equitable approach to funding that addressed the significant financial disparity between Catholic and public school boards throughout many regions of the province.

Not surprisingly, this legislation was challenged. Justice Peter Cumming (General Division Court of Ontario) found it unconstitutional for the provincial government through Bill 160 to suspend the right of Catholic school boards to set a local mill rate. In that legal debate, this Association reaffirmed that it was unlikely that Catholic boards would see any benefit in exercising their right to tax, as raising money beyond equitable levels would be inconsistent with our long-standing goal of fair funding for all students. In 2001, the Supreme Court of Canada declared that Bill 160 was in fact constitutional.

It is clear that since our inception in 1930, this Association has led major legal challenges and legal defenses on behalf of Ontario's Catholic education system, however, it is not only the major cases that require the vigilance and action of OCSTA. Day to day provincial education policies, programs and related legislation also require OCSTA's purview and input to ensure that decisions made by the government regarding new and revised provincial curriculum, school board operations, and various funding decisions take into consideration the priorities of Catholic school boards.

For example, in 2004 the government established the Provincial Legislative Review Committee to assess the fairness and adequacy of current legislation and regulations governing education. The final report concluded that education funding and legislation was fair and non-discriminatory. As the provincially recognized stakeholder for Catholic school boards in Ontario, OCSTA was invited to participate on this review committee. While the Association ultimately agreed with the Committee's findings, OCSTA reserved judgement on the fairness of a number of special purpose grants and continues to advocate in this regard for grants that equitably address the needs of Catholic school boards.

It has often been said that one of the reasons why Catholic education in Ontario is so vibrant and progressive is our unique infrastructure. The network of Catholic partners supporting publicly funded Catholic education in Ontario is unlike any other structure in Canada. Our Assembly of Catholic Bishops of Ontario helps to connect our parish communities (through their bishops) to the key provincial initiatives of this province. We have the Institute for Catholic Education, which leads the development of our distinctive faith-based curriculum and provides the "kitchen table" where various partners in Catholic education meet to discuss matters of the day that affect the system as a whole. The Ontario English Catholic Teachers' Association represents our 45,000 teachers in Catholic schools across the province. Catholic school principals have their interests represented by the Catholic Principals' Council of Ontario. The Ontario Catholic Supervisory Officers' Association and the Ontario Catholic School Business Officials' Association respectively represent our Catholic school board superintendents and business officials. Catholic parents have also organized and are represented by the Ontario Association of Parents in Catholic Education. These major groups provide and share insight and resources that serve to strengthen our initiatives to promote and protect publicly funded Catholic education in Ontario.

In 2009, as part of our evolution as a system, OCSTA partnered with three of the foundational Catholic education partners – the Assembly of Catholic Bishops of Ontario (ACBO) and the Ontario English Catholic Teachers' Association (OECTA) to form a separate advocacy arm we call Friends and Advocates of Catholic Education or FACE. The mandate of FACE is to strengthen and deepen support for publicly funded Catholic education in Ontario.

With the support of our FACE partners (ACBO and OECTA), OCSTA has taken on the role of launching a campaign to reach and engage Catholic school parents, students, staff, ratepayers and alumni. This campaign effort began in 2013 with the Faith in our Future campaign. That initiative included an annual short-video contest for students in Catholic schools. The contest used the social media platform YouTube to host videos created by students and staff and to facilitate the sharing of short 2-minute videos about Catholic education with the Catholic community on social media.

The goal of this contest was and continues to be to raise the profile of Catholic education in Ontario and deepen understanding of the distinctive learning environment of Catholic schools. Another key goal of this initiative is to begin building a large list of Ontarians who support publicly funded Catholic schools. The initial Faith in our Future campaign added 5K supporters to the campaign list.

In 2016, OCSTA revamped the campaign relaunching it as the Together in Faith initiative while continuing the annual short-video contest for students. To date the subscriber list is over 20K and the website – www.togetherinfaith.ca – provides reference materials, messages, videos and other resources to help supporters to become grassroots advocates able to promote and defend their local Catholic schools to MPPs, MPs, city councillors, and local residents and businesses.

As you can see, OCSTA continues to be, not only the voice for Catholic education at the provincial level, but the trustee directed resource designed specifically to support and advance the aspirations and goals of the Catholic ratepayers our members represent.

The Year in Review

I hope this brief overview of OCSTA's role in protecting and promoting Catholic education in Ontario throughout our 90-year history will provide new context for the important work we do today to ensure that the perspectives and priorities of Ontario's publicly funded Catholic school boards are reflected in the Ontario government's provincial policies and legislation.

In this report, you will learn about OCSTA's:

- finance brief recommendations – the association's key document for advancing the financial priorities of Catholic school boards in Ontario;
- role in central bargaining over the past year – OCSTA is the official employer bargaining agent in the provincial bargaining process;
- legislative and political advocacy program;
- faith formation initiatives – especially Catholic Education Week
- communications and community engagement initiatives;
- 2019-20 conference and seminar agenda – which includes highlighting OCSTA's awards program

The work we have completed this past year is in keeping with the work we have done over the past 90 years to engage Catholic trustees across Ontario in a unified effort to defend and advance the priorities of Catholic education. With that clarity of purpose, OCSTA reinforces and amplifies that system-wide unity for the benefit of students in our Catholic schools today and those most certainly to come.

God bless,



Beverley Eckensweiler
President

Political Advocacy and Partnerships

STRATEGIC PRIORITY: Enhance political advocacy for publicly funded Catholic education in Ontario by building positive new relationships and reinforcing existing ones with provincial and local politicians, government officials, education partners and the media.

*Director of Legislative and Political Affairs:
Stephen Andrews*

As the provincial voice for Catholic education in Ontario, OCSTA advocates on behalf of all 29 Catholic school boards. A key part of this work involves informing senior government officials, MPPs from all political parties, and the broader Catholic community about the contributions, value and priorities of Catholic school boards across Ontario.

Since the election of the new Progressive Conservative government in June 2018, OCSTA developed and implemented a comprehensive government relations strategy to articulate and advance Catholic education in Ontario. A key aspect of this strategy is to continue to build relationships with senior government officials, MPPs, cabinet ministers, and leaders of all major political parties. Throughout 2019 and into 2020, OCSTA staff and President Beverley Eckensweiler met with political staff, MPPs, and senior staff in the Ministry of Education and Treasury Board.

The Following is a list of some of the MPPs and government leaders who met with OCSTA during the past year:

Lorne Coe, *PC MPP (Whitby-Oshawa)*
Nancy Naylor, *Deputy Minister of Education*
Hon. Stephen Lecce, *Minister of Education*
Sam Oosterhoff, *PC MPP (Niagara West-Glanbrook), Parliamentary Assistant Ministry of Education*
Gilles Bisson, *NDP MPP (Timmins-James Bay)*
Marit Stiles, *Education Critic, NDP*
Kathleen Wynne, *Education Critic, Liberal Party of Ontario*
Andrew Davis, *Ministry of Education*
Josh Paul, *Ministry of Education*
Martyn Beckett, *Ministry of Education.*

Through these meetings, OCSTA continues to advance the policy and regulatory issues of concern to our Catholic school boards, which include:

- E-Learning policy framework
- Student transportation funding
- Pupil Accommodation and the moratorium on school closing
- Northern and rural issues including benchmark costs for school construction
- Information technology and broadband services
- Special education, student mental health funding and programs for students with autism
- School board autonomy and flexibility
- Capital funding and benchmark costs
- Cybersecurity
- PRO Grant funding

At our annual Catholic Trustees Seminar in January 2020, OCSTA hosted the Minister of Education. In his presentation, the Minister signaled his steadfast commitment to publicly funded Catholic education.

Legislative Advocacy

An important part of the work of OCSTA is to influence the legislation, policies and programs that impact Catholic education. This is achieved by presenting submissions on various government legislative and regulatory initiatives to standing committees of the legislature and consultation processes of government ministries. In 2019-2020 OCSTA presented the following submissions to the government of Ontario:

1. Grants for Student Needs Submission 2020-2021 (Jan. 31, 2020)
2. Pre-Budget Submission (Jan. 20, 2020)
3. Partners in Excellence: Stability & Flexibility in Education Funding (Finance Brief, Dec. 10, 2019)
4. Joint Submission re: EDCs and Notice by School Boards Prior to Acquiring Land Proposed Regulations (Oct. 4, 2019, Oct. 11, 2019)
5. Submission to the Minister of Education re: E-Learning (June 24, 2019)
6. Submission to the Standing Committee on Justice Policy Regarding Bill 108: More Homes, More Choice Act, 2019 (May 31, 2019)

7. Submission to the Minister of Children, Community and Social Services and to the Minister of Education – Ontario Autism Consultations (May 29, 2019)
8. Submission to the Minister of Education – Draft Policy/Program Memorandum on School Board Policies on Service Animals (May 3, 2019)
9. Rowan’s Law (Concussion Safety), 2018 Comments on Draft General Regulation (April 16, 2019)
10. Class Size Engagement Guide & Ontario School Boards’ Hiring Practices Consultation (Feb. 20, 2019)
11. Bill 48, Safe & Supportive Classrooms Act, 2018 (Feb. 14, 2019)
12. 2019 Pre-Budget Consultation (Jan. 28, 2019).

In addition to these submissions, OCSTA participated in Ontario working groups that provide advice and recommendations on various policy issues impacting school boards. Some of these include:

- Student Transportation Advisory Committee
- Education Accessibility Standards Working Group
- Autism Advisory Committee
- Education Development Charges Working Group.

Education Finance – 2019/20 GSN Review

In addition to advocating to the government and other sector stakeholders on the key issues and concerns of Catholic School Boards in respect of key education policies, OCSTA provides a provincial insight and analysis on education finance to boards.

2019-20 Grants for Student Needs (GSN) Highlights from the April 11, 2019 announcement include:

GSN funding for 2019-20 projected to be \$24.66 billion. The average provincial per pupil funding is projected to be \$12,246 in 2019-20.

In Memo B-14 2019 key changes to the GSN were announced:

- **Class size ratios**—primary grades (1-3) unchanged funded average at 19.8 students with board wide cap of 20; Intermediate (Grades 4-8)

funded average class size adjusted from 23.84 to 24.5. Maximum board-wide average adjusted to 24.5 for all school boards. Secondary (Grades 9 to 12) funded average class size adjusted from 22.0 to 28.0. Maximum board-wide average adjusted to 28.0.

- **Attrition Protection:** The ministry introduced a new Attrition Protection Allocation (within the Cost Adjustment and Qualifications and Experience Grant) for up to four years to protect front-line staff impacted by the proposed changes to class sizes and e-learning; allowing school boards to phase in the proposed class sizes.
- **Special Education Behaviour Expertise Amount:** The ministry is investing \$15.2 million in the Behaviour Expertise Amount allocation.
- **School Renewal Funding** remains the same at \$1.4 billion for funding to support the repair and renewal of school facilities. This includes an extra \$40 million within the School Renewal Allocation.
- **Student Transportation Stabilization Funding:** This funding is intended to assist boards that run efficient operations but where the costs of providing transportation exceed their funding allocation resulting in deficits. The funding is based on a board’s deficit amounts in 2018-19 and, based on the most recent Effectiveness and Efficiency review ratings, will determine the amount of funding for each board. In addition, the grant will increase by 4% to offset increased fuel costs.
- **International Student Recovery Amount:** Beginning in 2019-20, a school board’s total GSN operating grants shall be reduced by an amount equal to a flat fee of \$1,300 multiplied by the international student enrolment, pro-rated where the students are not full-time.

As a result of meetings, conversations and correspondence with Catholic District School Board representatives throughout the year, OCSTA develops clarity on the education funding priorities affecting every board in the province. That information is used to inform our provincial advocacy strategy for education funding.

Note: As a result of the COVID-19 pandemic, the 2020-21 “mini” Government Budget Update released in March 2020 indicated that with the exception of negotiated contractual labour obligations, funding for 2020-21 GSNs will be held to status quo.

Key Areas of Education Funding Advocacy 2019/20

1. Advocate for a review of the Special Education Grant, Mental Health and funding for students with Autism Spectrum Disorder (ASD) to better reflect the needs of all Catholic school boards. Strategy:

- Annual Finance Brief
- Pre-Budget Submission
- GSN Submission
- Meetings with Ministry of Education political and policy staff.
- Participation on Autism Task Force consultation.

Outcome: The government increased funding for students with ASD based on input from the Autism Task Force on which OCSTA participated in.

2. Advocate for a review and changes to the Student Transportation funding formula that recognizes the unique circumstances of rural, northern and urban boards. Strategy:

- Participate in consultation and working group process
- Annual Finance Brief
- GSN Submission
- Pre-Budget submission
- Submission on student transportation funding.

Outcome: The Ministry moved forward with stabilization funding, as recommended in our submissions.

3. Advocate for changes to the proposed Education Development Charge Policy Framework legislative and regulatory amendments. Strategy:

- Submission on Bill 108 - More Choices, More Homes Act, 2019 that amended the Education Act EDC framework
- Participate in consultations with Ministry of Education staff on EDC regulations
- Joint Submission with Ontario Association of School Business Officials, the Ontario Public School Boards Association and the Ontario Catholic School Business Officials' Association.

Outcome: Advocacy continues.

4. Advocate for changes to the Capital Planning process and the structure of Renewal funding to ensure boards have greater certainty for long term capital requirements and adequate renewal funding. The government was encouraged to conduct a review of cost benchmarks associated with capital projects. Strategy:

- Finance Brief
- GSN Brief
- Pre-Budget Submission.

Outcome: The government committed to reviewing and updating the cost benchmarks with OCSTA participation.

5. Advocating for increased funding to address cybersecurity threats and related costs to boards to align with recommendations from the Auditor General. Strategy:

- Finance Brief
- GSN Brief
- Pre-Budget Submission.

Outcome: Advocacy continues.

6. Communicate to the government the cost efficiency achievement of Catholic School Boards. OCSTA continued to articulate in our submissions the high operational efficiencies achieved by Catholic school boards across Ontario. The Association also emphasized the various ways Catholic school boards have found cost savings within operational departments including transportation, purchasing, and insurance. This demonstrated to the government how Catholic boards spending priorities align with the objectives of the government to find cost savings in key sectors. Strategy:

- Finance Brief
- Pre-Budget Submission
- GSN submission.

Outcome: The government received clear demonstration of the operational efficiency and cost savings achieved by Catholic school boards in alignment with government policies and objectives.

Labour

STRATEGIC PRIORITY: Ensure OCSTA is structurally aligned to successfully fulfill its role as the legislated Employer Bargaining Agent for all Ontario's English Catholic School Boards.

*Director and Labour Relations Counsel:
Sharon Duffy*

Highlights 2019/20

The OCSTA Labour Relations Committee, under the leadership of Chair Patrick Daly, provides important oversight and strategic direction with regard to provincial labour relations and collective bargaining matters. As in previous years, under the outstanding leadership of Sharon Duffy, the Labour Relations department staff continue to ensure that OCSTA fulfills its obligations under the School Boards Collective Bargaining Act and related workplace law statutes in the negotiation and administration of collective agreements, and the defence of Catholic school board interests in employment related litigation and Crown advocacy.

Litigation

In defending the interests of its members in litigation, OCSTA participated as a party in a wide variety of proceedings which included arbitrations, tribunal hearings, and court proceedings in 2019/20. The litigation included matters related to ongoing judicial review, unfair labour practices arising from the current round of bargaining, Charter challenges in respect of Crown regulations, arbitrations on central matters, and assistance to local school boards on local grievances having a sector wide impact.

Working Committees

The work of the ongoing Provincial Working Group on Health and Safety was suspended for the duration of bargaining; meetings are anticipated to resume later this year with a full agenda.

A new Wellness and Attendance Review Committee was agreed to by OCSTA and OECTA, with a mandate to explore issues relating to wellness, attendance, absenteeism, and return to work issues. It is anticipated that other committee obligations will arise with the finalization of collective agreements with remaining education worker central tables.

Collective Bargaining

OCSTA and its trustee association partners entered into a challenging round of central bargaining, with sector collective agreements expiring August 31, 2019. Preparations included extensive pre-bargaining discussions with both OECTA and the Crown. Provincial wage restraint legislation and new regulations respecting class size informed difficult discussions. Negotiations were characterized by unprecedented union work to rule and full withdrawal of service measures. Moreover, bargaining itself was overtaken by the current COVID-19 crisis, requiring creative new protocols of distance bargaining.

OCSTA's efforts nevertheless culminated in successful collective agreements with OECTA and education worker unions. OCSTA is proceeding with appropriate implementation and ratification procedures.

Consultation and Advocacy

OCSTA continues, along with other public stakeholders, to participate in ongoing Government of Ontario consultations on education sector issues. During the course of challenging central bargaining, OCSTA has made every effort to put forward the concerns of school boards in the formulation of bargaining positions. OCSTA continues to remain engaged with the Crown in addressing matters arising from current school closures, including interim learning initiatives.

Benefits Trust

OCSTA along with the other parties to the Employee Life Health Benefit Trusts (CUPE, OECTA, OSSTF-EW, ETFO-EW, One-T) continue to discuss and resolve operational matters of joint interest that arise. Outstanding matters yet to be resolved include the transition of eligible post-retirement benefit retirees to various trusts, letters of permission teacher benefits and methodology and distribution of benefit reserves (if any) to the appropriate ELHTs. OCSTA along with partner Trustee Associations, participates as an employer representative on the OCEW and EWAO benefits committee in respect of these benefit programs.

Labour Relations Resolutions

OCSTA's Labour Relations Committee continues to support local school boards by providing a forum for receiving, reviewing and, where appropriate, acting on their labour relations-related resolutions. Within

existing structures, OCSTA engages in advocacy, communicates concerns and positions to the Crown in bargaining and bargaining preparation, and protects the interests of Catholic school boards in litigation.

The Labour Relations Committee wishes to recognize and thank OCSTA's 29 Member Catholic Boards for your confidence and strong support throughout this past year.

Trustee Enrichment & Communications

PRIORITY: Engage trustees in an enriched capacity building program by assessing current needs and developing related services and resources to meet those needs.

Director of Communications: Sharon McMillan



OCSTA 2019 AGM & Conference Co-hosted by Dufferin-Peel CDSB

The 2019 OCSTA AGM and Conference was a celebration of the theme “Faith in Action” in acknowledgement of the importance of living our faith to make a positive difference in our world. Author and renowned Catholic scholar at Boston College, Dr. Thomas Groome delivered the keynote presentation “Faith in Action in Catholic Schools: Education From & For Faith”.

Dr. Groome’s presentation examined how the Catholic curriculum offers a transcendent perspective on the world surfacing meaning and purpose throughout each subject, providing “fresh and life-giving waters” for any educator or student – Catholic or not.



(L-R) OCSTA President, Beverley Eckensweiler, Dr. Thomas Groome

In addition, to the keynote address by Dr. Groome, the OCSTA’s 89th AGM and Conference offered the following program:

- Nancy Naylor, Deputy Minister of Education, Government of Ontario
- “How to Get Buy-In on Key Initiatives,” Sylvia Link, Director of Marketing, Retired Teachers of Ontario (RTO-ERO).
- “Development of a Long-Term Accommodation Plan & Program Strategy,” Dufferin-Peel CDSB representatives: Sharon Hobin, Chair, Marianne Mazzorato, Director of Education, Daniel Del Bianco, Associate Director, Corporate Services and David Amaral, Associate Director, Instructional Services.
- “Connecting Young People to God: The Challenges & Gifts of Igniting the Faith of Our Students Today,” Julian Paparella, Alumnus of the London DCSB.
- “Conflict of Interest,” Eric Roher, Partner, Borden Ladner Gervais LLP.
- “Chaplaincy – Encountering Jesus in Our Lives, Our Schools, Our World,” Jolene Smith, President, Catholic School Chaplains of Ontario (CSCO), Ann Clarke, Secretary, CSCO.
- “Developing Resilience,” Dr. Rumeet Billan, Chief Learning Architect, Viewpoint Leadership (Student Trustee Workshop).
- “Leadership on the Line: How to Shine in Challenging Situations,” Jim Grieve, Executive Director, RTO-ERO.

- “Teachers Matter!” Maggie MacDonnell, 2017 Global Teacher Prize Award Winner and educator in the fly-in Inuit community of Salluit.



Our sincere thanks and appreciation are extended to our co-host board, the Dufferin-Peel Catholic District School Board and in particular students, trustees and staff for their dedication in the development and presentation of liturgies, workshops and the very successful Silent Auction fundraiser for the CCSTA Toonies for Tuition campaign.

We're pleased to acknowledge the following participating individuals and schools from the Dufferin-Peel CDSB:

Sharon Hobin, Chair
 Thomas Thomas, Vice Chair
 Brea Corbet, Trustee
 Anna da Silva, Trustee
 Luz del Rosario, Trustee
 Frank Di Cosola, Trustee
 Mario Pascucci, Trustee
 Stefano Pascucci, Trustee
 Shawn Xaviour, Trustee
 Marianne Mazzorato, Director of Education
 Patricia Dal Ben
 Silvana Gos
 Francesca Guinci
 Samuel Macaluso
 Shelagh Peterson
 Kevin Sylvestre
 Julie Webster

Music Ministry

Bishop Scalabrini Separate School Choir
 —**Music Director:** Kevin Gregg

St. Joan of Arc Catholic Secondary School Choir
 —**Music Director:** Nancy Bodsworth

OCSTA was pleased to welcome keynote speaker, Maggie MacDonnell to our 2019 AGM & Conference. Maggie was recognized for winning the 2019 Global Teacher Award of \$1 million for her amazing contributions to an Indigenous Inuit Arctic school in the village of Salluit. Maggie described how this Inuit community faced staggeringly high dropout rates, a youth suicide crisis and disturbing social injustices.

The presentation highlighted how Maggie's teaching style based upon feminist, post-colonial and community development theory empowered her students to take control of their own destiny. She shared how her students have developed resiliency through innovative educational programs, which led to suicide prevention, school perseverance and the graduation of Inuit girls who were previously drop-outs. Maggie underscored the message that “teachers matter”, re-igniting the teaching and leadership passion for her audience.



Anne O'Brien, Maggie MacDonnell, John Rinella, Trustee, Durham CDSB

2019 OCSTA Awards

The *Ontario Catholic School Trustees' Association (OCSTA) Awards Program* recognizes Catholic Trustees, Student Trustees and other leaders in Catholic education who have demonstrated outstanding commitment and service to others while exemplifying the values that are at the core of Catholic education. The Association announced the recipients of the OCSTA 2019 Awards at the April 26 OCSTA Annual Awards Dinner in Toronto.

Trustee Award of Merit

Trustee Vikki Dupuis
Wellington Catholic District School Board



2019 OCSTA
Trustee
Award of Merit
Recipient

Trustee Vikki Dupuis has served on the Wellington Catholic Board for 25 years. A former Vice Chair of the

Board, Trustee Dupuis served this year as the Project Manager for the restructuring of Kids Ability – a local community service agency serving children and families in Guelph and Wellington. Trustee Dupuis is also a compassionate voice and champion of inclusion as the board's representative on the Special Education Advisory Committee.

Former Trustee Anne Marie Fitzgerald
Northwest Catholic District School Board



2019 OCSTA
Trustee
Award of Merit
Recipient

Former Northwest Catholic District School Board Trustee, Anne Marie Fitzgerald was a Trustee with the Board for

24 years. During that time, she served for several years as Chair of the board and one year as Vice Chair. Throughout her term as Trustee, Anne Marie helped develop the board's initial governance policies and took that insight and regional perspective

to the provincial level as a Regional Director on the OCSTA Board of Directors.

OCSTA Student Trustee Alumni Award

Ottawa Catholic School Board Alumnus
Dr. Trevor Arnason



The 2019 Student Trustee Alumni award was presented to Dr. Trevor Arnason – former student trustee with the Ottawa Catholic School Board.

Trevor is a public health and family physician who recently returned to Ottawa from Nova Scotia, where he was Medical Officer of Health for Halifax and part-time physician at Dalhousie Student Health Services. He is currently Associate Medical Officer of Health at Ottawa Public Health where he works with his team to protect the health of the community and decrease health inequities.

25-Year Service Award

Many Catholic trustees dedicate a significant part of their lives to the service of their local schools and the goals of Catholic education in this province. To honour that contribution the Association awarded the following trustees with 25-year service awards:

Elizabeth Crowe, York CDSB
Vikki Dupuis, Wellington CDSB
Dave Howard, Renfrew County CDSB, and
Linda Ward, St. Clair CDSB

2019 OCSTA/OCSBOA Business Seminar



Jack Ammendolia, Managing Partner & Director, Education, Watson & Associates Economists Ltd.

Each year OCSTA, in partnership with the Ontario Catholic School Business Officials' Association, hosts a Business Seminar that focuses on operational and finance issues. This event welcomes the leading provincial leaders and experts on these topics to support the work of trustees, CDSBs' senior business and supervisory officer staff.

Keynote speaker for our 2019 Business Seminar, Jack Ammendolia delivered a comprehensive presentation on education development charges (EDC). In October 2018, EDCs were frozen. In the spring of 2019, the Minister of Education allowed for provincial phase-in of new EDC rates and Mr. Ammendolia discussed the actions boards can take during this phase-in period, including the particular role of board of trustees in this process. Post event surveys indicate delegates received great value from this presentation given its timeliness and relevance for boards – especially some larger boards where EDCs have become a significant issue.

Robert Lavigne, Managing Director, Economic Research at OMERS discussed the current and longer-term global economic outlook. This topic is often presented at the Business Seminar to provide trustees and board business officials with timely information on financial issues that may impact board operations and future decisions.

The 2019 OCSTA/OCSBOA Business Seminar concluded with a presentation by the Deputy Ombudsman of Ontario, Barbara Finlay, who

discussed how the Ontario Ombudsman resolves school board issues and helps to improve board practices.

To enhance the effectiveness of this seminar, each session was recorded and made available 24 hours/day to OCSTA members via the "Members Centre" section of the OCSTA website. Delegates have expressed appreciation for this kind of convenience, which reinforces understanding and provides greater reference for trustees.

Regional Meetings



Three times a year, the Association provides an opportunity for members to meet locally with trustees from within their regions for a discussion and examination on current local and provincial issues. The president and senior staff attend these meetings to share information, highlight timely topics and best practices and facilitate discussions that help to inform the work of the Association.

Fall Regional Meetings

At each of the five regional meetings held in the fall of 2019, OCSTA President Beverley Eckensweiler provided trustees with an update on current education issues and matters OCSTA has been advocating to the provincial government on behalf of OCSTA member boards. Topics included:

- The launch of the province's capital priorities program and the concerns of Catholic school boards with respect to the degree of local board autonomy and flexibility within this program;
- The impact at the board level resulting from structural changes to the province's community based autism program;

- Concerns of Catholic boards with respect to the government's e-learning strategy, which requires students to take four mandatory e-learning courses to meet graduation requirements.

Additional elements of the regional meeting included an overview of the current status of labour negotiations, presented by OCSTA's Executive Director, Nick Milanetti. Director of Communications, Sharon McMillan discussed the Association's role in providing consistent information and communications support to boards throughout negotiations. To illustrate board best practices in labour relations communications at the local level, the following CDSB communication managers delivered well received presentations on the topic:

John Shewchuk, Communications Manager, Waterloo CDSB
 Galen Eagle, Communications Manager, Peterborough Victoria Northumberland & Clarington CDSB
 Carlee Vendramin, Communications Officer, Sudbury CDSB
 Jennifer Bastarache, Communications Manager, Durham CDSB
 Alex Frankow, Communications Officer, Thunder Bay CDSB

The Regional Meeting program concluded with the much anticipated interactive and facilitated discussion session where boards highlighted the impact of the government's funding platform on Catholic school boards' operations and discussed other matters relevant to boards at each regional meeting.

OCSTA appreciates the support of all participants in these local events and especially acknowledges the CDSB hosts for each of the 2019 Fall Regional Meeting sessions:

September 16, 2019 – West Regional Meeting
 Includes the following CDSBs: Bruce-Grey, Huron-Perth, Waterloo, Wellington, London, St. Clair, and Windsor-Essex.

2019 Host Board: Wellington CDSB

September 18, 2019 – East Regional Meeting
 Includes the following CDSBs: Algonquin & Lakeshore, Eastern Ontario, Ottawa, Renfrew, Peterborough, Victoria, Northumberland & Clarington, and Simcoe-Muskoka.

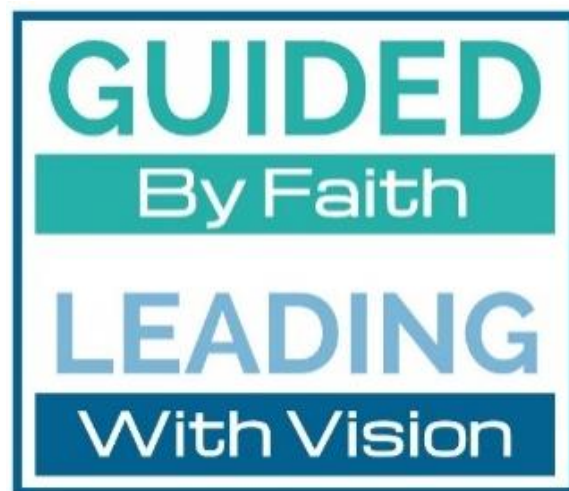
2019 Host Board: Renfrew County CDSB

September 21, 2019 – North East Regional Meeting
 Includes the following CDSBs: Huron-Superior, Nipissing-Parry Sound, Northeastern and Sudbury.
2019 Host Board: Sudbury CDSB

September 24, 2019 – Central Regional Meeting
 Includes the following CDSBs: Toronto, Dufferin-Peel, York, Durham, Brant-Haldimand Norfolk, Halton, Hamilton-Wentworth and Niagara.
2019 Host Board: York CDSB

October 4, 2019 – North West Regional Meeting
 Includes the following CDSBs: Kenora, Northwest, Superior North, and Thunder Bay.
2019 Host Board: Thunder Bay CDSB

2020 Catholic Trustees Seminar



Over 200 of OCSTA's members gathered in Toronto January 17 – 18 for the Association's annual Catholic Trustees Seminar to discuss current issues in education and explore aspects of Catholic school board governance with leading legal and subject matter experts.

Setting the tone for the Seminar's theme "Guided by Faith, Leading with Vision" was Dr. Jill Birch, a leadership and organizational change expert who discussed how leaders and organizations can create the kind of change that can be required to better meet the needs of the communities we serve.

In keeping with the Association's tradition of providing an opportunity for trustees to engage with government leaders on the current key issues in

education, OCSTA was pleased to welcome the Minister of Education, the Hon. Stephen Lecce to this annual gathering.

The Minister expressed his government's strong support for publicly funded Catholic education and commented on the government's current education platform and answered questions from trustees on a number of current issues including the government's proposed e-learning programming and the ongoing challenges of providing sufficient resources and funding for special education.



(L-R) OCSTA President Beverley Eckensweiler, The Hon. Stephen Lecce, Minister of Education

Seminar Highlights

There were many engaging and memorable presentations throughout the 2020 Catholic Trustees Seminar and we encourage all members to visit our OCSTA Members Centre on the website where speakers' presentations and audio recordings of plenary sessions can be downloaded. Login information is needed to access this information at the link below: (contact Ashlee Cabral at OCSTA for more information – acabral@ocsta.on.ca): <https://www.ocsta.on.ca/members-centre/>



(L-R) Michael Nasello, Jacquie Girard, Max Eisen, Oliver Fung, Olivia Brown, Michelle Griepsma

Presentation Highlights

- Attendees gained key insights and perspectives during the panel discussion on the topic: Conflict of Interest, Code of Conduct and the Role of Integrity Commissioners. Panelists included Moderator, Carol Cotton, Trustee, York CDSB; Sheila MacKinnon, Partner, Shibley Righton LLP, and; Integrity Commissioner, Sandhya Kohli.
- World-renowned Canadian human rights activist and president of the Friends of Simon Wiesenthal Centre for Holocaust Studies, Avi Benlolo, delivered a powerful address on the role of faith-based school leaders in advancing social justice initiatives.
- Michael Nasello, Director of Education for the Peterborough Victoria Northumberland & Clarington CDSB, moderated the final panel of the Seminar which examined the Catholic school board approach to Holocaust education. He explained the approach in this way:

“One of the core elements of Catholic social teaching, that all life is sacred, and every person is characterized by a God-given dignity that cannot be taken away. Education about the Holocaust is critical to ensuring that students understand how genocide can evolve from words and attitudes, and is necessary to continue to develop witnesses who can authentically say, “never again!”

- The panel for this session included Olivia Brown, a gr. 12 student at St. Peter Catholic Secondary School, Oliver Fung, a graduate of the York CDSB and Jacque Girard, a graduate of the PVNC CDSB. Each student was a participant in a highly acclaimed Holocaust Education program jointly coordinated by the PVNC CDSB, York CDSB and the Simon Wiesenthal Centre for Holocaust Studies.

Catholic Education Short Video Contest Awards

“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
 1st Place: St. Anne Catholic Elementary School, Dufferin-Peel CDSB
 2nd Place: St. David Catholic Elementary School, Sudbury CDSB
 3rd Place: Holy Angels Catholic Elementary School, Toronto CDSB

Secondary:

1st Place: St. Charles College Secondary School, Sudbury CDSB
 2nd Place: Chaminade College Secondary School, Toronto CDSB
 3rd Place: Dante Alighieri Academy Catholic Secondary School, Toronto CDSB

See all 20 Finalists!

To view all 10 elementary school finalists visit:
<https://www.togetherinfaith.ca/2019-short-video-contest-elementary-schools/>

To view all 10 secondary school finalists visit:
<https://www.togetherinfaith.ca/2019-short-video-contest-secondary-schools/>



(L-R) Todd Lalonde, Conference Chair, OCSTA President
 Beverley Eckensweiler, Sharon Hobin, Chair, Dufferin-Peel CDSB

Communications

STRATEGIC PRIORITY: OCSTA communicates important issues in education to members, primarily through memos that are sent to Chairs and Directors of Education.

OCSTA recognizes that as democratically elected representatives of Catholic school boards, Catholic trustees interact with parents, board staff, parishioners, politicians and even the media, especially if serving as the Board Chair or spokesperson. To support the needs of trustees to be informed and prepared for these roles, OCSTA provides communications resources and tools through various means:

OCSTA Memos

Day to day legislative, operational, political and faith related news and updates are typically contained in Association memos that are sent directly to CDSB Chairs and Directors of Education for dissemination to all trustees, depending on the confidentiality level of the memo.

OCSTA Newswire

The Association's semi-monthly e-newsletter – *OCSTA Newswire* – is sent directly to the inbox of every Catholic trustee. This newsletter provides education sector news highlights, legislative updates, details on OCSTA conferences and events and other news highlights within the Catholic education community.

Together in Faith Campaign



In recognition of the exceptional and supportive partnerships we have in the Catholic education community, OCSTA has partnered with the Ontario English Catholic Teachers' Association (OECTA) and the Assembly of Catholic Bishops of Ontario (ACBO) to launch an "engagement initiative" for the Catholic community called "Together in Faith."

With the support of our partners, OCSTA leads an ongoing community outreach initiative that relies on social media, email marketing and marketing materials to inform the Catholic community about the current system-wide achievements of our students and the issues that are important to publicly funded Catholic schools in Ontario.

Together, we are building communities of faith.

Sign up now and help strengthen Catholic education in Ontario.
www.togetherinfaith.ca

1,000,000+ Parents choose Catholic schools

2.3 million Catholic school rate payers

600,000 Students educated each year

Ontario's Catholic schools reflect the cultural diversity of the province. Publicly funded Catholic schools are an integral pillar in Ontario's successful public education system, helping millions of students to achieve their full spiritual, academic, physical and emotional potential.

TOGETHER IN FAITH

Ontario Catholic School Trustees' Association

@CatholicEdu
@CatholicEducationInOntario

Together in Faith Campaign postcard

Messaging and resources designed under this campaign to articulate the invaluable role of publicly funded Catholic education in Ontario, is made accessible to trustees and the Catholic community through documents and marketing collateral material on the Together In Faith website: <https://www.togetherinfaith.ca>

Conference Programming

Often the most effective communications developed to support advocates is delivered in person through interactive workshops and presentations delivered at OCSTA events. Outlines of the programming and content shared at these events during the 2019-20 year are contained in this publication.

Media Relations

When the media seek the Catholic perspective on provincial education issues, OCSTA's spokespersons provide that response. Following are a sampling of 2019/20 media clippings:

TORONTO STAR

School support staff to begin work-to-rule campaign after failed negotiations with province, boards

By Kristin Rushowy Queen's Park Bureau
Sun., Sept. 29, 2019 | 6 min. read

On Sunday, the Ontario Catholic School Trustees' Association said it is "disappointed" and that "during the negotiations we responded in a responsible way to many of the demands put forward by CUPE including on benefits, job security and a renewal of funding for additional staffing."

However, "school boards are concerned about the impact that current levels of absenteeism in our schools have on our students and classrooms. The current sick/short term disability leave plan allows access to 131 days of leave — 11 of these are payable at 100 per cent of salary and 120 are payable at 90 per cent of salary. In many boards, resources are being diverted from students and programs to pay for sick/short term disability leave costs."

Ontario schools prepare plans for strike by support staff
BY CATHOLIC REGISTER STAFF
October 3, 2019

"At this time we remain hopeful that a responsible collective agreement can be reached prior to a full withdrawal of services," said the Ontario Catholic School Trustees' Association in a statement.

The union representing clerical staff, custodians, education assistants, early childhood educators and more in Ontario's 63 school boards began a work-to-rule campaign Sept. 30 after contract negotiations broke off. The union is seeking better compensation and job security while the province is trying to get its finances in order as it deals with a crippling deficit the ruling Progressive Conservatives inherited from the previous Liberal government.

"Ontario's Catholic school boards are clearly focused on the best interests of students as they determine next steps" following CUPE's threatened strike, the OCSTA statement said, adding impacts will vary from board to board. Parents are encouraged to check board websites and social media for the latest updates.

STANDARD-FREEHOLDER NEWS - SPORTS - ENTERTAINMENT - LIFE - MONEY OPINION - OBITUARIES

Published on: January 23, 2020 | Last Updated: January 23, 2020 7:03 PM EST



Todd Lalonde (left), chair of the Catholic District School Board of Eastern Ontario, and chair/master of ceremonies at the Ontario Catholic School Trustees Association Professional Development Conference in Toronto, with Stephen Lecce, the Ontario education minister.
Handout/Cornwall Standard-Freeholder/Postmedia Network Handout Not For Resale SUPPLIED

Catholic Education Initiatives

Director of Catholic Education: Anne O'Brien

Catholic Education Week 2019



During the week of May 5-10, 2019 Ontario's Catholic District School Boards celebrated the significant contributions that Catholic education has made to the community, the province and to Canada. Our Catholic Graduate Expectations were highlighted, challenging students to articulate in society those fundamental values that underpin Catholic education.

The 2019 Catholic Education Week theme - *Catholic Education: Living as Joyful Disciples /Vivre en disciples joyeux* was inspired by three sources:

- Renewing the Promise, The Pastoral Letter on Catholic Education from the Bishops of Ontario; Gaudete et exsultate,
- the Apostolic Exhortation of Pope Francis on the Call to Holiness; and
- Young People, the Faith and Vocational Discernment, the October 2018 Synod of Bishops.

Mindful of the Synod on Youth, the theme and sub-themes of Catholic Education Week were very much focused upon the young people in our schools and their spiritual growth and formation through their discernment of vocational pathways, as Disciples of Christ. In the section of Renewing the Promise entitled, "A Community that Forms Joyful Disciples," we read, "Our Catholic schools help to

form joyful disciples as hearts and minds are opened to the transforming love of God and to the flame of faith in action. On a daily basis, Catholic schools demonstrate the joy of believing and witness the Good News to the communities that they serve.”

Catholic Education Week 2019 was developed around five sub-themes, one for each day of Catholic Education Week and they were aimed at helping staff and students to reflect more fully on what Living as Joyful Disciples means to them.

Living as Joyful Disciples - Sub-themes:

- Day 1: Rooted in Prayer / Enracinés dans la prière
- Day 2: Living in Community / Vivre au cœur de la communauté
- Day 3: Doing Justice & Creating Hope / Semer la justice et inspirer l'espérance
- Day 4: Journeying Together in Faith / Cheminer ensemble dans la foi
- Day 5: Sharing the Good News / Partager la bonne nouvelle

Catholic Education Week was marked by special activities at all grade levels, including prayer celebrations and service activities.

We extend our heartfelt appreciation to the 2019 Catholic Education Week Writing Team:

Paul Beaudette, Hamilton Wentworth CDSB
Janet Bentham, Ottawa CSB
Nancy Davie, York CDSB
Paul De Vuono, Dufferin-Peel CDSB
Laura Hughes, office provincial de l'éducation de la foi catholique de l'Ontario
Sébastien Lacroix, conseil scolaire de district catholique-centre-sud
Amy LaFroy, Northwest CDSB
Stephanie Maher, Simcoe Muskoka CDSB
Katharine Stevenson, Halton CDSB
Murray Watson, Simcoe Muskoka CDSB

We are grateful to teacher and musician, Nancy Bodsworth of the Dufferin-Peel CDSB who wrote, produced and performed the 2019 Catholic Education Week theme song.

Toonies for Tuition

The Canadian Catholic School Trustees' Association (CCSTA) Charitable Foundation, Toonies for Tuition provides assistance to Catholic students in provinces that have limited or no public funding for Catholic

schools. OCSTA supports this foundation annually by promoting the Ontario Campaign across the province. As a Catholic Community, it is our national responsibility to donate in solidarity to those who are not guaranteed the same privileges we have. This year, the Ontario Catholic School Trustees' Association is partnering with the student trustees association, to promote and encourage increased participation among students. Last year the Ontario campaign raised \$117,000 for Toonies for Tuition. The Hamilton Catholic District School Board was our top fundraising board, contributing more than \$30,000. We look forward to continuing to grow this initiative each year.

Trustee Leadership Courses

In 2019, OCSTA was pleased to offer the Ontario Catholic trustee leadership program to trustees from various regions across the province. OCSTA collaborated with the University of St. Michael's College to offer this specialized course for trustees. Former University of St. Michael's College (USMC) Principal and renowned history professor, Dr. Mark McGowan, taught the curriculum.

The content for this course was delivered to participants using an online platform and included internet-based course materials with weekly lessons and discussions. The practicum assignment in this course provided trustees with the opportunity to research an area of personal interest in their local school board (for example, partnerships, Indigenous Education, and Special Education issues).

To reflect current issues in Catholic Education, the Catholic trustee course has been updated and revised since it was last delivered. The revised course will include both mandatory and supplementary readings to allow trustees the option of accessing succinct information on the topic of Catholic education or more comprehensive documents, depending on the interest and preferences of course participants.

OCSTA looks forward to continued partnerships with The University of St. Michael's College and other Ontario Catholic Universities in support of Trustee learning opportunities.

Indigenous Education: Day of Learning and Professional Networking



(L-R) Fr. Bisson, Sr. Solomon

On April 10, 2019 OCSTA was pleased to partner with the Institute for Catholic Education on an Indigenous Education Day of learning and professional networking. Representatives from each of the 29 English Catholic school boards participated in a day that was hosted at Salt and Light Catholic Media Studio and was made available through live video-stream for those unable to attend in person. Sister Priscilla Solomon and Father Peter Bisson spoke on “*Approaching Truth and Reconciliation*” and led dialogue on The Work of our Lady of Guadalupe Circle. Mitch Champagne who is the Project lead to ICE Indigenous Education initiatives led breakout sessions in the afternoon for staff from the 29 Catholic school boards to participate in dialogue.

The presentations delivered emphasized the need to address the challenges of cultural assimilation that led to the development of Residential Schools and government policies intended to eliminate Indigenous language and culture. The overriding message emphasized the importance of learning from past destructive actions and moving forward with a focus on respect. Speakers highlighted the Catholic Response to the Truth & Reconciliation Commission which embraces a rejection of “Terra Nullius” and the “Doctrine of Discovery” — two arguments used earlier by Europeans and the Church to justify the taking of Indigenous land. The presentations also highlighted the Bishops’ response in “Walking Forward Together,” which sets forth a set of principles to guide communities towards stronger faith and cultural closeness between both societies. Sr. Solomon and Fr. Bisson called upon us to know that Truth and Reconciliation is a moral reference

point and compass for the Church, Catholic Schools, and all of Canada.

Indigenous Education Resource Library

OCSTA was pleased to collaborate with the Institute for Catholic Education and the Truth and Reconciliation Advisory Committee to develop an Indigenous Education Resource Library. An annotated bibliography of curriculum resources for Indigenous education from across Canada was collated and organized according to grade level and curriculum related resources. Participants at the Indigenous Education Day of learning were presented with this database.

Trustee Development Modules

The Ontario Education Services Corporation (OESC), in partnership with OCSTA and the other provincial trustee associations offer a professional development program designed to support all Ontario trustees in their governance role. The program consists of online modules that focus on trustee roles and responsibilities, leadership skills and reflect leading practices in the field of governance. For the 2019/2020 school year, OESC has been revising the existing program to ensure the modules align with current legislation, regulation and education policy.

2019 Module Revisions

Complete & Currently Online:

- | | |
|------------|---|
| Module 3: | Right from the Start: Roles and Responsibilities |
| Module 4: | Common Ground, Common Purpose: Relationships in School Boards |
| Module 5: | Performance Review: Director of Education (formerly Module 5a) |
| Module 7: | Exercising Effective Governance: The School Board’s Role as Policymaker |
| Module 8: | Conflict - Managing it Creatively |
| Module 9: | Family and Community Engagement |
| Module 11: | Legal Aspects of School Board Governance |
| Module 12: | Running Effective Meetings |

- Module 13: School Board Finance
- Module 14: School Boards and Human Resources
- Module 15: What Makes a Great Board Chair?
- Module 18: Social Media
- Module 19: Internal Audit and the Role of Audit Committees
- Module 21: Board Self-Assessment: Governance Performance (formerly Module 5b – decision made to create a stand-alone module as content is distinct from Module 5a).

Still in Progress

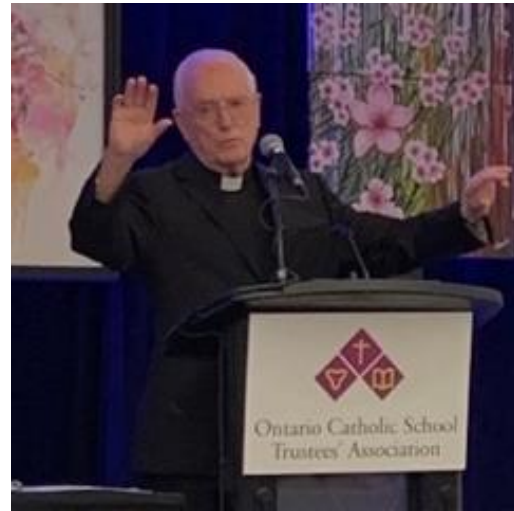
- Module 1: Effective Governance through Ethical Leadership
- Module 2: Effective Governance for Student Achievement and Well-Being: Boards Matter!
- Module 10: Advocacy: Engaging the Public
- Module 16: First Nation Trustees: Leading in Two Worlds
- Module 17: Developing a Code of Conduct for Trustees

Module 20 (A Journey Towards Truth and Reconciliation) and Module 6 (The Strategic Role and Multi-Year Strategic Planning) are newer, and do not require revisions at this time.

These modules are accessible to OCSTA members at the following URL:

<https://www.ocsta.on.ca/trustee-modules-2/>.

Our Chaplain



The Ontario Catholic School Trustees' Association recognizes, with gratitude, the service of our Chaplain, Fr. Patrick Fitzpatrick. Fr. Pat is always available to lead the Celebration of the Eucharist at various events. He prepares special liturgical observances for our OCSTA family at significant annual remembrances throughout Advent and Lent, retreats, morning praise, our Annual General Meeting and trustee seminars and he is an active member of our Board of Directors. Thank you, Fr. Pat, for your ongoing gift of presence, and your profound grace.

Celebrating Mass

The Ontario Catholic School Trustees' Association is pleased to come together at various Celebrations of the Eucharist throughout the year. The Holy Mass is a special opportunity for our trustees from across the province to come together and be reminded of the special call to lead and serve in Catholic Education. We were grateful to Cardinal Collins for joining our 2019 Annual General Meeting and Conference.



Celebrating Mass at the InterContinental Toronto Centre

Commissioning of Trustees



Each year we recognize new members of our Board of Directors at a special Commissioning Ceremony. It is an opportunity for Trustees to receive a special blessing and take their oath of office in their roles.

Following is an excerpt from the oath that is recited by our Board of Directors at this special blessing and commitment of service ceremony:

Directors: With the help of God's grace and the support of each other, we renew our commitment.

Chaplain: Will you respect and honour the confidence placed in you by your fellow trustees by making a conscientious effort to promote Christian values in the Catholic schools of Ontario?

Directors: I will.

Chaplain: Will you strive to hold as sacred the dignity and the rights of students, administrators and trustees?

Directors: I will.

Chaplain: As people in whom trustees have placed their trust for the advancement of Catholic Education at the provincial level, will you provide leadership and assistance to those who seek to fulfill their responsibilities as Christian educators?

Directors: I will.

Chaplain: Will you strive to work together in a spirit of co-operation, mutual respect and charity as Directors of OCSTA?

Directors: I will.

Chaplain: My dear Directors, each of you, through your Baptism, share in the Church's effort to transmit the teachings of Christ. Your declared desire to work together with Catholic School Boards will help to ensure the continuation of the Catholic Education system of Ontario. May the Lord bless you. We also ask blessings upon your spouses without whose support you could not meet your many and varied responsibilities.



Student Trustees

English Catholic Council of Ontario Directors of Education (ECCODE) Meeting

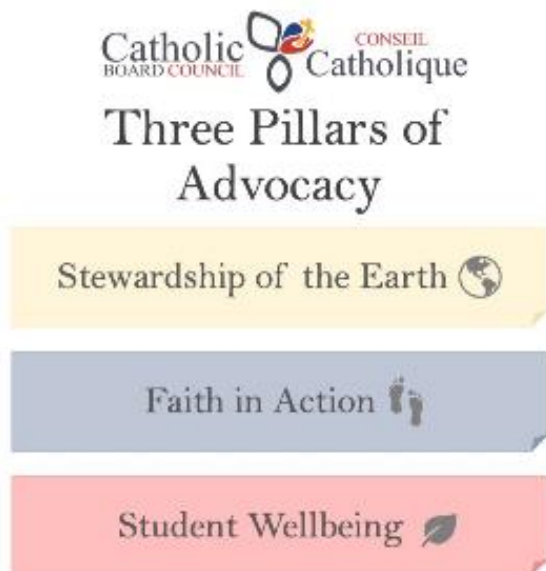
The Catholic Board Council (CBC) of the Ontario Student Trustees' Association represents Catholic school student trustees at the provincial level. The 2019-20 CBC President, Jade Bilodeau and Vice President, Sofia Zamorano were pleased to speak at the winter 2020 meeting of the English Catholic Council of Ontario Directors of Education about the various events organized by students throughout the year. They began their presentation with a fun quiz, challenging directors on data including the number of Catholic schools, staff, ratepayers and students. Jade and Sofia were excited to present on behalf of over 568,000 students on their upcoming Student Voice Forum, their student leadership Annual General Meeting and other opportunities for student involvement. They provided a package for each Director to take back to their Principals' Council to share the goals and plans of student voice in the province. Directors were pleased to see such enthusiastic and articulate students present to ECCODE and share the mission and initiatives of the student association.

OSTA-AECO Catholic Board Council



What is the OSTA-AECO Catholic Board Council?

The Catholic Board Council is comprised of Catholic student trustees who advocate for publicly funded Catholic education and provide a voice for approximately 600,000 Catholic students in Ontario.



What is the CBC advocating for this year?

Apart from continuously advocating for Catholic education at the provincial level, the Catholic Board Council focuses its year on three main pillars of advocacy. These three pillars include Stewardship of the Earth, Faith in Action and Student Wellbeing.

Stewards of Sustainability



As part of the Catholic Board Council's first pillar of advocacy, the CBC released a document titled "Stewards of Sustainability."

This document addresses the increasingly prevalent concern of climate change and outlines recommendations that Catholic school boards can implement to align with being faithful stewards of sustainability. The document can be found at [OSTA-AECO](https://www.osta-aeco.ca/stewards-of-sustainability).

Student Trustee Catholic Board Council Events

OSTA-AECO's Catholic Board Council has hosted two conferences, the Fall General Meeting in October and the Board Council Conference in February. Both conferences included engaging Catholic Board Council sessions, breakout groups and keynote speakers.



The Catholic Board Council at OSTA-AECO's Board Council Conference in Ottawa!

Ottawa Mission: Student Trustees Volunteer to Serve



During the Student Trustee Conference in Ottawa, the Catholic Board Council spent part of the day volunteering at the Ottawa Mission and giving back to the community by donating socks.

Student Trustees Partnering with WE, Development and Peace and L'Arche



(L-R) Greg Rogers, Jade Bilodeau, Mark Keilburger, Anne O'Brien, Sofia Zamorano and Kathy Nguyen

Catholic students from across Ontario attended the 2019 Faith Meets Pedagogy conference. The event included speakers from WE, Development and Peace and L'Arche. The Catholic Board Council President, Jade Bilodeau and Vice president, Sofia Zamorano had the honour of emceeing and leading the event.

A Note from Anne

It is an honour and a privilege to serve with the Ontario Catholic School Trustees' Association. I congratulate Brian O'Sullivan on his retirement and extend my thanks for his witness and leadership in this role. I wish him the very best life has to offer.



Each day, to see the hustle and bustle of the office, centred on the Good News in Catholic Education is extraordinary. I have come from 33 years in education, and am steadfast in my commitment to serve you through our strategic priorities and our mission, "Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario." We are blessed to be part of a system centred on faith based learning, academic excellence, committed to inclusion, with Jesus Christ as our teaching centre. I anticipate with joy, serving in partnership with our trustees, clergy, staffs, parents, students and the broader Catholic community to uphold the history and traditions of Catholic Education and celebrate all the great things to come in our formation of remarkable Catholic graduates.

"Catholic schools, which always strive to join their work of education with the explicit proclamation of the Gospel, are a most valuable resource for the evangelization of culture."
—EVANGELII GAUDIUM,

Benefits of Membership

“One unified provincial voice for Ontario’s English Catholic school boards...”

Throughout the history of Catholic education in Ontario, our system’s strength has been our ability to organize our school trustees under the guiding principles of the Gospel to advance our shared goals for the promotion and protection of Catholic education in Ontario. We achieve those objectives through our ongoing lobbying efforts, our membership development services and the following key activities that directly benefit our members.

OCSTA:

1. Represents Catholic school boards on all provincial consultations and work groups.
2. Provides advice to boards on significant policy issues.
3. Provides an extensive array of classroom and community resources for Catholic Education Week. Information is located online at <http://www.goodnewsforall.ca>.
 - a. These resources resonate strongly with students, parents and parishes, and boards have expressed their appreciation for the materials and information that are generated and shared.
4. Lobbies the government on all funding issues most of which are identified by our member boards.
5. Represents Catholic boards on significant legal issues as they arise.
6. Develops provincial messaging and platforms on key issues and developments in education affecting Catholic schools and shares such strategic resources with boards.
 - a. To further support effective school board communications and community relations, OCSTA hosts an annual professional development session for school board communications staff.

7. Provides enrichment opportunities for Catholic school board trustees and staff, including the delivery of 23 enrichment modules on various topics related to the role and responsibilities of Catholic trustees.

Annual trustee development events include the January Catholic Trustees Seminar, the Business Seminar, Labour Relations sessions (as needed) and the Annual General Meeting and Conference.

8. Protects the interests of Catholic school boards by monitoring activity in the Legislature, including draft legislation, as well as the release of new Regulations to identify impact on Catholic boards and propose amendments as necessary.
9. Maintains a provincial network, at both the political and staff levels, to position OCSTA to respond quickly to any issue of relevance to Catholic schools.
10. Serves as the designated bargaining agent for Ontario’s 29 Catholic District School Boards.

This list is not exhaustive.

In addition, OCSTA partners with the other three trustee associations and the Council of Directors of Education (CODE) to provide many services, most with direct financial benefits only to those boards that are members of their respective provincial association. For a comprehensive understanding, please go to the Ontario Education Services Corporation website at <http://oesc-cseo.org/English/services.html>.

Examples of the services provided through OESC include:

- ❖ Serving as the intervenor at the Ontario Energy Board to keep energy costs down for school boards. An estimate of savings over the past year of approximately \$8M for Catholic boards. This translates into a savings of \$15 per pupil which greatly exceeds the cost of OCSTA membership.
- ❖ Provision of Behaviour Management Systems. This training is required for certain staff and is offered at a rate that saves all school boards, public and Catholic, approximately \$2M annually.
- ❖ Supporting the trustee election process by providing an array of resources located at <http://elections.ontarioschooltrustees.org> that are designed to:
 - Raise the profile of trustee candidates and the municipal election process
 - Educate the public on the role of trustees and school boards
- ❖ Representation and co-ordination of initiatives pertaining to the Ontarians with Disabilities Act. This is ongoing and is meant to assist and guide boards through the various stages of implementation of the legislation and regulations. This service is a major savings for member boards that would otherwise be required to develop materials locally at significant expense.
- ❖ Development of resources on topics such as equity and inclusion, thereby saving each board the cost of developing such materials locally.



Association Governance

Beverley Eckensweiler, President, Bruce-Grey CDSB
Michelle Griepsma, Vice President, Peterborough
 Victoria, Northumberland & Clarington CDSB
Patrick J. Daly, Past President,
 Hamilton-Wentworth CDSB

Nick Milanetti, Executive Director
Bishop John Boissonneau, ACBO Liaison to the
 OCSTA Board of Directors
Father Patrick Fitzpatrick, Chaplain

REGION	BOARDS	OCSTA DIRECTOR	TERM END DATE (Immediately following AGM)
Region 1	Huron-Superior CDSB Nipissing-Parry Sound CDSB Northeastern CDSB Sudbury CDSB	Colleen Landers <i>Northeastern CDSB</i>	2021
Region 2	Kenora CDSB Northwest CDSB Superior North CDSB Thunder Bay CDSB	Frank Bastone <i>Kenora CDSB</i>	2021
Region 3 (at large)	Northern Regions No. 1 & 2	Michael Bellmore <i>Sudbury CDSB</i>	2021
Region 4	Bruce-Grey CDSB Huron-Perth CDSB Waterloo CDSB Wellington CDSB	Marino Gazzola <i>Wellington CDSB</i>	2021
Region 5	London DCSB St. Clair CDSB Windsor-Essex CDSB	Linda Ward <i>St. Clair CDSB</i>	2021
Region 6	Toronto CDSB	Nancy Crawford Garry Tanuan	2022
Region 7	Dufferin-Peel CDSB	Mario Pascucci Thomas Thomas	2020
Region 8	York CDSB	Carol Cotton	2020
Region 9	Durham CDSB Peterborough, Victoria, Northumberland & Clarington CDSB Simcoe-Muskoka CDSB	Linda Ainsworth <i>Peterborough, Victoria, Northumberland & Clarington CDSB</i>	2021
Region 10	Algonquin & Lakeshore CDSB CDSB of Eastern Ontario Renfrew County CDSB	Todd Lalonde <i>CDSB of Eastern Ontario</i>	2021
Region 11	Brant Haldimand Norfolk CDSB Halton CDSB Hamilton-Wentworth CDSB Niagara CDSB	Kathy Burtnik <i>Niagara CDSB</i> Clifford Casey <i>Brant Haldimand Norfolk CDSB</i>	2021
Region 12	Ottawa CSB	Mark Mullan <i>Ottawa CSB</i>	2020

Staff

Executive

Executive Director, Nick Milanetti

Executive Assistant, Connie Araujo-De Melo

Legislation, Political Affairs, Finance

- Legislative analysis, government submissions, advocacy, finance

Director of Legislative and Political Affairs, Stephen Andrews

Policy Advisor-Finance, Dan Duszczyszyn

Labour Relations

- OCSTA is the designated employer bargaining agent for Ontario's English Catholic school boards

Director and Labour Relations Counsel, Sharon Duffy

Senior Labour Relations Professional, Percy Toop

Labour Relations Co-ordinator, Michael McPhee

Labour Relations Advisor, Jim LoPresti

Labour Relations Advisor, Ron McNamara

Communications

- Media relations, membership communications, conference and Seminar program development, community relations, website management, publications

Director of Communications, Sharon McMillan

Catholic Education

- Curriculum, faith enrichment programming, Catholic Education Week

Director of Catholic Education, Anne O'Brien

Administrative Services

- Event coordination, office management, accounting

Director of Administrative Services, Margaret Binns

Accountant, June Johnson

Administrative Support

Ashlee Cabral, Communications and Catholic Education

Pam DeNobrega, Labour Relations

Marie Palombi, Administrative Services and Legislative & Political Affairs, Finance

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Mike McDonald, Director of Education

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Gary O'Donnell, Director of Education

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John Cameron, Director of Education

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Sharon Hobin, Chairperson
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Rose Burton-Spohn, Director of Education

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Derek Haime, Director of Education

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Linda Staudt, Director of Education

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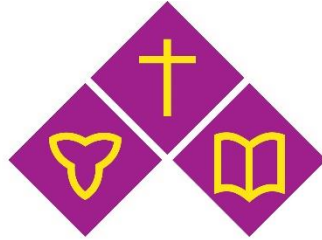
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www.ocsta.on.ca



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Ontario Catholic School
Trustees' Association

2020 ANNUAL GENERAL MEETING

RESOLUTIONS



Ontario Catholic School Trustees' Association

Our Mission

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

Our Vision

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

Explanation of Committee Recommendations & Resolution Session Procedures in a Virtual Meeting Atmosphere

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

Explanation of Committee Recommendations

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

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

Resolution Session Virtual Procedures

Delegates wishing to speak to a resolution must “**Raise their Hand**” **virtually**. The delegate’s microphone will be unmuted and they will be called upon to state their name and the name of their respective Board.

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

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

Voting on resolutions including, proxies, will be conducted by a virtual “Raised Hand” after each resolution is presented and discussed.

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

Grouped Resolutions

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

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

Resolutions Handled Individually

A. Resolutions with committee recommendations

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

B. Resolutions without committee recommendations

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

C. Amendments

Amendments relate to the “therefore be it resolved” section of the resolution and **must be submitted in writing** to the chairperson, through the Q & A Chat feature of the webinar.

The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

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

If the amendment is defeated:

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

D. Members' Discussion Rights

Under Article 5.11 (*Members Discussion Rights*), a Member may raise a matter for discussion at the Annual General Meeting. Subject to the provisions in Articles 5.10 to 5.10.5, and 5.11, the item may be addressed, and may be referred to a committee of OCSTA for further consideration, but it shall not be put to a vote at the meeting at which it has been raised.

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

Revised May 22, 2020

RESOLUTION A-20

Moved by: Patrick Daly **OCSTA Board of Directors**

Seconded by: Michelle Griepsma

Topic: Amendments to the “Amended and Restated By-law Number 2019-01, A By-law Relating Generally to the Conduct of Its Affairs” (“OCSTA By-Law”)

Whereas: the Halton CDSB now has an enrolment in excess of 35,000 FTE students, which meets the criteria for constituting a separate Region and such a Region is entitled to select one (1) Regional Director;

And Whereas: on December 6, 2019 the Board of Directors approved a motion to amend the By-Laws to alter the boundaries of Region 11 and designate an additional Region 13, and to clarify the completion of term of the two Regional Directors elected in Region 11 in 2019;

And Whereas: on December 6, 2019 the Board of Directors approved a motion to amend Article 5.11 (Members’ Discussion Right) of the OCSTA By-Laws to reflect the intent and consistency with the wording of the Explanation of Committee Recommendations & Resolution Session Procedures;

And Whereas: on February 7, 2020, by resolution # A-20, the Board of Directors approved amendments to the OCSTA By-Law to reflect such changes in Regions and Members’ Discussion Right, subject to confirmation by the Members at the next meeting of the Membership;

Therefore be it Resolved:

that the OCSTA Amended and Restated By-Law Number 2020-01 is hereby confirmed by the Members, as set out in Schedule 1 to this Resolution.

Committee Recommendation

Approve.



Amended and Restated
By-law Number 2020-01

A By-law Relating Generally to
the Conduct of Its Affairs

[Schedule 1 to Resolution A-20](#)
[Amended and Restated By-law Number 2020-01,](#)
[A By-law Relating Generally to the Conduct of Its Affairs](#)

ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

AMENDED AND RESTATED BY-LAW NUMBER 2019- 1

A By-law relating generally
to the conduct of the affairs of the
ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

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ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION

WHEREAS the Ontario Catholic School Trustees' Association (hereinafter the "**Corporation**") was incorporated by Letters Patent issued under the Ontario *Corporations Act* and dated July 30, 1969 as amended by Supplementary Letters Patent dated July 11, 1979; June 18, 1997; and January 24, 2002;

AND WHEREAS it is considered expedient to enact a new General By-law relating generally to the conduct of the affairs of the Corporation, which complies with the requirements of the Ontario *Corporations Act* and will comply with the *Not-for-Profit Corporations Act* when the latter comes into force, and repeals all former By-laws of the Corporation;

BE IT THEREFORE ENACTED and Amended as By-law ~~2019~~2020-1 of the Corporation as follows:

0. INTRODUCTION

0.1 PREAMBLE

The wisdom, sacrifices and strivings of dedicated Canadians have created and preserved for us a school system that offers a God-centred vision of life, shaped by Jesus and his gospel, and open to the signs of the times under the guidance of the Holy Spirit.

The Corporation dedicates itself to the preservation of a school system in this province conceived in this belief and dedicated to this truth. To achieve these ends, the following shall be the objectives of the Corporation.

0.2 OBJECTS

Whereas the Objects of the Corporation are:

1. TO maintain the constitutional rights of Roman Catholic School Boards and their supporters;
2. TO recommend improvements in the legislation and regulations affecting the Roman Catholic Schools of Ontario;
3. TO assist Catholic boards in attaining the highest standards in the operation of such schools by offering a medium for the exchange of information and the development of consensus among them;
4. TO promote knowledge of and appreciation for the aims and objectives of Catholic schools through conferences, meetings, exhibitions, research, publication of studies and the presentation of statements;
5. TO participate with organizations and authorities, including the Catholic Bishops of Ontario, in elaborating and advancing mutually agreeable policies in favour of Catholic education;

6. TO cooperate in other relationships established to pursue progress in education;
7. TO encourage local, regional, diocesan, provincial and national initiatives and support and/or sponsor programs apt to strengthen the competence and commitment of Catholic school trustees;
8. TO accept donations, gifts, legacies, bequests and grants in support of the aforesaid objects;
9. TO engage or participate in provincial labour negotiations on behalf of its Member Boards, or pursuant to legislation.

1. INTERPRETATION

1.1 Meaning of Words

In this By-law and in all other By-laws and resolutions of the Corporation, unless the context otherwise requires:

- 1.1.1 the singular includes the plural;
- 1.1.2 the masculine gender includes the feminine;
- 1.1.3 “**Act**”, unless qualified by the word “Education”, means the *Corporations Act*, R.S.O. 1990, c.C.38, as amended from time to time;
- 1.1.4 “**Annual Meeting**” shall mean a meeting of the Members, as defined in Section 5.1 herein;
- 1.1.5 “**Articles**” means any document or instrument that modifies the letters patent of the Corporation, including supplementary letters patent, restated articles of incorporation, articles of amendment, articles of amalgamation, articles of arrangement, articles of continuance, articles of dissolution, articles of reorganization, or articles of revival;
- 1.1.6 “**Board**” shall mean the Board of Directors for the Corporation;
- 1.1.7 “**CCSTA**” means the Canadian Catholic School Trustees’ Association;
- 1.1.8 “**CDSB**” means a Catholic District School Board in the Province of Ontario;
- 1.1.9 “**Committee**” means any committee of the Board established pursuant to this By-law but does not include the First Nation Trustees’ Advisory Council;
- 1.1.10 “**Corporation**” means Ontario Catholic School Trustees’ Association;
- 1.1.11 “**Director**” includes Elected and Regional Directors;

- 1.1.12 “**FTE**” means full time equivalent number of students calculated in accordance with Ontario Ministry of Education formulae;
- 1.1.13 “**Government Regulations**” means the regulations made under the Act or the ONCA, as applicable, as amended, as restated or in effect from time to time;
- 1.1.14 “**Member**” means an individual who is a Member of the Corporation, as defined in Section 4.1 of this By-law;
- 1.1.15 “**ONCA**” means the *Not-for-Profit Corporations Act*, S.O. 2010, c.15, as amended from time to time;
- 1.1.16 “**Ordinary Resolution**” means a resolution submitted to a meeting of Members and passed at the meeting, with or without amendment, by at least a majority of the votes cast, or consented to by a Written Resolution of the Members;
- 1.1.17 “**Past President**” means the person who is qualified as a Director, whose term of office as President has most recently expired, and who is willing to serve as such;
- 1.1.18 “**President**”, following the coming into force of the ONCA, means the Chair of the Board within the meaning of the ONCA;
- 1.1.19 “**Poll**” includes a vote in any written form;
- 1.1.20 “**Record Date**” means the date as of which the current membership of the Corporation is determined, which shall be fifty (50) days prior to the event or action to which the Record Date relates¹;
- 1.1.21 “**Region**” means a CDSB or group of CDSBs so designated for the purpose of selecting Regional Directors;
- 1.1.22 “**Regional Director**” means a Regional Director described in Section 6.1;
- 1.1.23 “**Resolution**” shall mean an Ordinary Resolution unless this By-law or the *Act* specifies otherwise;
- 1.1.24 “**Special Meeting**” shall mean a meeting of the Members as defined by Section 5.12 herein;
- 1.1.25 “**Special Resolution**” means:
- 1.1.25.1 while the Act is in force, a resolution approved by the Board and confirmed, with or without variation, by two-thirds (2/3) of the vote

¹ Under S.54(1) of the ONCA, the record date must be less than 50 days prior to the event or action to which it relates.

cast at a meeting of Members called to consider the Special Resolution, or by the consent in writing of all of the Members; and

- 1.1.25.2 following the coming into force of the ONCA, a resolution submitted to a Special Meeting duly called for the purpose of considering the resolution and passed at the meeting, with or without amendment, by at least two-thirds (2/3) of the votes cast, or consented to in writing by each Member of the Corporation entitled to vote at a meeting of the Members or by the Members' attorney.

1.2 Severability

- (1) Each of the provisions of this By-law shall be independent and severable, and the invalidity or unenforceability in whole or in part of any one or more of such provisions shall not be deemed to impair or affect in any manner the validity, enforceability or affect the remainder of the By-law, and in such event all the other provisions of this By-law shall continue in full force and effect as if such invalid provision had never been included herein.

2. **HEAD OFFICE**

2.1 Location of Head Office

The head office of the Corporation shall be in the City of Toronto in the Province of Ontario, and at such place therein as the Board may from time to time determine.

2.2 Establishment of Provincial Office by Directors

- (2) The Board shall provide for a provincial office and staff to be named, remunerated, and in all things, supervised by the duly elected Officers of the Corporation and in accordance with the requirements of this By-law.

3. **COAT OF ARMS AND CORPORATE SEAL**

3.1 Coat of Arms

The official Coat of Arms of the Corporation shall be that approved by the Executive in 1955 - a facsimile whereof is appended hereto, and the motto of the Corporation shall be "Primo Prima" - "First Things First".

3.2 Seal

- (3) The seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

4. MEMBERSHIP

4.1 Class of Membership

The Corporation shall have one class of Members.

4.2 Membership Eligibility

Subject to Section 0 of this By-law, all individuals who are currently elected Trustees of a CDSB shall be *ex officio* Members of the Corporation.²

4.3 Membership Fee

The Board shall, from time to time, fix the annual membership fee and any additional assessment fees, which shall be payable by the CDSBs of which the Members are, respectively, Trustees.

Termination of Membership

A membership ceases to exist when:

- 4.3.1 the Member ceases to be eligible under a provision of the Act or this By-law;
- 4.3.2 the CDSB for which the Member is a Trustee fails to submit the annual membership fee and any assessment fees within ninety (90) days of receiving notice of the amount due;
- 4.3.2.1 provided that the Board in its discretion may by resolution extend such time limit;
- 4.3.3 the Corporation is liquidated or dissolved.³
- 4.4.4 The termination of a membership for any reason does not affect the responsibility or the liability of their CDSB for payment on the Trustee's behalf of any membership fees or other assessment outstanding at the time of termination.
- 4.4.5 The rights of a Member, including any rights in the property of the Corporation, cease to exist on termination of the membership.⁴

² Allowable under S.48(2) of ONCA

³ These subsections are included to make applicable the operation of S.50(1) of the ONCA.

4.4 Reinstatement of Membership

Any Member whose membership has been terminated due to the non-payment of a fee or assessment shall be reinstated without further formality upon receipt by the Corporation of the amount due.

4.5 Transferral of Membership

(4) Membership is not transferrable.

5. MEETINGS OF MEMBERS

5.1 Minimum Requirement

The Corporation will hold at least one (1) meeting per year of the Members, and that shall be the Annual Meeting. Special Meetings shall be held as provided in Section 5.12 of this By-law.

5.2 Date, Time and Place of Meetings

The Annual and any Special Meetings of the Members shall be held at such time and on such day as the Board shall appoint, at the Head Office of the Corporation or elsewhere in Ontario as the Board may determine.

5.3 Admission to Meetings

Meetings of the Members shall be open only to:

5.3.1 Members eligible to vote, as defined by Section 5.4 herein;

5.3.2 Directors;

5.3.3 The auditor, if an Annual Meeting;

5.3.4 such other persons who are entitled or required under any provision of the *Corporations Act* or the ONCA (as applicable), the Articles, and/or By-Laws of the Corporation;

5.3.5 CDSB Directors of Education; and

5.3.6 CDSB Student Trustees and other Persons, if admitted at the invitation of the Chair or by Resolution of the Members.

5.4 Member Eligibility to Vote

Only those Members who are Trustees of CDSBs which have paid the annual membership and any outstanding assessment fees as of the Record Date, will be eligible to vote at a meeting of the Members.

⁴ This sentence is included to make applicable the operation of S.50(2) of the ONCA.

5.5 Voting by Members

- 5.5.1 The method of voting at any meeting of Members shall be determined by the chair of the meeting prior to any vote being taken. Each Member shall have one (1) vote on each question raised at any meeting of the Members, and all questions shall be determined by Ordinary Resolution, unless otherwise required by the By-Law, the Corporations Act or the ONCA (as applicable). In the case of an equality of votes, the vote shall be deemed to have been lost.
- 5.5.2 Notwithstanding registration at a meeting, no Member shall be entitled to vote at meetings of the Corporation unless present at such meeting in person or by proxy; for the purposes of this Section 5.5, a person is not present at the meeting unless the person (or the proxy) is physically present in the room or other space (including overflow space) in which the meeting is conducted;
- 5.5.3 At all meetings of Members every question shall be decided by a show of hands unless otherwise required by the By-Law, the *Corporations Act* or the ONCA (as applicable), or unless a ballot is required by the chair of the meeting or requested by any Member. Whenever a vote by show of hands has been taken upon a question, unless a ballot is requested, a declaration by the chair of the meeting that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Corporation is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

5.6 Ballot

A Member can demand a ballot during the meeting either before or after any vote by show of hands. If at any meeting a vote by ballot is requested on the election of a chair, it must be taken forthwith without adjournment. If a vote by ballot is requested on any other question, it shall be taken in the manner and time as the chair of the meeting directs. The result of a vote by ballot shall be deemed to be the resolution of the meeting at which it was requested. A request for a vote by ballot may be withdrawn at any time prior to the taking of the ballot.

5.7 Proxy Voting

Every Member entitled to vote at a meeting of the Members may by means of proxy appoint a proxyholder, or one or more alternate proxyholders, as the Member's nominee to attend and act at the meeting in the manner and to the extent and with the authority conferred by the proxy, the ONCA, and the Government Regulations.

A proxy must be:

- 5.7.1 in writing;
- 5.7.2 signed by the Member or the Member's Attorney,

5.7.3 be deposited with the Secretary of the Corporation no later than forty-eight (48) hours, excluding Saturdays and holidays, before any meeting or continuance of an adjourned meeting of the Members;

5.7.4 in such form as the Board prescribes; and

5.7.5 meet any additional requirements of the *Corporations Act* or regulations or the ONCA or regulations (as applicable).

A proxy shall only be valid at the meeting in respect of which it is given, or if that meeting is adjourned, at the meeting that continues the adjourned meeting.

A proxy may be revoked by a Member by depositing a written and signed revocation which must be received at the registered head office of the Corporation at any time up to and including the last business day before the meeting at which the proxy is to be used, or by depositing same with the chair of the meeting on the day of the meeting.

The Corporation shall send, or otherwise make available, the form of proxy to each Member who is entitled to receive notice of the meeting concurrently with or before giving notice of the meeting.⁵

5.8 Business at Annual Meetings

Annual Meetings shall be called by the Board and shall be held no later than fifteen (15) months after the preceding Annual Meeting on such a day and place as the Board shall determine.⁶

The agenda for the Annual Meeting shall include the following matters of business:

5.8.1 consideration of the minutes of the previous Annual Meeting;

5.8.2 consideration of any proposed By-law amendments;

5.8.3 consideration of Resolutions submitted by CDSBs in accordance with Section 5.9;

5.8.4 consideration of the financial statements of the Corporation;

5.8.5 appointment of the auditor:

5.8.6 approval of the auditor's report;

5.8.7 election of the President, Vice President, and CCSTA Representative, if an even-numbered year;

⁵ Required under Part VI of the ONCA

⁶ Required under S.52(1) of the ONCA

5.8.8 introduction of Regional Directors present; and

5.8.9 any Members' proposals, received in accordance with Section 5.9 herein.

5.9 Resolutions from CDSBs

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

5.9.1 each such Resolution shall have been received at the Head Office of the Corporation not less than sixty (60) days prior to the date of the Annual Meeting;

5.9.2 each such Resolution shall have been considered and reported upon by a Committee of the Board, or by the Board of Directors;

5.9.3 each such Resolution shall be circulated among all CDSBs not less than thirty (30) days prior to the Annual Meeting;

5.9.4 each such Resolution shall be included in the notice of the Annual Meeting; and

5.9.5 no such Resolution shall be acted upon unless approved by a majority of the votes cast at an Annual Meeting.

5.10 Members' Proposal Right

Through their CDSB, any Member entitled to vote at an Annual Meeting may give the Corporation notice of a proposal which the Member would like to have considered at the meeting.⁷

Provided that the proposal is received at least sixty (60) days prior to the date of the meeting, the Corporation shall refer it to a Committee of the Board or as determined by the Board of Directors, for review and consideration, and shall include it with the notice of the meeting sent to all Members. If the Member so requests, the Corporation shall also include a statement by the Member in support of the proposal, not to exceed 500 words, and/or the Member's name and address. The proposal, along with the Committee's report, if any, will be tabled at the Annual Meeting, at which the Member making the proposal may read aloud the resolution proposed.

Notwithstanding the above, the Corporation may refuse to send the proposal to the Members if:

5.10.1 it clearly appears that the primary purpose of the proposal is to enforce a personal claim or redress a personal grievance against the Corporation or its Directors, Officers, Members or debt obligation holders;

⁷ Required by S.56 of the ONCA

- 5.10.2 it clearly appears that the proposal does not relate in a significant way to the activities or affairs of the Corporation, as outlined in the corporate Objects; [see Article 0.2]
- 5.10.3 not more than two years before the receipt of the proposal, the Member failed to present in person or by proxy, if authorized by the By-law, at a meeting of the Members, a proposal that had been included in a notice of meeting at the Member's request;
- 5.10.4 substantially the same proposal was submitted to Members in a notice of a meeting of the Members held not more than two years before the receipt of the proposal and the proposal was defeated; or
- 5.10.5 the right conferred by this section is being abused to secure publicity.

5.11 Members' Discussion Right

Any Member entitled to vote at an Annual Meeting is entitled to raise for discussion at that meeting any matter with respect to which the Member would have been entitled to submit a proposal, subject to the conditions outlined in Sections 5.10.1 to 5.10.5.⁸ ~~5.11.1 — Provided however, and provided~~ that :

5.11.1 if such Member continues such discussion for three minutes or more, the Chair of the meeting may interrupt the Member and permit others to speak ~~and/or make any subsidiary motion related thereto~~ to the discussion item, for up to three minutes per member; and

5.11.2 no discussion item shall be put to the membership for a vote at the meeting at which it was raised for discussion.

5.12 Special Meetings

The Board, the President or the Vice President may call a Special Meeting of the Members at any time, the nature of which must be specified in the notice to call the meeting.

The President shall call a Special Meeting upon the written request of the Members of the Corporation who hold at least ten (10) per cent of the votes that may be cast at a meeting of the Members sought to be held, within twenty-one (21) days after receiving such a request, failing which any Member who signed the request may call a Special Meeting, provided that the business of the meeting as stated in the requisition does not include a matter described in Subsections 5.10.1 through 5.10.5.⁹

⁸ S.56(1)(b) of the ONCA

⁹ S.60(1)

No other business other than that which is specified in the notice shall be transacted.¹⁰

5.13 Adjournments

Members' meetings may be adjourned to any time, and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment, and an adjournment may be made notwithstanding that no quorum is present.

5.14 Quorum

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

5.15 Effect of Loss of Quorum

In the event that a quorum is lost at any meeting of Members,

5.15.1 if, in the opinion of the chair of the meeting, such loss of quorum is temporary and likely to be short-lived, the chair of the meeting shall have the authority to forthwith declare a recess for any period of time not exceeding one hour;

5.15.2 if, in the opinion of chair of the meeting, such loss of quorum is not temporary and likely to be short-lived, or having declared a recess, a quorum is not present at the end of the recess, the meeting shall stand adjourned, to be reconvened at the call of the President.

5.16 Notice of Meetings

Written notice of the time and place of a meeting, stating the nature of the business to be transacted in sufficient detail to permit a Member to form a reasoned judgement on the business, and stating the text of any Resolution to be submitted to the meeting, shall be sent to all Members entitled to receive notice, all Directors, and if an Annual Meeting then to any person appointed to conduct an audit or review engagement of the Corporation, not less than ten (10) and not more than fifty (50) days before the date on which the meeting is to take place.

No error or omission in giving notice of any meeting or any adjourned meeting of the Members shall invalidate such meeting or make void any proceedings taken thereat. Any Member may waive notice of a meeting at any time and may ratify, approve and confirm any or all proceedings taken thereat.

¹⁰ S.55(8)

5.17 Appointment of Returning Officer

- (5) Prior to every meeting of Members, the Board shall appoint a Returning Officer, and may appoint one or more Deputy Returning Officers, to supervise any vote by ballot which takes place at the meeting. The appointment of the Returning Officer (and Deputy Returning Officers, if any) may be challenged by motion prior to the first call by the chair for a vote on any question at the meeting, and if such motion is successful, an appropriate replacement shall be selected by the meeting forthwith.

5.18 Authority of Returning Officer

The Returning Officer shall have full and final authority on any question as to:

- 5.18.1 the qualifications of any person to cast a ballot;
- 5.18.2 the validity of proxies;
- 5.18.3 whether any ballot is to be counted or declared spoiled;
- 5.18.4 the counting of ballots;
- 5.18.5 the results of the balloting and announcement thereof to the meeting;
- 5.18.6 and generally over the supervision of balloting subject to any specific authority vested by this By-law in the Chairperson of the meeting;

- (6) provided that where any duty is performed by the Deputy Returning Officer, the absence or inability of the Returning Officer shall be presumed with reference thereto.

6. REGIONS

6.1 Criteria for Determining Regions and Representation

The criteria for determining the boundaries of and the representation by Regions shall be as follows:

- 6.1.1 CDSBs with a student enrolment of less than 35,000 FTE shall be grouped with other similarly sized CDSBs in a contiguous geographic area to form a Region, and such Region shall be entitled to select one (1) Regional Director if the combined student enrolment is less than 75,000 FTE, and shall be entitled to select two (2) regional Directors if the combined student enrolment is greater than 75,000 FTE;

6.1.2 CDSBs with a student enrolment in excess of 35,000 FTE but less than 75,000 FTE shall constitute a Region, and such Region shall be entitled to select one (1) Regional Director; and

6.1.3 CDSBs with a student enrolment in excess of 75,000 FTE shall constitute a Region, and such Regions shall be entitled to select two (2) Regional Directors to the Board.

where student enrolment is determined according to the most current Ministry of Education FTE data available as of October 31 of the year preceding the Annual Meeting at which Regional Directors are selected for that CDSB.

6.2 No Early Termination

6.3 An alteration to a boundary shall not result in the early termination of the term of any Director currently in office at the time of the alteration.

6.4 ~~6.2~~ Division into Regions

The Province of Ontario shall be divided into ~~twelve (12)~~ Regions for the purpose of selecting Regional Directors, and the number of Regional Directors respectively for such Region shall be as follows:

Region	Catholic District School Board	Number of Directors
1.	Huron-Superior Catholic District School Board Nipissing-Parry Sound Catholic District School Board Northeastern Catholic District School Board Sudbury Catholic District School Board	1
2.	Kenora Catholic District School Board Northwest Catholic District School Board Superior North Catholic District School Board Thunder Bay Catholic District School Board	1
3.	Northern Regions No. 1 & 2 (at large)	1
4.	Bruce-Grey Catholic District School Board Huron-Perth Catholic District School Board Waterloo Catholic District School Board Wellington Catholic District School Board	1
5.	London District Catholic School Board St. Clair Catholic District School Board Windsor-Essex Catholic District School Board	1
6.	Toronto Catholic District School Board	2
7.	Dufferin-Peel Catholic District School Board	2
8.	York Catholic District School Board	1

Region	Catholic District School Board	Number of Directors
9.	Durham Catholic District School Board Peterborough, Victoria, Northumberland & Clarington Catholic District School Board Simcoe-Muskoka Catholic District School Board	1
10.	Algonquin & Lakeshore Catholic District School Board Catholic District School Board of Eastern Ontario Renfrew County Catholic District School Board	1
11.	Brant Haldimand-Norfolk Catholic District School Board Halton Catholic District School Board Hamilton-Wentworth Catholic District School Board Niagara Catholic District School Board	2 <u>1</u>
12.	Ottawa Catholic School Board	1
<u>13.</u>	<u>Halton Catholic District School Board</u>	<u>1</u>
	TOTAL	15

6.5 ~~6.3~~ Regions to Create Offices

Each Region shall create and maintain the offices corresponding to and named, respectively, the offices listed in Subsection ~~7.1.46.3.~~

6.6 ~~6.4~~ Amendment

(7) If and whenever the criteria set out in this Article 6 so requires, the Members shall, by Special Resolution, alter the boundaries of the Regions and the number of Regional Directors accordingly, so as to take effect at the selection of Directors next following the confirmation of such Special Resolution by the Members.

6.7 ~~6.5~~ Alteration of Regional Boundaries for Other Reasons

~~In addition to Article 6.4 above,~~ Region boundaries may also be altered, ~~by Special Resolution,~~ for reasons other than those necessitated by Article 6.1, by Special Resolution provided that:

- (a) The change in Regions shall not result in any Board with an excess of 35,000 FTEs being in the same Region as any other Board, and
- (b) ~~The change in Regions shall not alter the number of Regional Directors to which any one Region is entitled~~ An alteration to a boundary shall not result in the early termination of the term of any Director currently in office at the time of the alteration.

7. BOARD OF DIRECTORS

7.1 Board Composition

The affairs of the Corporation shall be managed by a Board composed of eighteen (18) Directors, or as otherwise required by this By-law, as follows:

7.1.1 The President, who shall be elected by the Members; and

7.1.2 The Vice President, who shall be elected by the Members.

7.1.3 The Past President; and

7.1.4 ~~Fifteen (15) Directors being the incumbents for the time being of the following offices:~~ The Regional Directors currently in office, in accordance with Article 6.2.

~~7.1.4.1 Regional Director for Region One;~~

~~7.1.4.2 Regional Director for Region Two;~~

~~7.1.4.3 Regional Director for Region Three;~~

~~7.1.4.4 Regional Director for Region Four;~~

~~7.1.4.5 Regional Director for Region Five;~~

~~7.1.4.6 Regional Director A for Region Six;~~

~~7.1.4.7 Regional Director B for Region Six;~~

~~7.1.4.8 Regional Director A for Region Seven;~~

~~7.1.4.9 Regional Director B for Region Seven;~~

~~7.1.4.10 Regional Director for Region Eight;~~

~~7.1.4.11 Regional Director for Region Nine;~~

~~7.1.4.12 Regional Director for Region Ten;~~

~~7.1.4.13 Regional Director A for Region Eleven;~~

~~7.1.4.14 Regional Director B for Region Eleven;~~

~~7.1.4.15 Regional Director for Region Twelve.~~

7.2 Director Eligibility

The following persons are disqualified from being a Director:

7.2.1 A person who is not an individual;

7.2.2 A person who is under eighteen (18) years of age;

7.2.3 A person who has been found under the *Substitute Decisions Act*, S.O. 1992, c. 30 or under the *Mental Health Act* R.S.O. 1990 c. M.7 to be incapable of managing property;

7.2.4 A person who has been found to be incapable in any court in Canada or elsewhere;

7.2.5 A person who has the status of bankrupt¹¹; and

7.2.6 A person who is not a Member.

7.3 Election of President and Vice President

The President and Vice President shall be elected at Annual Meetings held in even-numbered years.

Where there are more candidates nominated than there are positions to be filled by election, there shall be an election conducted by ballot, and for this purpose, there shall be a separate ballot for the election of each of the President and the Vice President.

The Returning Officer shall report to the Members the number of ballots cast for each candidate, the total number of ballots cast, the number of spoiled ballots, and the number of ineligible ballots.

7.4 Selection Process for Regional Directors

No particular manner or method is prescribed for how each Region selects its Regional Director. The CDSBs comprising each Region, therefore, shall devise and adopt a fair, equitable and democratic process by which their Regional Director is selected in accordance with Board guidelines, provided however, that:

7.4.1 Regional Directors from CDSBs described in Section 6.1.1 shall be selected in odd-numbered years, and Regional Directors described in Sections 6.1.2 and 6.1.3 shall be selected in even-numbered years; and

7.4.2 the selection process once adopted may not be altered more frequently than every second year, and in any event not later than one hundred and eighty (180) days prior to the second Annual Meeting following the previous use of the process.

7.5 Failure to Agree upon Regional Director Selection Process

In the event that the CDSBs comprising a Region are unable to reach a consensus as to the process to be adopted for that Region for the selection of its

¹¹ 7.1.1 to 7.1.5 correspond to Sections 23(1)1 to 5 of the ONCA.

Regional Director, any CDSB within that Region may refer the selection process to the Board; and upon referral:

- 7.5.1 the Board shall give notice to the other CDSBs within that Region, requesting each to make representations to the Board within thirty (30) days after the notice, as to the selection process to be adopted;
- 7.5.2 within a further thirty (30) days, the Board shall consider all representations received from the CDSBs within that Region, and determine the process by which such Regional Director is selected;
- 7.5.3 such determination by the Board shall be final and binding for such Region and from which there is no right of appeal, but without prejudice to the right to adopt a new selection process subject to the limitations described in clause 7.4.2.

7.6 CCSTA Representative

The following shall determine the selection of the CCSTA Representatives:

- 7.6.1 in the event that the Corporation shall have the right to select only one (1) person to serve on the CCSTA Board of Directors, the Past President of the Corporation shall be the CCSTA representative;
- 7.6.2 for as long as the Corporation shall have the right to select two (2) persons to serve on the CCSTA Board of Directors, the second CCSTA Representative (in addition to the Past President of the Corporation) shall be elected in even-numbered years by the Members at the Annual Meeting;
- 7.6.3 in the event that one of the CCSTA Representatives is selected by CCSTA to serve as its president, the President of the Corporation shall appoint a Director of the Corporation in the place and stead of the person so selected to serve as a CCSTA Representative.

7.7 Termination

A Director ceases to hold office when he or she:

- 7.7.1 submits his/her written resignation to the President, specifying the date upon which it shall become effective;
- 7.7.2 becomes deceased;
- 7.7.3 ceases to be eligible to be a Director, as prescribed in this Article ~~6-56.6~~; or
- 7.7.4 is terminated as a Member, in accordance with Section 0 herein;

and an elected Director further ceases to hold office when he or she:

7.7.5 is removed by Ordinary Resolution of the Members at a Special Meeting of which notice of the intention to pass such a resolution has been given.

7.8 Vacancies

If, for any reason, there is a vacancy in the office of:

7.8.1 **President**, then the Vice President shall automatically assume the office of President for the balance of the unexpired term of office;

7.8.2 **Vice President**, then the Directors shall appoint a Regional *ex-officio* Director to assume the office of Vice President for the balance of the unexpired term of office;

7.8.3 **President and Vice President**, then the Directors shall appoint one of their number to assume each of the offices of President and Vice President for the balance of the respective unexpired terms of office;

7.8.4 **Past President**, the person who is the next most recent former President who is willing to assume the office shall automatically assume the office of Past President for the balance of the unexpired term of office; and if none, the office shall remain vacant until a person is eligible and willing to assume the office; and if none, the office shall remain vacant until the next Annual Meeting at which a new President is to be elected;

7.8.5 **Regional Director**, then the Members of the Region from which the vacancy occurred shall elect a person who is qualified to assume the office for the balance of the unexpired term, provided however that, where there is still a quorum of the Board in office and a vacancy occurs during the six months prior to a scheduled annual meeting, the election to fill such vacancy shall be deferred to such Annual Meeting.

7.8.6 **CCSTA Representative**, then the President of the Corporation shall appoint a Director of the Corporation in the place and stead of the vacated CCSTA Representative to serve for the remainder of the term.

7.9 Remuneration of Directors

The Directors shall receive no remuneration for acting as such provided that a Director may be paid reasonable expenses incurred by him or her in the performance of his or her duties.

7.10 Term

The term of office shall be for two years,

7.10.1 in the case of the President, Vice President and CCSTA Representative(s) commencing at the adjournment of the Annual Meeting at which they are elected;

7.10.2 in the case of a Regional Director, commencing at the adjournment of the first Annual Meeting following such Regional Director's selection; and

ending at the adjournment of the second Annual Meeting thereafter and when the successor in office is chosen.

7.11 Limit on Term of Office

A person is not qualified to serve, and shall not serve, for more than two (2) successive terms in any one of the positions of President, Vice President or CCSTA Representative, and for the purpose of calculating the limit on the term of office:

- 7.11.1 service in office by appointment to fill a vacancy of eighteen (18) months or longer shall be deemed to be service for one term of office; and
- 7.11.2 service in office by appointment to fill a vacancy of less than eighteen (18) months shall be deemed not to be service in office.

7.12 Nomination for President and Vice President

A nomination for the election of President and Vice President shall conform to the following requirements:

- 7.12.1 such nomination shall be in writing in a form approved from time to time by the Board and circulated among CDSBs with the notice of the Annual Meeting at which the election is to take place;
- 7.12.2 such nomination shall include the consent of the nominee, and shall identify the name of and be signed by each of the mover, seconder and nominee, each of whom shall be qualified to hold the office for which the nomination is made, and in each case identifying by name the CDSB of which such Member is a Trustee;
- 7.12.3 such nomination shall be received at the Corporation Head Office not later than twenty-one (21) days prior to the time fixed in the notice of meeting for the call to order of the first plenary session at the Annual Meeting, provided however that if no nominations within the time so limited, nominations shall remain open until but not later than two hours and fifteen minutes prior to the time fixed in the notice for the call to order of the first plenary session at the Annual Meeting;

Notwithstanding the above, a Member may nevertheless propose a nomination at the Annual Meeting, and if such a nominee consents, that nomination will be added to the slate of nominees presented to the Members for election.¹²

No member may accept the nomination for more than one office in the same election.

¹² ONCA Section 56(5)

7.13 Standard of Care of Directors

Every Director in exercising his or her powers and discharging his or her duties to the corporation shall:

7.13.1 act honestly and in good faith with a view to the best interests of the corporation; and

7.13.2 exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.¹³

Every Director will comply with the Act and its Regulations, and the Corporation's Articles, By-laws, policies and Code of Conduct.¹⁴

8. BOARD MEETINGS

8.1 Confidentiality

All information pertaining to the affairs of the Corporation which is brought before the Board, including but not limited to agenda items for Board decision, background materials relating to those decision items, staff reports, and the content of debate and discussion which takes place at Board and Board committee meetings, shall be treated by Directors as strictly confidential unless declared to be otherwise by Board resolution, pursuant to the Standard of Care owed to the Corporation.

8.2 Calling of Meetings

At least three meetings of the Board of Directors shall be held between Annual Meetings of the Members. In addition, meetings of Board of Directors

8.2.1 may be called by the President, and

8.2.2 shall be convened by the Executive Director upon direction in writing of five (5) Directors.

8.3 Regular Meetings

The Board may appoint one or more days in each year for regular meetings of the Board at a set place and time. A copy of any resolution of the Board fixing the place and time of such regular meetings of the Board shall be sent to each Director as soon as possible after being passed, but no other notice shall be required for any such regular meeting except as may be required pursuant to the *Corporations Act* or the ONCA (as applicable).

¹³ ONCA Section 43(1)

¹⁴ ONCA Section 43(2)

The Board shall hold a meeting within seven (7) days following the Annual Meeting of the Members of the Corporation for the purpose of organization, the election and appointment of officers and the transaction of any other business.

8.4 Place of Meetings

Meetings of the Board and of the Committees of the Board may be held at any place within Ontario, as designated in the notice calling the meeting.

8.5 Quorum for Meeting of Directors

A quorum for the transaction of business at meetings of the Board shall be the smallest whole number that is not less than a majority of the number of Directors, and, subject to the proviso set out in subsection 9.3.1, no business shall be transacted at any meeting unless the requisite quorum is present at the commencement of such business.

8.6 Meetings by Electronic Conference¹⁵

A Director may participate in a meeting of the Board or a committee of the Board by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting. A Director so participating in a meeting is deemed to be present at the meeting.

Provided that at the outset of each such meeting, and whenever votes are required, the Chair of the meeting shall call roll to establish quorum, and shall, whenever not satisfied that the proceedings of the meeting may proceed with adequate security and confidentiality, unless a majority of the persons present at such meeting otherwise require, adjourn the meeting to a predetermined date, time and place.

8.7 Voting

Questions arising at any meeting of the Board shall be decided by a majority vote. In the case of an equality of votes, the question shall be deemed to have been lost. At all meetings of the Board, every question shall be decided in the usual way by assent or dissent unless a poll on the question is required by the Chair or requested by any Director.

A declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.

¹⁵ Section 34(6) of ONCA allows the By-law to specify either that there may be no electronic participation, or electronic participation upon the unanimous consent of Directors, or as is provided here, that there is the right to participate electronically unless the Chair identifies a security or confidentiality concern.

8.8 Written Resolutions

Subject to the *Corporations Act* or ONCA (as applicable) a resolution in writing, signed by all the Directors entitled to vote on that resolution at a Board or Committee meeting, is as valid as if it had been passed at a meeting of the Board or Committee called, constituted and held for that purpose.

8.9 Notice of Meetings of Directors

Notice of meetings other than regularly scheduled meetings of the Board shall be given to each Director by one of the following methods:

8.9.1 by telephone, facsimile, email or other electronic method not less than twenty-four (24) hours before the meeting is to take place; or

8.9.2 by prepaid letter post not less than fifteen (15) days before the meeting is to take place,

provided however that a meeting of Directors shall be held without notice immediately following the annual meeting of the Corporation.

The statutory declaration of the Executive Director or the President that notice has been given pursuant to this By-law shall be sufficient and conclusive evidence of the giving of such notice.

No formal notice of a meeting is necessary if all the Directors are present or if those absent have signified their consent to the meeting being held without notice and in their absence.

9. CONFLICT OF INTEREST¹⁶

9.1 Disclosure Required

As required by the *Corporations Act* or the ONCA (as applicable), a Director or officer of the Corporation who:

9.1.1 is a party to a material contract or transaction, or a proposed material contract or transaction with the Corporation; or

9.1.2 is a Director, officer, or has an immediate material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation,

shall disclose to the Board, or request to have entered in the minutes of Board meetings, the nature and extent of such interest.

¹⁶ Adapted from ONCA Section 41

9.2 Timing of Disclosure

This disclosure shall be made, in the case of a Director:

- 9.2.1 at the meeting at which a proposed contract or transaction is first considered;
- 9.2.2 if the Director was not then interested in a proposed contract or transaction, at the first meeting after which the Director becomes so interested;
- 9.2.3 if the Director becomes interested after a contract is made or a transaction is entered into, at the first meeting after which they become so interested; or
- 9.2.4 if a person who is interested in a contractor transaction later becomes a Director, at the first meeting after which they become a Director,

and the disclosure shall be made in the case of an officer:

- 9.2.5 forthwith after the officer becomes aware that the contract or transaction or proposed contract or transaction is to be considered or has been considered at a meeting of Directors;
- 9.2.6 if the officer becomes interested after a contract is made or a transaction is entered into, forthwith after he or she becomes an officer;
- 9.2.7 if a person who is interested in a contract or transaction later becomes an officer, forthwith after he or she becomes an officer.

9.3 Duty After Disclosure

A Director who has an interest as defined herein shall not attend any part of a Board or Committee meeting during which the contract or transaction is being discussed, and shall not vote on any Resolution to approve the contract or transaction.

- 9.3.1 Provided that if quorum does not exist for the purpose of voting on a Resolution to approve a contract or transaction only because a Director is not permitted to be at a meeting due to a conflict of interest, the remaining Directors are deemed to constitute a quorum for the purpose of voting on that resolution.

10. OFFICERS OF THE CORPORATION

10.1 Officers

The officers of the Corporation shall be:

- 10.1.1 the President,

10.1.2 the Vice President,

10.1.3 the Past President,

each of whom shall be a Member;

10.1.4 an Executive Director who shall also be the Secretary, but shall not be a person who is a Member;

10.1.5 a Chaplain, who may but need not be a Member.

10.2 Standard of Care of Officers

The provisions of Section 7.13 apply with necessary variations to the officers of the Corporation.

10.3 Duties of the President

The President:

10.3.1 shall when present, preside as Chair at all meetings of Members of the Corporation, and at all meetings of the Board;

10.3.1.1 provided however that the President may delegate any part or parts of such duty to preside over the Annual Meeting to any person;

10.3.2 shall be a member of every Committee;

10.3.3 shall have the other powers and duties from time to time prescribed by the Board or incident to the office.

10.4 Duties of the Vice President

During the absence or inability to act of the President, the duties and powers of the office may be exercised by the Vice President. Without limiting the generality of the foregoing, when delegated by and in the absence of the President, the Vice President shall have the right to attend and to vote at all Committee meetings at which the President has the right to attend and vote. If a Vice President exercises any of those duties or powers, the absence or inability to act of the President shall be presumed with reference thereto. The Vice President shall also perform the other duties from time to time prescribed by the Board of Directors or incident to the office.

10.5 Absence of President and Vice President

In the event that either the President or the Vice President is unable to fulfil a particular obligation of the office, such officer may delegate responsibility for the task to another Director. Where the President or Vice President is unable to fulfill the duties and powers of the office, the Board may from time to time appoint another Director for that purpose. Where such other Director exercises any such

duty or power, the absence or inability of the President and the Vice President shall be presumed with reference thereto.

10.6 Duties of Executive Director

The Executive Director shall:

- 10.6.1 be the non-voting *ex officio* clerk of the Board and of every committee established by or under the By-laws of the Corporation;
- 10.6.2 attend all meetings of the Board and record all facts and minutes of all proceedings in the books kept for that purpose;
- 10.6.3 give all notices required to be given to Members and to Directors;
- 10.6.4 shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation and as are required by the Act and this By-law, the same being delivered up only when authorized by a resolution of the Board to do so and to such person or persons as may be named in the resolution; and
- 10.6.5 shall perform such other duties as may from time to time be determined by the Board.

10.7 Other Officers

The Board of Directors may appoint other officers, including without limitation, Honourary Officers and agents (and with such titles as the Board of Directors may prescribe from time to time) as it considers necessary and all such officers and agents shall have the authority and perform the duties from time to time prescribed by the Board of Directors. The Board of Directors may also remove at its pleasure any such officer or agent of the Corporation. The duties of all other officers of the Corporation appointed by the Board of Directors shall be such as the terms of their engagement call for or the Board of Directors prescribes.

10.8 Bonding of Officers

The Executive Director and any other officer, agent or employee of the Corporation who may be designated by the Directors shall furnish a bond in such amount and with such sureties as the Directors may approve. The cost of the said bonds shall be paid by the Corporation and they shall be deposited and kept as the Directors may direct.

10.9 Appointment and Duties of Chaplain

The Chaplain of the Corporation shall:

- 10.9.1 be appointed annually by the Board on the nomination of the Assembly of Catholic Bishops of Ontario;

10.9.2 invoke Divine Guidance on all meetings of the Corporation and of the Directors; and

10.9.3 encourage the Directors to bring a gospel perspective and the riches of the Catholic Tradition to current issues and decision-making.

11. COMMITTEES OF THE BOARD

11.1 Executive Committee

There shall be an Executive Committee composed of the President, Vice President and Past President with authority to act on behalf of the Board with regard to urgent matters which may arise between Board meetings, provided that all decisions taken in the absence of the Board shall be reported at the next Board meeting.

11.2 Committees Generally

Subject to the *Corporations Act* or the ONCA (as applicable), the Articles, and the By-Laws, the Board may, by Board resolution, appoint such standing and ad hoc committees as it deems appropriate from time to time and set the rules governing such committees.

11.3 Limits on Authority of Committees¹⁷

No committee, including the Executive Committee (if any), has authority to:

11.3.1 submit to the Members any question or matter requiring approval of the Members;

11.3.2 fill a vacancy among the Directors or in the office of Auditor or of a person appointed to conduct a review engagement of the Corporation;

11.3.3 appoint additional Directors;

11.3.4 issue debt obligations except as authorized by the Board;

11.3.5 approve any financial statements;

11.3.6 adopt, amend or repeal any By-Law; or

11.3.7 establish contributions to be made, or dues to be paid, by Members.

11.4 Rules Governing Committees

Except where otherwise provided in the By-laws of the Corporation, all Committees, excluding the Committee of the Whole Board and the Executive Committee, are subject to the following:

¹⁷ Required by Section 36(2) of the ONCA

- 11.4.1 a Committee shall be composed of not less than three (3) Directors;¹⁸
- 11.4.2 the committee members shall be appointed by the Board of Directors, on the nomination of the President, from among the Members of the Corporation;
- 11.4.3 the members of the Committee shall select the Committee chairperson;
- 11.4.4 a member of a Committee shall serve for a term ending at the annual meeting of Members following appointment, and is eligible for reappointment for one or more additional terms;
- 11.4.5 each Committee shall meet at least annually, and more frequently at the will of its Chairperson or as required by its terms of reference;
- 11.4.6 a Committee shall carry out such additional or amended duties or tasks as may be determined by the Board from time to time, regardless of its Terms of Reference or the Terms of Reference of any other Committee;
- 11.4.7 each Committee shall be responsible to, and shall report regularly to, the Board;
- 11.4.8 subject to any rules established by the Board, a quorum for the holding of a Committee meeting consists of the lesser of
- 11.4.8.1 a majority of a Committee, and
- 11.4.8.2 three (3) members of a Committee,
- and otherwise each Committee may establish its own rules of procedure and may appoint subcommittees;
- 11.4.9 if and whenever a vacancy exists on a Committee, the remaining Committee members may exercise all of the Committee's powers so long as a quorum remains on the Committee, but the Board shall in any event appoint a replacement to fill any vacancy as soon as practicable.

12. PROTECTION OF DIRECTORS AND OFFICERS

12.1 Directors' and Officers' Liability Exclusion

Absent the failure to act in accordance with the Standard of Care as outlined in Section 7.13 or Section 10.2 in the performance of the duties of office, and save as may be otherwise provided in any legislation or law, no present or past Director or officer of the Corporation shall be personally liable for any loss or damage or defaults of such Director or officer or of any other Director or officer or

¹⁸ Note that quorum is defined in section ~~11.4.8~~12.4.8 as requiring at least three Directors, but could be changed to a majority or two-thirds of committee members if greater flexibility is preferred.

employee, servant, agent, volunteer or independent contractor arising from any of the following:

- 12.1.1 insufficiency or deficiency of title to any property acquired by the Corporation or for or on behalf of the Corporation;
- 12.1.2 insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Corporation shall be placed out or invested;
- 12.1.3 loss or damage arising from the bankruptcy or insolvency of any person, firm or corporation including any person, firm or corporation with whom or which any monies, securities or effects shall be lodged or deposited;
- 12.1.4 loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with monies, securities or other assets belonging to the Corporation;
- 12.1.5 loss, damage or misfortune whatever which may occur in the execution of the duties of the Director's or officer's respective office or trust or in relation thereto; and
- 12.1.6 loss or damage arising from any wilful act, assault, act of negligence, breach of fiduciary or other duty or failure to render aid of any sort.

12.2 Pre-Indemnity Considerations

Before giving approval to the indemnities provided herein, or purchasing insurance as provided herein, the Board of Directors shall consider:

- 12.2.1 the degree of risk to which the Director or officer is or may be exposed;
- 12.2.2 whether, in practice, the risk cannot be eliminated or significantly reduced by means other than the indemnity or insurance;
- 12.2.3 whether the amount or cost of the insurance is reasonable in relation to the risk;
- 12.2.4 whether the cost of the insurance is reasonable in relation to the revenue available; and
- 12.2.5 whether it advances the administration and management of the property to give the indemnity or purchase the insurance.

12.3 Indemnification of Directors and Officers

Every person, (including their respective heirs, executors and administrators, estate, successors and assigns) who:

- 12.3.1 is a Director; or,
- 12.3.2 is an officer of the Corporation; or

12.3.3 is a member of a Committee; or

12.3.4 has undertaken, or, with the direction of the Corporation is about to undertake, any liability on behalf of the Corporation or any Corporation controlled by the Corporation, whether in the person's personal capacity or as a director or officer or employee or volunteer of such corporation;

shall, upon approval of the Board from time to time, be indemnified and saved harmless (including, for greater certainty, the right to receive the first dollar payout, and without deduction or any co-payment requirement) out of the funds of the Corporation, from and against all costs, charges and expenses which such person sustains or incurs:

12.3.5 in or in relation to any demand, action, suit or proceeding which is brought, commenced or prosecuted against such person in respect of any act, deed, matter or thing whatsoever, made, done or permitted or not permitted by such person, in or in relation to the execution of the duties of such office or in respect of any such liability; or,

12.3.6 in relation to the affairs of the Corporation generally,

save and except such costs, charges or expenses as are occasioned by the failure to such person to act honestly and in good faith in the performance of the duties of office, or by other wilful neglect or default.

The Corporation shall also, upon approval by the Board from time to time, indemnify any such person, firm or corporation in such other circumstances as any legislation or laws permit or require.

Nothing in this By-law shall limit the right of any person, firm or corporation entitled to indemnity to claim indemnity apart from the provisions of this By-law to the extent permitted by any legislation or law.

12.4 Insurance

The Corporation shall purchase and maintain appropriate liability insurance for the benefit of the Corporation and each person acting or having previously acted in the capacity of a Director, officer or any other capacity at the request of or on behalf of the Corporation, which insurance may include:

12.4.1 property and public liability insurance;

12.4.2 Directors' and officers' insurance; and,

12.4.3 such other insurance as the Board sees fit from time to time;

with coverage limits and with insurers deemed appropriate by the Board from time to time.

No coverage shall be provided for any liability relating to a failure to act honestly and in good faith with a view to the best interests of the Corporation.

(8)

It shall be the obligation of any person seeking insurance coverage or indemnity from the Corporation to co-operate fully with the Corporation in the defence of any demand, claim or suit made against such person, and to make no admission of responsibility or liability to any third party without the prior agreement of the Corporation.

13. CORPORATE RECORDS¹⁹

13.1 Required Records

The Corporation shall keep and maintain the following records at its registered head office:

- 13.1.1 the Corporation's Articles and By-laws, and any amendments to them;
- 13.1.2 the minutes of meetings and any resolutions of the Members;
- 13.1.3 a register of Directors, Officers, and Members;
- 13.1.4 the minutes of meetings and resolutions of the Board, and any committees of the Board;
- 13.1.5 accounting records adequate to enable the Directors to ascertain the financial position of the corporation with reasonable accuracy on a quarterly basis;
- 13.1.6 a copy of the financial statements;
- 13.1.7 consent to act as a Director of each individual who is elected as a Director of the Corporation.

13.2 Directors' Access to Records

Any such records shall be open to inspection by the Directors. Copies must be provided upon request at no cost to the Director.

13.3 Members' Access to Records

A Member, a Member's attorney or legal representative, may examine and take extracts from the records referred to in Subsections 13.1.1, 13.1.2 and 13.1.3.

Upon request and without charge, a Member may inspect any "Consent to Act as a Director" and to make a copy of it.

(9)

A Member or a Member's attorney or legal representative who wishes to examine the Register

¹⁹ In accordance with Part X of the ONCA

of the Members shall first make a request to the Corporation accompanied by a Statutory Declaration that states the name and address of the Member applicant and shall further state that the list of Members or the information contained in the Register of Members thus obtained will only be used for an effort to influence the voting of members, requisitioning a meeting of the Members, or another matter relating to the affairs of the corporation, upon receipt of which the Corporation will as soon as is practical allow the applicant access to the Register and, on payment of a reasonable fee, provide the applicant with an extract from the Register.

14. EXECUTION OF DOCUMENTS

14.1 Cheques, Drafts, Notes, Etc.

All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by the officer or officers or person or persons and in the manner from time to time prescribed by the Board.

14.2 Documents

Documents requiring execution by the Corporation may be signed by any two (2) of the President, Vice President, Secretary, or any one (1) of the foregoing together with any one (1) Director, and all documents so signed are binding upon the Corporation without any further authorization or formality. The Board may from time to time appoint any officer or officers or any person or persons on behalf of the Corporation, either to sign documents generally or to sign specific documents. The corporate seal of the Corporation shall, when required, be affixed to documents executed in accordance with the foregoing.

14.3 Books & Records

(10) The Directors shall see that all necessary books and records of the Corporation required by the By-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

15. BANKING ARRANGEMENTS

15.1 Designation of Bankers

The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Corporation, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the Corporation's banker, to have the

authority set out in the resolution, including, unless otherwise restricted, the power to,

- 15.1.1 operate the Corporation's accounts with the banker;
- 15.1.2 make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- 15.1.3 issue receipts for and orders relating to any property of the Corporation;
- 15.1.4 execute any agreement relating to any banking business and defining the rights and powers of the parties thereto; and
- 15.1.5 authorize any officer of the banker to do any act or thing on the Corporation's behalf to facilitate the banking business.

15.2 Deposit of Securities

(11) The securities of the Corporation shall be deposited for safe keeping with one or more bankers, trust companies or other financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation, and in such manner, as shall from time to time be determined by resolution of the Board and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians by the Board shall be fully protected in acting in accordance with the directions of the Board of Directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

16. FINANCIAL YEAR

16.1 Determination of Fiscal Year

(12) Until otherwise determined by resolution of the Board, the fiscal year end of the Corporation shall terminate on August 31st of each year.

17. AUDITORS

17.1 Appointment of Auditor

- (13) The Members entitled to vote shall at each annual meeting appoint an auditor qualified to conduct an audit pursuant to the requirements of the *Public Accounting Act*, 2004 to hold office until the next Annual Meeting, provided that the Directors may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed by the Members entitled to vote, or by the Board if authorized to do so by the Members entitled to vote.

18. NOTICE

18.1 Method of Notice

Except where otherwise provided in this By-law, notice shall be validly given if given by telephone, or if in writing:

18.1.1 by prepaid letter post;

18.1.2 by facsimile;

18.1.3 by e-mail; or

18.1.4 by other electronic method;

addressed to the person for whom intended at the last address shown on the Corporation's records. Any such notice shall be deemed given:

18.1.5 in the case of telephone, at the time of the telephone call;

18.1.6 in the case of letter post, on the third day after mailing; and

18.1.7 in all other cases, when transmitted.

18.2 Presumed Address of a Member

Any notice or resolution sent to a Member may be sent to such Member at the address of the CDSB for which the Member is a Trustee, whether or not such Member has provided another address to the Corporation, and so sending shall constitute notice as if the notice or resolution had been sent in an envelope individually addressed to the Member.

18.3 Computation of Time

In computing the date when notice must be given under any provision of the By-law requiring a specified number of days' notice of any meeting or other event, the date of giving the notice is, unless otherwise provided, not included.

18.4 Omissions and Errors

- (14) The accidental omission to give notice of any meeting of the Board, a Committee or Members, annual, general, regional, special meeting or other, or the non-receipt of any notice by any Director or Member or by the auditor of the Corporation or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the meeting. Any Director, Member or the auditor of the Corporation may at any time waive notice of any meeting and may ratify and approve any or all proceedings taken thereat.

19. USE OF ROBERT'S RULES OF ORDER

- (15) Subject to all requirements of law, and subject to any specific provision set out in the By-laws, meetings of the Members, the Board and Committees shall be conducted in accordance with the rules and practice contained in the current edition of *Robert's Rules of Order Newly Revised* as far as applicable.

20. AMENDMENT TO THE BY-LAWS

The Board may pass, amend or repeal this By-law by Ordinary Resolution, except where to do so is contrary to the Corporations Act or ONCA (as applicable), provided that where the Board has approved any such amendments, it shall submit same to the Members at the next Members' meeting, and the Members may confirm, reject, amend or repeal the revised By-law by Ordinary Resolution.

Any amendment to the By-law by the Board shall take effect from the date of the Ordinary Resolution of the Board, but shall cease to be in effect as of the date of the next Members' meeting if not submitted to the Members for a vote at that meeting, or if at that meeting such amendments are rejected by the Members.

- (16) Notice of any such changes, including the complete text of the previous and revised version of the By-law, must be given to the Members at least thirty (30) days before the meeting at which the amendment or amendments will be voted upon.

21. REPEAL OF PRIOR BY-LAWS

21.1 Repeal

Subject to the provisions of Section 21.2 and 21.3 hereof, all prior By-laws, resolutions and other enactments of the Corporation heretofore enacted or made are repealed.

21.2 Exception

The provisions of Section 21.1 shall not extend to any By-law or resolution heretofore enacted for the purpose of providing to the Board the power or authority to borrow.

21.3 Proviso

(17) Provided however that the repeal of prior By-laws, resolutions and other enactments shall not impair in any way the validity of any act or thing done pursuant to any such repealed By-law, resolution or other enactment.

22. EFFECTIVE DATE

22.1 Coming into force

This By-law shall come into force with no further formality on the later of:

22.1.1 the date approved by Ordinary Resolution, or

22.1.2 the coming into force of the Ontario *Not-for-Profit Corporations Act*.

ENACTED as a By-law of the **Ontario Catholic School Trustees' Association** and sealed

with the corporate seal the 9th day of May, 2019, 2020.



Beverley Eckensweiler
President



Nick Milanetti
Secretary

CONFIRMED by the Members in accordance with the *Not-For-Profit Corporations Act* (Ontario)

on the 26th day of April, 2019, 2020.





~~Beverley Eckensweiler~~

President

~~Nick Milanetti~~

Secretary

MOTION TO DEAL WITH RESOLUTIONS IN GROUPS

MOVED BY: _____

SECONDED BY: _____

THAT: **the grouping of the Resolutions be approved.**

RESOLUTIONS # 1-6

That OCSTA develop an Ad Hoc Committee comprised of up to 7 members of the OCSTA Board of Directors to consider and research resolutions 1-6 and other governance and operating issues relating to OCSTA.

RESOLUTION 1-20

Moved by: Trustee Mario Pascucci

Dufferin-Peel CDSB

Seconded by: Trustee Luz Del Rosario

Topic: **OCSTA Vote Allocation**

Whereas: OCSTA is comprised of 234 elected trustees representing the 29 publicly funded Catholic English language school boards in the province of Ontario; and

Whereas: OCSTA is managed by a board of directors consisting of a president, a vice-president, a past president and 15 additional trustees elected from 12 Regions; and

Whereas: OCSTA's 15 Regional Directors are elected by trustees in each membership Region of the province; and

Whereas: each trustee is entitled to an individual vote at the Annual General Meeting; and

Whereas: the current management structure limits the ability to ensure equitable representation by student population from all Regions of the province;

Therefore, be it Resolved that:

OCSTA strike a committee to review its voting structures, including the process to elect its president and vice-president, with a view to promoting regular and equal representation based on student population as well as from all Regions of the province of Ontario (as defined by OCSTA By-law No. 2014-01).

Committee Recommendation

That OCSTA develop an Ad Hoc Committee comprised of up to 7 members of the OCSTA Board of Directors to consider and research resolutions 1-6 and other governance and operating issues relating to OCSTA.

RESOLUTION 2-20

Moved by: Markus de Domenico

Toronto CDSB

Seconded by: Ida Li Preti

Topic: OCSTA Membership Fee Structure

Whereas: the Ontario Catholic School Trustees' Association (OCSTA) provides Board of Trustees of the Catholic Boards with valuable supports and programs; and

Whereas: OCSTA has an overly complex fee structure that determines the fee each Catholic Board will pay for membership; and

Whereas: this fee structure is seen as excessively expensive for the larger Boards; and

Whereas: the fee structure causes inequities and friction between the larger and smaller of the 29 Catholic Boards; and

Whereas: unity and solidarity of the Catholic Boards of Trustees is essential for stability, growth and the promotion of Catholic Education in Ontario;

Therefore be it Resolved that:

OCSTA commission a study to be conducted by an independent organization to research and recommend how OCSTA determines its membership fees with the view of bringing greater equity to the fees between all Boards.

Be it Further Resolved that:

The report be delivered to the membership in time for the 2021 Annual General Meeting.

Committee Recommendation

That OCSTA develop an Ad Hoc Committee comprised of up to 7 members of the OCSTA Board of Directors to consider and research resolutions 1-6 and other governance and operating issues relating to OCSTA.

Moved by: Vincent Iantomasi

Halton CDSB

Seconded by: Marvin Duarte

Topic: **Amendment to OCSTA By-Law relating to Class of Membership and Criteria for Determining Regions and Representation**

Whereas: for the purpose of defining a CDSB size based on enrolment so as to establish the number of Regional Directors that would represent their respective regions based on size;

Whereas: for the purpose of re-establishing the enrolment total which previously was set at 75,000 down to 70,000 in order to increase regional representation from one (1) to two(2);

Therefore be it Resolved:

That there be a change in Class of Membership to define membership according to the size of boards by student enrolment;

That Article 6.1 Criteria for Determining Regions and Representation of the OCSTA By-Law be revised to read as follows:

6.1.1. CDSBs with a student population less than 34,999 FTE shall be defined as a “small” board.

CDSBs shall be grouped with other similarly sized CDSBs in a contiguous geographic area to form a Region, and such Region shall be entitled to select one (1) Regional Director, if the combined student enrolment is less than 69,999 FTE and shall be entitled to select two (2) Regional Directors if the combined student enrolment is greater than 70,000 FTE.

6.1.2. CDSBs with a student enrolment in excess of 35,000 FTE but less than 69,999 FTE shall be defined and constitute as a medium size Region and as such the medium size Region shall be entitled to select one (1) Regional Director; and

6.1.3. CDSBs with a student enrolment in excess of 70,000 FTE shall be defined as a large size Region and as such the large size Region shall be entitled to two (2) Regional Directors; and shall be entitled to add one (1) Director after surpassing 90,000 FTE.

Committee Recommendation

That OCSTA develop an Ad Hoc Committee comprised of up to 7 members of the OCSTA Board of Directors to consider and research resolutions 1-6 and other governance and operating issues relating to OCSTA.

RESOLUTION 4-20

Moved by: Vincent Iantomasi **Halton CDSB**

Seconded by: Marvin Duarte

Topic: Amendments to the “Amended and Restated By-law Number 2019-01, A By-law Relating Generally to the Conduct of Its Affairs (“OCSTA By-Law”)

Whereas: A Member, A Member’s attorney or legal representative, who wishes to examine and take extracts from the Register should to do so via the respective “Regional Director” to the Corporation;

Whereas: The Association’s fiscal year end is currently September 1 to August 31;

Whereas: the fiscal year end align with the Ministry’s mandated reporting cycle;

Whereas: for the purpose of synchronizing the CDSBs year December 1 to November 30 with the Association’s (OCSTA) fiscal year;

Therefore be it Resolved:

That: Article 13.3 of the OCSTA By-Law be amended to allow a Member, A Member’s attorney or legal representative, who wishes to examine and take extracts from the Register to do so via the respective “Regional Director” to the Corporation accompanied by a Statutory Declaration that states the name and address of the Member applicant; and

That: Article 16.1, Determination of Fiscal Year be amended to read as follows: Until otherwise determined by resolution of the Board, the fiscal year end of the Corporation shall terminate on November 30th of each year.

Committee Recommendation

That OCSTA develop an Ad Hoc Committee comprised of up to 7 members of the OCSTA Board of Directors to consider and research resolutions 1-6 and other governance and operating issues relating to OCSTA.

RESOLUTION 5-20

Moved by: Angela Kennedy

Toronto CDSB

Seconded by: Joseph Martino

Topic: Association Name Change

Whereas: the coterminous School Board association is called School Board association not Trustee association; and

Whereas: the Board of Directors of the Ontario Catholic School Trustees' Association (OCSTA) is composed of Trustee representatives of their School Board and the representatives report to their board of Trustees, not to individual Trustees; and

Whereas: OCSTA's seat at the Education Labour Negotiating Table is as representative of the Catholic School Boards not of the Trustees; and

Whereas: the primary mandate of the Association is to enhance and protect Catholic Education in the Province of Ontario, not to enhance the status of a Trustee; and

Whereas: the Association provides professional development for Trustees to ensure better governance of the School Boards; and

Whereas: for clarity purposes it is important that the name of any association reflect with accuracy the entity who they are named for, and who they represent;

Therefore be it Resolved that:

OCSTA conduct a full consultation and provide members with options for a name change reflecting the true purpose of the Association in time for the 2021 Annual General Meeting.

Committee Recommendation

That OCSTA develop an Ad Hoc Committee comprised of up to 7 members of the OCSTA Board of Directors to consider and research resolutions 1-6 and other governance and operating issues relating to OCSTA.

RESOLUTION 6-20

Moved by: Wendy Price

Waterloo CDSB

Seconded by: Melanie Van Alphen

Topic: **Term Limit for Regional Directors**

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.

Committee Recommendation

That OCSTA develop an Ad Hoc Committee comprised of up to 7 members of the OCSTA Board of Directors to consider and research resolutions 1-6 and other governance and operating issues relating to OCSTA.

BACKGROUND FOR RESOLUTIONS 1-6



Ontario Catholic School
Trustees' Association



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

May 25, 2020

MEMORANDUM

TO: All Trustees
- All Catholic District School Boards

FROM: Patrick J. Daly, Resolutions Committee Chair

SUBJECT: Resolutions 1-20 to 6-20

On March 3, 2020 the Resolutions Committee met to review in detail all resolutions received for the 2020 Annual General Meeting.

In reviewing the resolutions, the committee unanimously passed a motion to establish an “Ad Hoc” Committee to review 6 resolutions that have come forward regarding the operations and governance of OCSTA. Those 6 resolutions are:

- Res. 1-20 – OCSTA Vote Allocations
- Res. 2-20 – OCSTA Membership Fee Structure
- Res. 3-20 – By-Law Amendments
- Res. 4-20 – Class of Membership and Regional Representation
- Res. 5-20 – Association Name Change
- Res. 6-20 – Term Limit for Regional Directors

The Ad Hoc Committee will be comprised of up to 7 members from the Board of Directors. The Committee will include representation from small, medium and large boards and will include the table officers. The Ad Hoc Committee will meet to discuss, review and research issues as they relate to the above mentioned resolutions. The Ad Hoc Committee will report back to the Board of Directors and to the membership at the 2021 AGM.

If you have any questions, please do not hesitate to contact Nick Milanetti, Executive Director
nmilanetti@ocsta.on.ca.

RESOLUTIONS # 7-11

APPROVE

Moved by: Trustee Luz del Rosario

Dufferin-Peel CDSB

Seconded by: Trustee Bruno Iannicca

Topic: **Funding for Students with Diverse Learning Needs, including Special Education Needs**

Whereas: The principles of the draft ministry resources *Learning for All: K-12*, the aligned Inter-Ministerial Provincial Transition Framework and commitments to supporting successful transitions for all students (PPM 156) are founded on beliefs that all students can succeed and that student well-being, achievement, student voice and engagement need to be supported in an inclusive learning environment; and

Whereas: School boards continue to be challenged in their ability to design effective school and system improvement plans when funding and other pressures may arise in delivering a ministry-mandated criterion-referenced curriculum with related expected practices while adhering to a universal design for learning approach which honours success for all through personalized instruction; and

Whereas: Building capacity of staff through professional learning in support of all diverse learners is critical to student well-being and student achievement; and

Whereas: The Ministry of Education, Ministry of Child and Youth Services and Ministry of Health's mental well-being, special education and renewed mathematics strategies will need sustainable commitments to keep pace with growth communities and to respond to changing needs; and

Whereas: School boards continue to be faced with challenges related to providing specialized programming, support and human resources to ensure that all students achieve their fullest potential;

Therefore be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to review on-going equitable and sustainable funding and continue to address the changing nature and complexity of student needs and required supports by providing adequate funding that reflects the actual need and not just a reallocation of funding from other budget lines.

Committee Recommendation

Approve.

RESOLUTION 8-20

Moved by: Trustee Darryl D’Souza

Dufferin-Peel CDSB

Seconded by: Trustee Mario Pascucci

Topic: **Student Transportation Funding**

Whereas: Funding for student transportation by the Ministry of Education has not been reviewed in a comprehensive manner for several years; and

Whereas: The provision of student transportation services is paramount in ensuring school safety and safe arrival of students to and from school; and

Whereas: Issues related to driver retention, late bus routes and cancelled bus routes have impacted many families who rely on student transportation services to transport their children, including some of our most vulnerable students with special needs; and

Whereas: Costs associated with transportation have increased substantially across the province (i.e., fuel costs, cap and trade program, fleet costs, etc.); and

Whereas: Cost adjustment increases have been provided only to school boards with transportation deficits;

Therefore, be it Resolved that:

The Ontario Catholic School Trustees’ Association petition the Ministry of Education to review transportation funding in an effort to increase funds to allow school boards to provide a level of service that meet the needs of all eligible students and families within their respective districts.

Committee Recommendation

Approve.

RESOLUTION 9-20

Moved by: Trustee Sharon Hobin

Dufferin-Peel CDSB

Seconded by: Trustee Anna da Silva

Topic: **Parent Reaching Out (PRO) Grants**

Whereas: The Ministry of Education recognizes and acknowledges that parents are a key part of their children's learning and has supported Parent Reaching Out (PRO) Grants to school councils since 2006; and

Whereas: PRO Grants are designed to support parents in identifying barriers to parent engagement in their community and to find local solutions to involve more parents in support of student achievement and well-being; and

Whereas: Catholic School Councils rely on the PRO Grants to offset the costs of parent engagement events; and

Whereas: The Ministry of Education has reduced funding for a number of programs, including the PRO grants; and

Whereas: The long-term effects of this funding reduction will have a detrimental effect on parent council activity and support of increased community engagement;

Therefore be it Resolved that:

OCSTA advocate on behalf of Catholic School Councils to increase the PRO Grant funding to support Catholic School Councils in providing community engagement activities, outreach programs and opportunities to keep families informed and active in their children's education experience.

Committee Recommendation

Approve.

RESOLUTION 10-20

Moved by: Trustee Mario Pascucci

Dufferin-Peel CDSB

Seconded by: Trustee Darryl D’Souza

Topic: **Technology Funding**

Whereas: technology is progressively more prevalent and infused throughout curriculum delivery; and

Whereas: technology is increasingly linked to equity of access and student engagement; and

Whereas: the Ministry of Education funding for technology and related infrastructure fluctuates from year to year and previously provided Technology Learning Funds (TLF) have been discontinued; and

Whereas: board technologies, related programs, and overall board infrastructure need to be updated and/or replaced on a regular basis, particularly vis-à-vis aging hardware; and

Whereas; the Grants for Student Needs (GSN) funding does not address technology needs for corporate functions, including Financial, Plant and Maintenance work order systems, payroll systems, student information systems and Human Resources and Employee Relations reporting; and

Whereas: the Ministry of Education has a stated focus on increasing the amount of e-learning in secondary schools;

Therefore be it Resolved that:

OCSTA petition the Ministry of Education to support learning through sustainable technology and infrastructure funding. Aligned to the province’s focus on modernizing learning and modernizing classrooms, school boards would benefit from increased and stable funding to support technology priorities.

Committee Recommendation

Approve.

RESOLUTION 11-20

Moved by: Trustee Bruno Iannicca

Dufferin-Peel CDSB

Seconded by: Trustee Sharon Hobin

Topic: **Funding for Retrofitting/Renovating Schools**

Whereas: Keeping schools in a state of good repair is essential to providing safe and healthy learning environments for students and staff; and

Whereas: Funding levels for school renewal, repairs and retrofits have not been sufficient to reduce the overall deferred maintenance backlog; and

Whereas: Stable and reliable school renewal funding is necessary to make strategic, long-term investments to ensure that learning environments can support high levels of student achievement and well-being; and

Whereas: Effective July 3, 2018, the Ministry of Education announced the cancellation of the Greenhouse Gas Reduction Fund, which served as an important source of funding to replace, renew and install energy efficient building components, thereby enabling school boards to reduce greenhouse gas emissions; and

Whereas: Retrofits and renovations in schools are necessary to support modernized, 21st century learning and technologies that will enable our students to have the knowledge and skills required for advanced education and careers of the future;

Therefore be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to provide stable, reliable multi-year funding to support school renewal, renovations and retrofits that will keep schools in a state of good repair and provide students and staff with environments to support 21st century learning.

Committee Recommendation

Approve.

RESOLUTIONS # 12-15

**APPROVE & REFER TO
POLITICAL ADVOCACY COMMITTEE**

RESOLUTION 12-20

Moved by: Trustee Murphy

ALCDSB

Seconded by: Trustee Shea

Topic: **Broadband Modernization Program & E-Learning Strategy**

Whereas: the Broadband Modernization Program designed to enhance broadband services for students was announced in a Ministry of Education memo on October 21, 2016; and

Whereas: the Ministry of Education's new vision for education cites that this project will be completed by 2021-22 which will include all boards, schools and students; and

Whereas: completion of the Broadband Modernization Program is necessary to reduce barriers to internet access in rural and remote communities, and to provide equitable access to communities encountering socio-economic disadvantages; and

Whereas: the Ministry of Education's new vision for education cites secondary students take a minimum of two e-learning credits out of the 30 credits to fulfill the requirements for achieving an Ontario Secondary School Diploma; and

Whereas: these changes will be phased in, starting in 2020-2021;

Therefore be it Resolved that:

OCSTA petition the Ministry of Education to re-think its vision for e-learning given the conflict in completion and start dates for the Broadband Modernization Program and the e-learning strategy respectively. In addition, to strongly consider the socio-economic realities of rural, remote, and disadvantaged communities in having unfettered access to the internet and the technology to meet the standard set out in the new e-learning mandate.

Committee Recommendation

Approve and Refer to Political Advocacy Committee.

RESOLUTION 13-20

Moved by: Trustee John Curry

Ottawa Catholic School Board

Seconded by: Trustee Cindy Simpson

Topic: **Price on Pollution Funding**

Whereas: Ontario students are passionate about protecting the environment and taking action on climate change; and

Whereas: the federal government wants to provide some of the revenue generated by its “price on pollution” carbon tax initiative to support energy efficiency investments in elementary and secondary schools in Ontario; and

Whereas: such revenues will allow school boards to save funds that would otherwise be spent on such retrofit and upgrade projects, allowing funds to be re-invested in other activities to help students;

Therefore be it Resolved that:

The Ontario Catholic School Trustees Association (OCSTA) urge the provincial government to commit to flowing this available federal funding through to school boards to help combat climate change and protect the environment.

Committee Recommendation

Approve and refer to Political Advocacy Committee.

RESOLUTION 14-20

Moved by: Trustee John Curry **Ottawa Catholic School Board**

Seconded by: Trustee Glen Armstrong

Topic: **PsychoEd Assessments and Fetal Alcohol Spectrum Disorder**

Whereas: four percent of Ontario residents are affected by Fetal Alcohol Spectrum Disorder (FASD) which is a brain-based permanent and silent disability; and

Whereas: the cause is known to be the use of alcohol at any time during pregnancy; and

Whereas: FASD carries an unfair stigma for mothers who are considered to be at fault despite being unaware of alcohol's role in causing FASD; and

Whereas: cognitive and behavioral deficiencies are caused due to damage related to alcohol use to the brain's impulse control development in pregnancy; and

Whereas: a PsychoEd Assessment is needed before genetic testing for FASD can be performed;

Therefore be it Resolved that:

The Ontario Catholic School Trustees Association (OCSTA) petition the provincial government to facilitate a streamlined, faster and better funded process for PsychoEd Assessments for those believed to be living with FASD

And furthermore that the provincial government undertake a comprehensive and widespread public education awareness program about FASD

And furthermore that the provincial government facilitate the efforts of school boards to offer workshops for teachers and staff about FASD, its symptoms and its treatment.

Committee Recommendation

Approve and refer to Political Advocacy Committee.

RESOLUTION 15-20

Moved by: Trustee John Curry **Ottawa Catholic School Board**

Seconded by: Trustee Brian Coburn

Topic: **Single Use Plastics**

Whereas: plastics are detrimental to the environment, both in their manufacture and in their enduring after life; and

Whereas: single-use plastics compound these environmental hazards; and

Whereas: there are viable alternatives to the use of single-use plastics that are more environmentally friendly such as paper straws, and

Whereas: plastic straws are often referred to as Plastic Enemy No. 1; and

Whereas: most plastic products are made using fossil fuels which have detrimental environmental impacts themselves; and

Whereas: according to the federal government only 11 percent of all plastics are recycled in Canada; and

Whereas: recycling is not the ultimate answer; and

Whereas: the real answer is avoiding the making of single-use plastics in the first place; and

Whereas: Catholic schools are called to be wise stewards of God's creation;

Therefore be it Resolved that:

The Ontario Catholic Schools Trustees Association petition the provincial government to assist in the elimination of single-use plastics in schools by putting more resources toward the support of environmental stewardship in schools.

Committee Recommendation

Approve and refer to Political Advocacy Committee.

RESOLUTIONS # 16-17

**RECEIVE & REFER TO
LABOUR RELATIONS COMMITTEE**

RESOLUTION 16-20

Moved by: Trustee Murphy

ALCDSB

Seconded by: Trustee Shea

Topic: **Executive Compensation**

Whereas: the Compensation Framework Regulation (O. Reg. 406/18) under the Broader Public Sector Executive Compensation Act, 2014 freezes executive compensation as of August 13, 2018; and

Whereas: the Education sector had done considerable work at great expense to comply with the prior regulation to rectify freezes in compensation since 2010; and

Whereas: the President of the Treasury Board was required to review the new regulation again before June 7, 2019; and

Whereas: the new framework cites that executive compensation be the sum of salary and performance pay;

Therefore be it Resolved that:

OCSTA petition the Ministry of Education and the Treasury Board to work with ECCODE and OCSTA to develop a mutually acceptable compensation framework in a timely fashion so that boards can continue to build leadership capacity, nurture greater retention and create recruitment opportunities for senior staff.

Committee Recommendation

Receive and refer to Labour Relations Committee.

RESOLUTION 17-20

Moved by: Trustee Luz del Rosario

Dufferin-Peel CDSB

Seconded by: Trustee Sharon Hobin

Topic: **Hard Caps in Kindergarten Classes**

Whereas: School boards are staffing Kindergarten classes based on an average class size of 26; and

Whereas: School boards across the province are experiencing inequitable distribution of students in Kindergarten classes; and

Whereas: Some classes are very small, with less than 16 students, so that a Designated Early Childhood Educator is not required; and

Whereas: School Boards are dealing with safety issues in large Kindergarten classes;

Therefore, be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to impose a hard cap for Kindergarten classes and funding to sustain increased space requirements within schools to ensure equitable, consistent staffing in all Kindergarten classes.

Committee Recommendation

Receive and refer to Labour Relations Committee.

RESOLUTIONS # 18-21

**RECEIVE & REFER TO
POLITICAL ADVOCACY COMMITTEE**

RESOLUTION 18-20

Moved by: Trustee Murphy

ALCDSB

Seconded by: Trustee Shea

Topic: **OSAP Access for Certification Program Students**

Whereas: Certification programs for adult students (such as Personal Support Worker programs) administered by school boards support a provincial goal of opening multiple pathways to employment and result in the same certification as students attending private career colleges and community colleges; and

Whereas: Students who attend certification programs administered by school boards are required to pay fees to cover supplies, materials, and component certifications similar to programs administered by private career colleges and community colleges; and

Whereas: The lower average tuition fees charged by certification programs administered by school boards (as compared with private career colleges and community colleges) means that these programs provide equitable access to employment training; and

Whereas: Students in the same certification programs administered by private career colleges and community colleges are eligible to apply for Ontario Student Assistance Program (OSAP) support, but students in certification programs administered by school boards are not;

Therefore be it Resolved that:

OCSTA petition the Ministry of Education and the Ministry of Colleges and Universities to reform OSAP eligibility requirements such that students pursuing a certification program administered by a school board have equitable access to OSAP applications in comparison with students of the same programs in private career colleges or community colleges.

Committee Recommendation

Receive and refer to Political Advocacy Committee.

RESOLUTION 19-20

Moved by: Wendy Price **Waterloo CDSB**
Seconded by: Melanie Van Alphen
Topic: **Teacher Learning and Leadership Program (TLLP)**

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.

Committee Recommendation

Receive and refer to Political Advocacy Committee.

RESOLUTION 20-20

Moved by: Tracey Weiler

Waterloo CDSB

Seconded by: Kevin Dupuis

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

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

Receive and refer to Political Advocacy Committee.

RESOLUTION 21-20

Moved by: Trustee Brea Corbet

Dufferin-Peel CDSB

Seconded by: Trustee Frank Di Cosola

Topic: **Qualified French Teacher Recruitment & Retention**

Whereas: School boards across the province are experiencing persistent challenges with the recruitment of qualified French Teachers; and

Whereas: Regulation 274 stipulates that all new teachers must be placed on the occasional teachers list for daily supply work as one of the eligibility requirements for full time consideration, limiting school boards' ability to attract permanent teachers who are qualified to teach French; and

Whereas: Catholic District school boards have a smaller pool for recruitment of teachers as they must be Catholic and qualified to teach French; and

Whereas: Teachers are able to request assignments outside of French (within their areas of qualification) as soon as they are offered permanent placement; and

Whereas: All school boards have difficulty in recruiting and retaining teachers who are qualified to teach French in volumes that are consistent with the increasing demand for the expansion of French language programs across the province;

Therefore, be it Resolved that:

The Ontario Catholic School Trustees' Association petition the Ministry of Education to review Regulation 274 – Hiring Practices and the additional constraints it places on school boards with regard to the recruitment of teachers who are qualified to teach French, so as to explore regulatory changes with respect to hiring practices in the area of French instruction that would address the shortage of teachers qualified to teach French.

Committee Recommendation

Receive and refer to Political Advocacy Committee.

RESOLUTION # 22

**TO BE HANDLED INDIVIDUALLY
APPROVE AND REFER TO CETE**

RESOLUTION 22-20

Moved by: Norm Di Pasquale

Toronto CDSB

Seconded by: Mario Rizzo

Topic: **Eco School Catholic Board Partnership**

Whereas: EcoSchools is an environmental education and certification program for grades K-12 that helps school communities develop both ecological literacy and environmental practices to become environmentally responsible citizens and reduce the ecological footprint of schools; and

Whereas: many municipalities in Ontario have declared a climate emergency; and

Whereas: some Ontario Catholic School boards have achieved 100% Eco School certification, while other boards are just getting started; and

Whereas: boards with little experience with Eco Schools will benefit from learning from boards that have had success getting their schools certified;

Therefore be it Resolved that:

Ontario Catholic School Boards collaborate and share best practices on getting schools Eco School certified.

Be it Further Resolved that:

This motion be referred to the OCSTA Catholic Education and Trustee Enrichment Committee for implementation.

Committee Recommendation

Approve and refer to Catholic Education and Trustee Enrichment Committee.

OCSTA 2019 Resolutions Status Chart

	Board	Topic	AGM Decision	Action Taken	Status
A-19	OCSTA Board	Amendment to the “ <i>Amended and Restated By-law Number 2016-1, A By-law Relating Generally to the Conduct of Its Affairs</i> ” (“OCSTA By-Law”)	Approve	<i>By-Laws were amended</i>	<i>Complete</i>
1.	Hamilton-Wentworth	Accuracy of Municipal Voter Lists	Approve	<i>OCSTA holding ongoing discussions with MPAC, Ministry of Finance and Clerks & Treasurers Assoc. of Ontario Letter to originating Board Feb. 26, 2020</i>	<i>Ongoing</i>
2.	Simcoe Muskoka	Property Tax – School Board Support	Approve	<i>OCSTA continues to lobby MPAC, Ministry of Finance, Clerks & Treasurers Assoc. of Ontario & the Canada Law Society. Letter to originating board Feb 25, 2020</i>	<i>Ongoing</i>
3.	Waterloo	Parent Reaching out Grants	Approve	<i>Included in the Annual Finance Brief & GSN Consultation Paper. OCSTA petitioned the Ministry of Education to continue to fund PRO grants and share examples of innovative initiatives.</i>	<i>Complete</i>
4.	Dufferin-Peel	Funding for Retrofitting/Renovating Schools	Approve	<i>Included in the Annual Finance Brief & GSN Consultation Paper.</i>	<i>Complete</i>
5.	Dufferin-Peel	Funding for Students with Diverse Learning Needs, Including Special Education	Approve	<i>Included in the Annual Finance Brief & GSN Consultation Paper.</i>	<i>Complete</i>
6.	Simcoe Muskoka	Special Education	Approve	<i>Included in the Annual Finance Brief & GSN Consultation Paper.</i>	<i>Complete</i>
7.	Dufferin-Peel	Student Transportation Funding	Approve	<i>Included in the Annual Finance Brief & GSN Consultation Paper.</i>	<i>Complete</i>
8.	Dufferin-Peel	School Bus Driver Retention Concerns	Approve	<i>Included in the Annual Finance Brief & GSN Consultation Paper.</i>	<i>Complete</i>
9.	Ottawa	Equity Regarding System/Department Principals	Approve and refer to Labour Relations Committee	<i>Ministry of Education is aware of OCSTA concerns</i>	<i>Ongoing</i>
10.	Dufferin-Peel	Occasional Teacher Costs	Approve and refer to Labour Relations Committee	<i>Concerns have been raised with Ministry officials and articulated in bargaining. OCSTA continues to raise and advocate on the issue.</i>	<i>Ongoing</i>
11.	Peterborough VNC	Cybersecurity in School Boards	Approve and refer to Political Advocacy Committee	<i>Included in the Annual Finance Brief.</i>	<i>Complete</i>
12.	Simcoe Muskoka	Economic Realities with Capital Projects	Approve and refer to Political Advocacy Committee	<i>Included in the Annual Finance Brief.</i>	<i>Complete</i>
13.	Dufferin-Peel	Parent Reaching Out (PRO) Grants	Approve and refer to Political Advocacy Committee	<i>Included in the Annual Finance Brief.</i>	<i>Complete</i>
14.	Ottawa	Perceived threat to Security	Approve and refer to CETE	<i>School boards were surveyed and it was determined that this is not a provincial issue. A letter was sent to the submitting Board October 28, 2019.</i>	<i>Complete</i>

OCSTA 2019 Resolutions Status Chart

	Board	Topic	AGM Decision	Action Taken	Status
15.	Dufferin-Peel	Daily Occasional Teacher Roster Caps <i>Same resolution was considered at 2018 AGM. It was received and referred to Labour Relations Committee.</i>	Receive and refer to Labour Relations Committee	<i>Matter raised and discussed with Crown partners and OECTA. Ultimately, this did not form part of the agreement.</i>	Complete
16.	Dufferin-Peel	Hard Caps in Kindergarten Classes	Receive and refer to Labour Relations Committee	<i>Ministry of Education has made new regulations on class size and has clearly articulated no intentions to alter kindergarten class size. Letter to Board.</i>	Complete
17.	Northwest	Regulation 274 Fair Hiring Practice	Receive and refer to Labour Relations Committee	<i>OECTA agreement provides for more flexible hiring for 35% of permanent positions without seniority considerations, and including candidates from outside the board.</i>	Complete
18.	Dufferin-Peel	Ontario Regulation 274/12 Hiring Practices	Receive and refer to Labour Relations Committee	<i>OECTA agreement provides for more flexible hiring for 35% of permanent positions without seniority considerations, and including candidates from outside the board. .</i>	Complete
19.	Dufferin-Peel	Qualified French Teacher Recruitment & Retention	Receive and refer to Labour Relations Committee	<i>OECTA agreement provides more flexibility in hiring; the parties have agreed to a committee to review secondary qualifications requirements.</i>	Complete
20.	Dufferin-Peel	Support Staff Recruitment and Retention	Receive and refer to Labour Relations Committee	<i>Terms and conditions of employment are a matter of negotiation with bargaining agencies; we believe the terms reached are fair and reasonable, and consistent with market norms.</i>	Complete
21.	Simcoe Muskoka	Chronic Shortage of Occasional Staff for Teachers, Early Childhood Educators and Educational Assistants, and Its Impact on Learning	Receive and refer to Labour Relations Committee	<i>To the extent that this is related to Regulation 274, the matter is subject to ongoing collective bargaining. Letter to Board May 8.</i>	Ongoing
22.	Waterloo	Capital Priorities Program	Receive and refer to Political Advocacy Committee	<i>Included in Annual Finance Brief and GSN Consultation. Letter sent to originating Board February 6, 2020.</i>	Complete
23.	Dufferin-Peel	Air Conditioning in all Schools	Receive and refer to Political Advocacy Committee	<i>Included in the Annual Finance Brief under Capital Priorities Funding.</i>	Complete
24.	Waterloo	Renewal Funding for Administrative Buildings	Receive and refer to Political Advocacy Committee	<i>Included in the Annual Finance Brief.</i>	Complete
25.	Waterloo	Green Investments	Receive and refer to Political Advocacy Committee	<i>Key Topic of Discussion at OCSTA January Regional Meetings. Letter to submitting board February 6, 2020.</i>	Complete
26.	Dufferin-Peel	Funding for Mathematics Courses	Receive and refer to Political Advocacy Committee	<i>No action taken. Letter sent to originating Board on March 5, 2020.</i>	Complete

OCSTA 2019 Resolutions Status Chart

	Board	Topic	AGM Decision	Action Taken	Status
27.	Dufferin-Peel	50 Day Limit Re-employment for Retired School Administrators	Receive and refer to Political Advocacy Committee	<i>Letter to Dufferin Peel CDSB in May with OTF response that they are not prepared to make any changes at this time.</i>	Complete
28.	Ottawa	Seat Belts on School Buses	Receive and refer to Political Advocacy Committee	<i>OCSTA joined Federal & Provincial Task Force on School Bus Safety & supported K. Wynne's Private Members' Bill. Letter sent to originating Board on February 6, 2020.</i>	Complete
29.	Simcoe Muskoka	Trustee Honorarium and Benefits	Receive and refer to Political Advocacy Committee	<i>Letter sent to originating board on February 26, 2020.</i>	Complete
30.	Waterloo	Trustee Honoraria	Receive and refer to Political Advocacy Committee	<i>Letter sent to originating board on February 26, 2020</i>	Complete
31.	Simcoe Muskoka	Home, School, Church	Receive and refer to CETE	<i>Staff will organize committee to develop guidelines or suggested best practices for school boards. Timeline is the Fall with publication and distribution of guidelines planned for January seminar. A letter has been sent to Simcoe Muskoka CDSB to indicate OCSTA's plan in moving forward.</i>	Ongoing
32.	Simcoe Muskoka	Global Warming – Climate Change	Receive and refer to CETE	<i>Boards shared best practices during the Regional Meeting sessions at the January 17, 2020 Catholic Best practices document to be shared with boards.</i>	Complete
33.	Ottawa	Use of word “Indian”	Receive and refer to CETE	<i>Letter sent to submitting board</i>	Complete
34.	Toronto	Legal Defence Fund and Insurance for Individual Catholic School Trustees	1. Receive and refer to Budget & Human Resources Committee 2. Receive and refer to Political Advocacy Committee	<i>Memos sent to all CDSBs.</i>	Complete
35.	Dufferin-Peel	Investigation of a new method of vote allocation at the Annual General Meeting of the Ontario Catholic School Trustees' Association (OCSTA)	Not Approve	<i>No action required.</i>	Complete
36.	Toronto	Weighted Voting for the Annual General Meeting of the Ontario Catholic School Trustees' Association (OCSTA)	Not Approve	<i>No action required.</i>	Complete

2019 (37) OCSTA=1, Dufferin-Peel=15, Hamilton=1, Northwest=1, Ottawa=4, Peterborough=1, Simcoe Muskoka=7, Toronto=2, Waterloo=5

2018 (20) OCSTA=1, Dufferin-Peel=12, Huron-Superior=1, Ottawa=1, St. Clair=1, York=4

2017 (08) Dufferin-Peel=4, Hamilton-Wentworth=1, Renfrew=1, Windsor=2

2016 (15) OCSTA=1, Dufferin-Peel=4, Kenora=1, Simcoe=3, York=6

2015 (27) Brant=1, Dufferin-Peel=4, Huron Superior=4, Kenora=1, Ottawa=1, Renfrew=1, Simcoe=6, Superior North=1, Windsor=5

2014 (16): Algonquin=1, Eastern Ontario=1, Dufferin-Peel=6, Nipissing= 1, Northwest=1, Ottawa=3, Renfrew=1, Waterloo=1

2013 (16): Brant=1, Dufferin-Peel=2, London=1, Renfrew=1, Simcoe=1, Toronto=9, York=1



Date: June 15, 2020
To: Board of Trustees
From: Bill Conway
Subject: Work of the Board January 2019 to June 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 II 003 Board Job Description

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

Alignment to the MYSP:

Not applicable

Background/Comments:

The Board planned and established its priorities also known as work of the board on January 14, 2019 for the period of January 2019 to October 2019 and on October 7, 2019 for a period of October 2019 to June 2020.

This report contains a list of those priorities and the work completed by the board to those priorities as well as additional work completed by the board during this period.

Work of Board January 2019 - June 2019

- Overview of Governance Model/Policies
 - Outcomes
 - Regular review of each board policy to schedule, all policies reviewed, each school year.
 - Reviewed and discussed each Trustee Modules (2 per COW Meeting) on Good Governance for School Boards by Ontario Education Services Corporation - Completed April 2020
- Training on Robert's Rules
 - Outcomes
 - Individual Trustees increased knowledge of Robert's Rules as they required

- Renewing the Promise Actions
 - Outcomes
 - Worked with Board Spiritual Animator Fr. Joseph in holding Trustee Retreats
 - Prayers from Renewing the Promise were offered at beginning of Board Meetings
- More Active Roles in OCSTA
 - Outcomes
 - Board submitted five (5) Resolutions at 2019 OCSTA AGM which were Parent Reaching Out Grant, Capital Priorities Program, Renewal Funding for Administrative Buildings, Green Investments, Trustee Honorarium and Benefits
 - Trustee da Silva was a candidate for Regional 4 director for OCSTA at 2019 AGM
- Director Performance for 2019
 - Outcomes
 - Worked with professional organization to develop a 360 Assessment of Director of Education Performance with input from individuals across WCDSB organization.
- Other Work
 - Outcomes
 - Wrote letter to Education Minister Thompson on April 17, 2019 regarding board concerns on the proposed changes to public education
 - Wrote letter to Education Minister Lecce on June 27, 2019 for the same reasons above
 - Director, Chair, and Vice Chair met with Waterloo Region MPP's to discuss the same concerns as noted above

Work of Board October 2019 - June 2020

- Review By-laws as a Board with Governance Committee
 - Outcomes
 - Governance committee members reviewed By-laws and presented changes to the full board for review and approval
- Review advocacy in Catholic Education/OCSTA
 - Outcomes
 - Board wrote letter to OCSTA during labour negotiations on key priorities
- Highlight to broader parent community through school council (opportunity at Commissioning to make CPIC a standing item on agendas
 - Outcomes
 - Trustees supported and participated in Annual Commissioning ceremony of Chairs and new Administrators (November 2019)

- Other Work
 - Outcomes
 - Reinstatement of Trustee Call Log
 - Board submitted three (3) Resolutions for 2020 OCSTA AGM which are (Term Limit for Regional Directors, Teacher Learning and Leadership Program (TLLP), Renew and Increase Funding for Summer Learning Program (CODE Project)
 - Developed new Board of Trustees Self Evaluation tool and Student Trustee Feedback form

Recommendation:

This report is offered for the information of the Board

Prepared/Reviewed By: Bill Conway

*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: June 8, 2020
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 003 – Board Job Description
Board Policy II 012 – Student Trustee Role Description
Board Policy III 005 – Monitoring CEO Performance

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

Alignment to the MYSP:

Background/Comments:

The Governance committee reviewed Board policies II 003, Board Job Description and II 012, Student Trustee Role Description to add wording to include the completion of the trustee self-evaluation, review board priorities semi annually, and completion of the student trustee feedback form. Board policy II 005 was also reviewed, specifically looking at the schedule for monitoring reports as some came at different times throughout the year. The committee agreed to keep the current schedule in place, therefore, no recommended changes at this time.

Recommendation:

That the Board of Trustees approve the following recommendations:

- 1) Add a new number 6 – The priorities of the Board will be set in September, with progress of the work of the Board reviewed in January and a report prepared and brought to June Board meeting, of each school year to Policy II-003



- 2) Add a new number 7 – Continuous improvement including a self-evaluation every year, to be presented at the May Board meeting to Policy II 003
- 3) Add as a new number 5- Student Trustee feedback form to be completed for and presented at the May Board meeting each year to Policy II 012

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 003

Subject: Board Job Description

Approval Date: September 29, 2008
Effective Date: September 29, 2008
Revised: April 26, 2010; January 30, 2012; February 26, 2018, June 15, 2020

ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

POLICY STATEMENT:

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

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



6. The priorities of the Board will be set in September, with progress of the work of the Board reviewed in January and a report prepared and brought to June Board meeting, of each school year.
7. Continuous improvement including a self-evaluation every year, to be presented at the May Board meeting.



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, January 27, 2020, June 15, 2020

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.

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.
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.
5. **Student Trustee feedback form to be completed for and presented at the May Board meeting each year.**

School and Student Representative Role and Responsibilities

6. Serve as co-chairs of the Secondary Student Senate which holds a minimum of six (6) meetings per year.
7. Student Trustee feedback form to be completed for and presented at the May Board meeting each year.
8. 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.
9. 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.
10. 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

11. Monitor the activities of the Catholic Board Council of the Ontario Student Trustee's Association.
12. 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.





Report

Date: June 15, 2020
To: Board of Trustees
From: Melanie Van Alphen
Subject: Call Log Review

Type of Report:

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

Type of Information:

- ☐ Information for Board of Trustees Decision-Making
☒ Monitoring Information of Board Policy
☐ 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 003 Board Job Description

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

Alignment to the MYSP:

Not applicable

Background/Comments:

Trustees approved the use of a call log tool to record incoming calls/emails to capture concerns from parents and community members. It has been assigned to the Vice Chair to review and update Trustees of common concerns.

The first chart shows the calls/emails received by Trustees broken down by area

City/Township	Number of Inquiries
All	3
Cambridge/North Dumfries	5
Kitchener/Wilmot	4
Waterloo/Woolwich/Wellesley	13
Total to Date	25

The second chart breaks down the calls/emails into type of concern

Type of Concern	Number of Inquiries
Bullying	4
Spiritual Development Day	1 entry recorded / multiple emails
Suspension	1
Transportation Safety	2
Principal response concerns	8
Boundary Review	3
Treatment of Staff	1
Physical Assault	1
Pride Flag	1 entry recorded / multiple emails
Other	3
Total	25

Recommendation:

This report is offered for the information of the Board

Prepared/Reviewed By: Melanie Van Alphen

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





Number: II 001
Subject: Global Governance Commitment

Approval Date: September 29, 2008
Effective Date: September 29, 2008
Revised: May 31, 2010

ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

Policy Statement:

On behalf of the Catholic ratepayers of Waterloo Region, the board will govern the Waterloo Catholic District School Board with a faith-filled future focused perspective while achieving appropriate results at an appropriate cost and avoiding unacceptable actions and situations

Governing Style:

The board will govern with an emphasis on:

- a) outward vision rather than an internal preoccupation,
- b) encouragement of diversity of viewpoints,
- c) strategic leadership more than administrative detail,
- d) clear distinction of board and chief executive roles,
- e) collective rather than individual decisions,
- f) future rather than past or present, and
- g) proactivity rather than reactivity.

Board Job Description:

The work of the board is to serve as trustees for the Catholic ratepayers of Waterloo Region in determining and ensuring appropriate organizational performance. To distinguish the board's own unique work from the work of its staff, the board will plan and detail its work annually concentrating its efforts on the following outputs:

- a) The link between the organization and the Catholic ratepayers of Waterloo Region.
- b) Clarity of values and vision in written governing policies which, at the broadest levels of all organizational decisions and situations, address: Aims/Ends: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which people and needs, at what cost), Governance Process: Description of how the board conceives, carries out and monitors its own work, Board-Director of Education Relationship: Delegation of power and its proper use monitored; the Director of Education role, authority and accountability, Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.



- c) The assurance of Director of Education performance as described in all board policies and detailed in legal responsibilities.
- d) Advocacy for positive change to legislation and government policy that impact the organization.

Advocacy and Advertising:

The Board of Trustees has a responsibility to act as advocates on behalf of the owners. Advocacy involves telling our story with the purpose of soliciting support for our students, system and Catholic Education. As per Ministry of Education directive, advocacy activities will not use students, report cards or annual reports as vehicles for Board or school advocacy to the public, education partners or government. The Board will not expend Board funds for specific political party events, recruit students from other boards, provide inaccurate information, or use paid advertising or communications with parents, teachers, or students for the sole purpose of advocating the government or other education partners.

Action however may, result from the activities of the members of the Board of trustees directly, or indirectly through supporting the activities of groups like the Ontario Catholic School Trustees Association (OCSTA), the Ontario Catholic Supervisory Officers Association (OCSOA) or the Ontario Catholic School Business Officials (OASBO).

Consultation:

The Board of Trustees values a culture that holds consultation at its core. Consultation occurs to gain different perspectives. We believe that meaningful consultation is planned, purposeful, and equitable and that it contributes to enhanced decision making. Consultation occurs because the views and experiences of our owners and stakeholders are valued and informs the work of the board.

Celebration of Excellence:

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.

Board Members' Code of Conduct:

The key to better board governance lies in the working relationships among Trustees and between Trustees and staff. The social dynamics of board interaction and the integrity of individual Trustees reflect their responsibilities as leaders in the system. The trustees shall not cause or allow conditions, procedures, actions or decisions that are undignified, unprofessional or contrary to the preservation and promotion of Catholic values and teachings and to a positive image of the Board.

The Role of the Chair:

The work of the Chair is primarily to be the Chief Governance Officer of the Board, assuring the integrity of the board's process and, secondarily, occasionally representing the board to outside parties. The Chair is first among equals and accords no special privileges or knowledge over other members of the board.

Board Committee Principles:

The Board of Trustees specifies the roles of committees and its relationship to them. It uses committees to facilitate effective and efficient governance. Committees do not do the work of the Board nor compromise the Board of Trustee integrity, authority and responsibility. Board of Trustee committees will be used sparingly and time limited and will be created to reinforce the wholeness of the board's job and to never interfere with delegation from the Board to Director.

Board Committee Structure:

A committee is a Board committee only if its existence and charge comes from the Board, regardless of whether Board members sit on the committee. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

Student Representation on the Board:

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.

Student Trustee Role Description:

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.

Cost of Governance:

Because poor governance costs more than learning to govern well, the board will invest in its governance capacity.

Trustee Expenses:

The Waterloo Catholic District School Board is committed to an organizational culture that operates with integrity and promotes responsibility, excellence and accountability with respect to decisions and practices. The Board recognizes the need to reimburse trustees for expenses reasonably incurred in carrying out their role as trustee. Therefore, it is a policy of the Waterloo Catholic District School Board that trustees shall be reimbursed for travel and out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a trustee.

Number: II 009
Subject: Board Committee Principles

Approval Date: September 29, 2008

Effective Date: September 29, 2008

Revised:

Policy Statement:

The Board of Trustees specifies the roles of committees and its relationship to them. It uses committees to facilitate effective and efficient governance. Committees do not do the work of the Board nor compromise the Board of Trustee integrity, authority and responsibility. Board of Trustee committees will be used sparingly and time limited and will be created to reinforce the wholeness of the board's job and to never interfere with delegation from the Board to Director.

Accordingly:

1. Board committees will work under a specified terms of reference and timelines so that the duties and mandate of the committee are clearly understood.
2. Committee terms of reference will be carefully stated in order to avoid conflicting with authority delegated to the CEO.
3. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes.
4. Board committees may facilitate the use of resources, expert opinion and data information necessary to fully prepare the board on the topic before the committee.
5. Non-Board of Trustee Committees are committees that have been created and mandated by organizations, other than the Board of Trustees, where trustee representation has been requested. Board involvement provides opportunity for connecting with the community and bringing new information and understanding to the Board of Trustees. Involvement on Non-Board of Trustee Committees is subject to the following considerations:
 - a) availability of a trustee to participate
 - b) relevance of the committee work to the current work of the Board of Trustees
 - c) contribution that the Board and/or the individual trustee can bring to the committee
 - d) opportunity to foster on-going partnerships and community relationships
 - e) ability to raise the profile of the board
 - f) annual review of membership to ensure that involvement continues to be meaningful

Number: II 010
Subject: Board Committee Structure

Approval Date: September 2, 2008.

Effective Date: October 1, 2008.

Revised:

Policy Statement:

A committee is a Board committee only if its existence and charge comes from the Board, regardless of whether Board members sit on the committee. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

1. The Board of Trustees will assess the contribution of and need for each committee, reviewing committee terms of reference, objectives and work plans.
2. Trustees who are assigned to chair a Board of Trustee committee will:
 - a) oversee the activities delegated to the committee
 - b) ensure committee work adheres to board policy and committee terms of reference
 - c) schedule all meetings of the committee and prepare agendas
 - d) provide sufficient time during meetings to discuss adequately the agenda items
 - e) ensure committee minutes are completed
 - f) facilitate the performance review of the committee and its work



Date: June 15th, 2020
To: Board of Trustees
From: Director of Education
Subject: Board Policy IV 001 General Executive Limitation

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 011**
☐ Information only of day-to-day operational matters delegated to the CEO

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

General Executive Limitation IV 001

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

Education Act Section 169.1
Achieving Excellence: A Renewed Vision for Education in Ontario
Education that Works for You, March 2019
Multi-Year Strategic Planning: A Guide for School Board Trustees, 2017
Communication Guidelines for Staff and Parents APC 001

Alignment to the MYSP:

Strategic Priority: Nurturing Our Catholic Community

Strategic Priority: Student Engagement, Achievement and Innovation

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

Background/Comments:

The CEO shall not cause or allow any practice, activity, decision or circumstance in the organization that is unlawful, imprudent, unethical, or contrary to the teachings and traditions of the Catholic Church.

- a) A listing of legal liabilities is reviewed on a regular basis to the audit committee to ensure that any liabilities faced by the Board are both known and understood. Cases are usually related to matters related to Human Resource grievances.
- b) The CEO and senior team are guided by the regulations of the Education Act when making decisions and writing Administrative Procedure memos. All APs have been reviewed no later than the 2015-16 school year and are fully compliant with the most recent legal and ethical guidance. Any and all revisions to APs are vetted at the



senior team table. We are now committed to a three-year review cycle that will ensure policies remain current. Further, as of the 2019-2020 school year there has been and will continue to be a semi-annual report to Board listing those APs which have been revised, and summarizing with any significant changes, revisions or deletions of an Administrative Procedure. In this past year those reports came forward in September 2019 and February 2020.

- c) The Board regularly consults with the Vicar of Catholic Education and the Diocese of Hamilton on issues that arise where there is need for guidance to ensure compliance with the teachings and traditions of the Catholic Church.
- d) The Superintendent of Faith Development and our Religious Education Consultant attend meetings with our Catholic Consortium partners to ensure fulsome discussion of the topics of the day and to ensure best practices are followed and decisions are consistent with our Catholic Church Teachings.
- e) The CEO meets three times a year with the Bishop of the Diocese and other Directors of Education of the Diocese to ensure alignment and discussion regarding any challenges in relations to our Catholic Teaching, and to share promising practices.
- f) The CEO and other members of the Board team work in close partnership with the Board's Faith Animator to ensure a strong parish relationship, and to discuss issues of concern within our Waterloo Catholic region. We have benefitted greatly from this partnership and the Faith Animator works to further support and strengthen our relationship with the region's parishes, clergy and Catholic community.
- g) The CEO attends Regional Deanery Meetings three times a year. These meetings are used as an opportunity to share key highlights from the Board, particularly those that are related to spiritual and faith development.
- h) The CEO regularly shares all memos and directives from the Ontario Catholic School Trustees Association sharing best practices or recommendations for prudent decision making faithful to the traditions of the Catholic Church.
- i) The CEO shares with all appropriate staff the guidance shared by the Institute for Catholic Education (ICE), intended to assist in strengthening the distinct ethos of Catholic schools within our publicly funded education system. This guidance informs our actions and curriculum delivery as a board.

Recommendation:

That the Board accept this report indicating compliance with General Executive Limitation Policy IV 001

Prepared/Reviewed By: Loretta Notten
Director of Education

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