



Board of Trustees' Board Meeting

Date: Monday, February 27, 2023

Time: 6:00 p.m.

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

Location: 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener

Attendees:

Board of Trustees:
Wendy Ashby, Linda Cuff, Kathy Doherty-Masters (Vice-chair), Sally Fuentes, David Guerin, Renee Kraft, Marisa Phillips, Robert Sikora, Tracey Weiler (Chair)

Student Representatives:
Chloe Armstrong, Anika Fejerpataky

Senior Administration:
Tyrone Dowling, Gerald Foran, Shesh Maharaj, Paul Mendonca, Judy Merkel, Kerry Pomfret, Jennifer Ritsma, Annalisa Varano

Special Resource:

Recording Secretary:
Alice Figueiredo

ITEM	Who	Agenda Section	Method & Outcome
1. Call to Order	Chair		
1.1 Opening Prayer/Memorials	Pastoral Committee Trustee		
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.	Chair		
1.3 Approval of Agenda	Chair		Approval
1.4 Declaration of Pecuniary Interest 1.4.1 From the current meeting 1.4.2 From a previous public or in-camera meeting	Individual Trustees		
1.5 Items for Action: 1.5 Items for Action: N/A			
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)			

ITEM	Who	Agenda Section	Method & Outcome
3. Consent Agenda: Board (Minutes of meetings, staff report)			
3.1 Approval of Minutes of Regular and Special Meetings 3.1.1 Board of Trustees' Board Meeting Minutes – Jan 30, 2023 3.2 Semi-Annual Administrative Procedure Update 3.3 Extended Day Program 3.4 SEAC Minutes – Jan 11, 2023 3.5 Audit Committee Minutes – Nov 10, 2022	Board of Trustees Board of Trustees Board of Trustees Board of Trustees Board of Trustees	pp. 4-7 pp. 8-9 pp. 10-13 pp. 14-17 pp. 18-19	Approval Information Approval Information Information
4. Delegations/Presentation			
N/A			
5. Advice from the CEO			
5.1 STSWR Annual Update 5.2 Guarding Minds Update 5.3 2023-2024 Estimates Budget Update #2 5.4 Interim Financial Report #1 5.5 School Year Calendar 5.6 School Naming: Huron Brigadoon 5.7 Director's Report	S. Maharaj K. Pomfret S. Maharaj S. Maharaj J. Ritsma J. Merkel T. Dowling	pp. 20-22 pp. 23-25 pp.26-28 pp.29-34 pp.35-42 pp.43-47 pp.48-50	Information Information Information Information Approval Approval Information
6. Ownership Linkage (Communication with the External Environment)			
7. Reports from Board Committees/Task Forces			
7.1 Student Trustee Update	C. Armstrong, A. Fejerpataky	pp.51-54	Information
8. Board Education (at the request of the Board)			
8.1 Chair of Board Monthly Report 8.2 OCSTA/CCSTA Communications OCSTA/CCSTA Communications Link	Chair Board of Trustees	pp.55-56 Link	Information Information
9. Policy Discussion			
10. Assurance of Successful Board Performance			
10.1 Board Policy Review			
10.1.1 Board Policy II 007 Board Members' Code of Conduct Is there a need to review the Policy?	W. Ashby	pp.57-61	Approval
10.1.2 Board Policy III 003 Accountability of the CEO Is there a need to review the Policy?	L. Cuff	pp.62	Approval
10.1.3 Board Policy III 004 Delegation to the CEO Is there a need to review the Policy?	S. Fuentes	pp.63	Approval
11. Assurance of Successful Director of Education Performance			
11. Monitoring Reports			
11.1 Emergency CEO Replacement – Monitoring Report IV – 011 11.2 Treatment of Public – Monitoring Report IV – 002 11.3 Treatment of Students - Monitoring Report IV – 003	T. Dowling T. Dowling T. Dowling	pp.64-67 pp.68-70 pp.71-74	Approval Approval Approval

ITEM	Who	Agenda Section	Method & Outcome
12. Potential Agenda Items/Trustee Inquiry Report (CEO)			
13. Announcements			
13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated): - Mar 6: Committee of the Whole - Mar 9: Trustee Dinner with Bishop - Mar 20: Governance - Mar 27: Board of Trustees' Board Meeting - Apr. 1: Governance Training/Pastoral Retreat	Chair	--	Information
13.2 Pending Items: 13.3 Pending Items for OCSTA Consideration	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
14. Items for the Next Meeting Agenda	Trustees		
March 6, 2023 – Committee of the Whole - Adult Education Update - Parent Engagement Update - Update on Student Equity Engagement Council - Audit Reports - OCSTA Modules - Advocacy: Engaging the Public - Legal Aspects of Board Governance - Running Effective Meetings - Finance	Board of Trustees	--	Information
15. Adjournment	Director of Education		
Confirm decisions made tonight			
15.1 Confirm Decision Made Tonight	Recording Secretary	--	Information
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, January 30, 2023, at 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener.

Trustees Present:

Wendy Ashby, Linda Cuff, Kathy Doherty-Masters (Vice-chair), Sally Fuentes, David Guerin, Renee Kraft, Robert Sikora, Tracey Weiler (Chair)

Student Trustees Present:

Chloe Armstrong, Anika Fejerpataky

Administrative Officials Present:

Tyrone Dowling, Gerald Foran, Shesh Maharaj, Paul Mendonca, Judy Merkel, Kerry Pomfret, Jennifer Ritsma

Special Resources For The Meeting:

Regrets:

Marisa Phillips & Annalisa Varano

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 by Trustee Ashby.

1.2 Territorial Acknowledgment

Territorial Acknowledgment declared by Chair Weiler.

1.3 Approval of Agenda

Chair Weiler requested a mover and seconder for approval of the agenda with the following amendments:

- Pull Item 3.4 "2023-24 Estimates Budget Plan" from the consent agenda and place in section 5 at 5.3
- Pull Item 3.5 "Director's Monthly Report" from the consent agenda and place in section 5 at 5.4
- Amend Minutes of Special Board of Trustees' Board Meeting Minutes – Dec 19, 2022, by removing Kathy Doherty-Masters and Linda Cuff from Trustees Present
- Amend Governance minutes of January 16, 2023, by adding "Carried by consensus" to all motions

Chair Weiler noted two policies for approval within the Governance Minutes. Board Policy II 004 Advocacy and Advertising and Board Policy II 011 - Student Representation on the Board require amendments and recommendation are noted within the Governance minutes found in section 3 Consent Agenda.

**2023-04-- It was moved by Trustee Doherty-Masters and seconded by Trustee Ashby:
THAT the agenda for Monday, January 30, 2023, as amended, be now approved.**

--- Carried by *consensus*.

1.4 Declaration of Pecuniary Interest

1.4.1 From the current meeting – NIL

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

1.5 Items for Action

NA

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)

3.1 Approval of Minutes of Regular and Special Meetings

3.1.1 Special Board of Trustees' Board Meeting Minutes – Jan. 9, 2023

3.1.2 Special Board of Trustees' Board Meeting Minutes – Dec 19, 2022

3.1.3 Board of Trustees' Board Meeting Minutes – Dec 12, 2022

3.2 Governance Committee Meeting – Jan. 16, 2023

3.3 Governance Recommendation from Jan. 16, 2023

3.4 2023-24 Estimates Budget Plan – (Moved to 5.3)

3.5 Director's Monthly Report (Moved to 5.4)

3.6 SEAC Minutes – Dec 7, 2022

3.7 SEAC Committee Membership Update

3.8 Committee Assignments

Chair Weiler requested a mover and seconder for the approval of consent agenda.

2023-05- It was moved by Trustee Fuentes and seconded by Trustee Kraft:

THAT the Consent Agenda Board of Trustees and the recommendations contained therein be now approved.

--- Carried by consensus.

4 Delegations

NA

5 Advice from the CEO

5.1 2023 Property and Major Capital Construction Update

Superintendent Maharaj presented the 2023 Property and Major Capital Construction Update. Property dispositions, acquisitions and major construction updates were discussed. Trustees asked clarifying questions surrounding funding for outdoor learning, partnerships, timelines, and developmental charges.

5.2 Early Literacy Strategy

Superintendent Ritsma introduced the Early Literacy Strategy along with presenter Kimberly DeGasparis, Student Achievement Consultant, Literacy K-6. The presentation discussed resources, data, and connection to the MYSP. Trustees asked clarifying questions regarding resource for newcomers and feedback on the programs. Chair Weiler noted interest in Trustee being part of the reading community.

5.3 2023-24 Estimates Budget Plan

Superintendent Maharaj presented the 2023-24 Estimates Budget Plan and timelines. Trustees asked clarifying question regarding GSN announcement.

5.4 Director's Monthly report

Director Dowling presented the highlights from the Director's Monthly Report for the month of January.

6. Board Education (at the request of the Board)

7. Reports From Board Committees/Task Forces

7.1 Student Trustee Update

Student Trustees Armstrong and Fejerpataky provided an update on events in the school community along with Student Trustee Role update for the month of January. Chair Weiler would like to amplify the Mental Health post-it note wall placed in the St. Benedict cafeteria where students shared support and inspiring messages.

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

8.1 Chair of Board Monthly Report

Chair Weiler provided reported on events attended along with work of the Board for the month of January.

8.2 OCSTA/CCSTA Communications

Chair Weiler reviewed OCSTA communications.

9 Policy Discussion

10 Assurance of Successful Board Performance

10.1.1 Board Policy II 006 - Celebration of Excellence (Is there a need to review the Policy?) KDM

Trustee Doherty-Masters confirmed review of Board Policy II 006 - Celebration of Excellence and confirmed compliance. Chair Weiler requested a seconder.

2023-06 -- It was moved by Trustee Doherty-Masters and seconded by Trustee Fuentes:

THAT the Board of Trustees reviewed Board Policy II 006 - Celebration of Excellence and find that the Board is complying.

--- Carried by consensus.

Trustee Doherty-Masters confirmed that there was no need to review the policy, however she would like to discuss in Governance the Pope Francis Award for Ecological Leadership and merging this award with Trustee awards to ensure that they do not get lost and are awarded regularly.

10.1.2 Board Policy III 002 - Unity of Control (Is there a need to review the Policy?) Chair

Chair Weiler confirmed review of Board Policy III 002 - Unity of Control and compliance and requested a seconder.

2023-07 -- It was moved by Chair Weiler and seconded by Trustee Sikora:

THAT the Board of Trustees reviewed Board Policy III 002 - Unity of Control and find that the Board is complying.

--- Carried by consensus.

Chair Weiler confirmed that there is no need to review the policy.

10.1.3 001 Ends - Broad Policy Provision (Is there a need to review the Policy?) All

Chair Weiler noted that this policy was placed back on the agenda as per the January board motion to have it reviewed at the January 16th Governance Meeting to allow Trustees to be educated on the policy. Chair Weiler requested a mover and seconder.

2023-08 -- It was moved by Trustee Ashby and seconded by Trustee Guerin:

THAT the Board of Trustees reviewed 001 Ends - Broad Policy Provision and find that the Board is complying.

--- Carried by consensus.

11 Assurance of Successful Director of Education Performance

11.1 Board Policy IV 013 Leadership

Director Dowling presented the Board Policy IV 013 Leadership monitoring report for approval. Trustees asked questions regarding leadership program and succession planning. Chair Weiler requested a mover and seconder.

2023-09 -- It was moved by Trustee Sikora and seconded by Trustee Doherty-Masters:

That the Board accept this report indicating compliance with General Executive Limitation Policy IV 013.

--- Carried by consensus.

12 Potential Agenda Items

13 Announcements

13.1 Upcoming Meetings/Events

Trustees discussed upcoming events. Trustee Doherty-Masters confirmed that she has reached out to Marion Thomson Howell to provide Trustees with Governance training on April 1st and 15th in the morning.

13.2 Pending Items: N/A

13.3 Pending Items for OCSTA Consideration: N/A

14 Items for the Next Meeting Agenda

Trustees discussed upcoming agenda items.

15 Adjournment – Confirm decisions made tonight.

15.1 Confirm Decisions made tonight

16 Closing Prayer

17 Motion to Adjourn

2023-10-- It was moved by Trustee Cuff and seconded by Trustee Kraft:
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 7:54 p.m.

Chair of the Board

Secretary



Date: February 27, 2023
To: Board of Trustees
From: Director of Education
Subject: Semi-Annual Administrative Procedure Update

Type of Report:

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

Type of Information:

- ☐ Information for Board of Trustees Decision-Making
- ☒ Monitoring Information of Board Policy **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:

IV 012 Communication to Board

Alignment to the MYSP:

☒ **Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☐ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☒ The relationship between home, parish and school is strengthened.

☒ **Strengthen to Become**

- ☐ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☒ Are engaged as active partners in our students' Catholic education journey.



Background/Comments:

In June 2019, the Governance Committee of the WCDSB recommended that staff bring a semi-annual update to the Board of Trustees for information. These updates are provided to ensure Trustees are properly informed regarding Administrative Procedure Memorandums (AP Memos) which have been added, rescinded or significantly altered.

As a result of necessary responses during the pandemic, our previous AP Memo review schedule was disrupted. To address this disruption, staff have been working to ensure that the schedule has been revisited. Additionally, work has been done with our Sr. Manager of Equity to establish a format for review that assists staff responsible for each memo, and staff responsible for reviewing AP Memos, to do so through a Human Rights and Equity lens.

From October 2022 to February 2023 the following AP Memos have been revised/updated and are awaiting posting:

Recently Posted
Approved by Executive Council – Awaiting Posting
APC001 – Communication Guidelines
APH013 – Emergency Planning & Procedures
APF001 – False Alarms – Fire and Security
APB002 – Student Fees for Learning Materials and School Activities
APF003 – Renovations to School Buildings/Grounds
APO006 – Purchasing Procedures
APO005 – Monthly Enrolment Registers
APC036 – Freedom of Information and Protection of Privacy
APS051 – Electronic Monitoring

Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: Tyrone Dowling
Director of Education

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board 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 CEO, subject in all instances to what otherwise actually occurred.





Date: February 6th, 2023
To: Board of Trustees
From: Director of Education
Subject: Extended Day Program

Type of Report:

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

Type of Information:

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

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

- 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
- O. Reg. 236/22: Child Care and Early Years Act, 2014, S.O. 2014

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

WCDSB's Extended Day Program offers parents and students in Kindergarten to Grade Six, a convenient school location with equity of access in a safe and healthy learning environment for young children.

For more information on the "The Kindergarten Program" and "How Does Learning Happen" documents please visit:

[The Kindergarten Program 2016 | Ontario.ca](https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf)
<https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf>

Alignment to the MYSP:

☐ **Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

☐ **Ignite to Believe**

- ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☐ The relationship between home, parish and school is strengthened.

☐ Strengthen to Become

- ☒ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.

Background/Comments:

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 model. The Extended Day Program is optional for parents and offered by boards where there is sufficient demand to make the program viable at individual school sites.
2. All school boards shall, in every elementary school, ensure the operation of an Extended Day Program or third-party operation for children from Kindergarten to grade 6, where there is sufficient demand.
3. Fees
The Board of Trustees approved an Equal Billing Fee for Extended Day Programs not to exceed \$28.50 per day including PD days, Christmas, and March Break for 2022-2023 school year. Fees are prorated based on school bell times and can be found on the Board's website. We are asking for fees to increase to \$30.00 per day for the 2023-24 school year due to rising costs associated with licensing and operating the Extended Day Programs.

4. Non-Instructional Days

Non-instructional days, such as select PD days, Christmas, and March Break are a part of the regular registration process for parents. The cost of this program currently is \$28.50 per day if both Before and After School 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).

5. Registration Response

- a. The Extended Day Program was not viable at 7 schools for the 2022-2023 school year. Please see list below. A program is deemed non-viable if it has less than ten students enrolled.

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

- b. 36 schools that were deemed viable for the 2022-2023 school year 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. Boniface, Breslau
 St. Agnes, Waterloo
 St. Aloysius, Kitchener
 St. Bernadette, Kitchener
 St Brigid, Ayr
 St. Daniel, Kitchener
 St. Dominic Savio, Kitchener
 St. Elizabeth, Cambridge
 St. Gabriel, Cambridge
 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.

Currently the Ministry requires Extended Day Programs to have 2 staff in the school until closing at 6:00pm.

Licensing of WCDSB Extended Day Programs:

- The WCDSB Extended Day Programs will be licensed with the Ministry of Education (Licensed Child Care Programs) with a target date of September 2023. Upon receipt of licensing, the WCDSB Extended Day Program will be eligible to participate in the CWELCC (Canada Wide Early Learning and Child Care) program. The WCDSB extended day program will continue to work with the Region of Waterloo to support the implementation of licensing expectations.

Next Steps

1. Student ratios 1:15 will be adjusted to 1:13.
2. Staff working in our Extended Day programs will be trained in Standard First Aid/CPR-Level C. Additional training dates have been booked to ensure all CUPE members are given the opportunity to be trained.
3. Training and information sharing will be provided to all CUPE staff regarding licensing requirements, policy and procedures, and ratios for the Extended Day Program. Information will be provided using various training platforms.
4. Licensing fees will be initiated at approximately \$200 per Extended Day classroom. Licensing renewal will be approximately \$100-\$140 per Extended Day classroom.
5. Food handling training and recertification for all licensed classrooms and the ECE supervisors will begin in the coming months.
6. An additional ECE Supervisor will be hired to support the implementation of licensing requirements for September 2023.
7. Public Health inspections will occur approximately twice yearly in Extended Day Programs.
8. Inspections of the Extended Day Program, by the Ministry's Program Advisor, will occur twice yearly.



Recommendation:

1. That the Board of Trustees receives the names of the schools offering Extended Day Programs for 2022-2023 as information.
2. That the Board of Trustees be advised of ongoing changes due to Ministry Licensing to be eligible for CWELCC program for 2023-2024 school year.
3. That the Board of Trustees be advised that CWELCC will reduce fees to an average of \$10 per day by 2025/2026 fiscal year for children under six years of age.
4. That the Board of Trustees approve the fee increase from \$28.50 per day to \$30.00 to accommodate the increased costs associated with licensing and general operations.

Prepared/Reviewed By:

Tyrone Dowling
Director of Education

Paul Mendonca
Superintendent of Learning

Tracy Moore, Wanda Newland, & Katrina Behr
ECE Supervisors

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board 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 CEO, subject in all instances to what otherwise actually occurred.





SEAC Committee Meeting Minutes

Date& Time:	January 11, 2023, at 6:00 p.m.
Location (Hybrid):	In-Person: St. Francis (2 nd Floor), Catholic Education Centre Online: Via Teams Click here to join the meeting
Next Meeting:	February 1, 2023
Committee Members: Kim Murphy, John Gilbert, Cindy Benedetti, Erin Sutherland, Daina Colbourne, Bob Sikora, Sally Fuentes Alternate Members: Karen Applebee, Gillian Haden Administrative Officials: Gerald Foran, Erin Lemak Regrets: N/A	

1. Opening Prayer Welcome Introduction of new members: • Bob Sikora - WCDSB Trustee • Sally Fuentes - WCDSB Trustee • Renee Kraft - WCDSB Trustee Alternate • Laura Shoemaker - International Dyslexia Association (eff. Feb 1st) • Jeanne Gravelle - Member at Large (eff. Feb 1st)	Erin Lemak Gerald Foran
2. Approval of Agenda Motion by: Kim Murphy Seconded: Sally Fuentes	
3. Declared Pecuniary Interest N/A	
4. Approval of the December 7th Minutes Motion by: Erin Sutherland Seconded: John Gilbert	
Electing the Chair and Co-chair: • Showed Interest to Co-chair: ○ Cindy Benedetti, FACS ○ Laura Shoemaker, IDA Ontario <i>Motion to accept Laura Shoemaker and Cindy Benedetti as SEAC Co-Chairs effective February 1st, 2023.</i> <i>Motion to accept: Karen Applebee</i> <i>Seconded: Kim Murphy</i>	



5.1. Community Transitions

F. Cruz	Community Transitions Support Worker
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- ## 5.2. Project Search

- E. Lemak
Principal of
Student
Services



August/September Gaining competitive skills is the focus throughout the year to reach the goal of employment May/June 1st Co-op/ Internship 2nd Co-op/ Internship 3rd Co-op/ Internship Begin with 3-week orientation and staggered starts Transition Week Transition Week Graduate and start work X Regular Employment Planning Meetings Project SEARCH™ RG-B3a 03/2019 @ProjectSEARCH 1 • Student Eligibility Criteria: ➢ Is at least 18 years of age, has not graduated from high school, is on an IEP, and has an identified intellectual or developmental disability ➢ Has finished their high school program or credits needed to graduate ➢ Has agreed that Project SEARCH will be their last year of school, and has the goal of working at the end of the program ➢ Accepts feedback and can change behaviour with teaching ➢ Will be able to follow the rules (policies, procedures, guidelines) of the host business ➢ Will complete travel training to ensure they are able to get to/from and around the host business by themselves, and will use public transportation when available ➢ Is committed to working in the community (at least 16 hours per week) at the end of the program • Outcome measures are based on a rigorous definition of competitive employment that includes the following criteria: ➢ Competitive employment in an integrated setting - Year-round, non-seasonal employment ➢ 16 hours/week or more ➢ Prevailing wage • Parent information night in February • Application packages will be sent in March to department heads • Steering committee will review the applications and determine who will be accepted Q&A	
6. Ministry Updates (10 min) 7. • Tutoring funds extended until March 2023	G. Foran
8. SEAC Committee Functions N/A	
9. Policy Advice to the Board N/A	



10. Updates 10.1. Association Updates • WWDSS ➤ WWDSS continues to offer our members cooking classes, speech and music social groups for all ages, Teen & Adult Hangouts, New Parent Program, Mother's Connection, an Evening Speaker Series, and so much more! • WRFN ➤ Kaleidoscope Kids – it is now running every Thursday from 3 – 5 pm at KidsAbility in Waterloo. This is a partnership program between WRFN and KidsAbility offering a drop-in play group for parents and their child to attend. ➤ At WRFN, we strive to be equal champions of diversity and inclusion for everyone. In our efforts to uphold this commitment, we are excited to be partnering with Prime Target Consulting, led by Ayo Owodunni. Ayo and his team will walk side by side with WRFN to ensure every step of the process is simple, seamless, and effective. We look forward to traveling this journey and to learning together. • CADDAC ➤ Newsletter • IDA Ontario ➤ Literacy and Learning Conference – Toronto, April 14&15, 2023 (details)	
11. Pending Items N/A	
12. Adjournment Motion by: Kim Murphy Seconded: Karen Applebee	
13. Action Items Place Holder	



Audit Committee Open Meeting

Date: November 10, 2022

Time: 6:00 p.m.

Location: Teams Meeting

Next Meeting: TBD

Attendees:

Committee Members:

Wendy Price, Bill Conway, Manuel Da Silva

Community Members:

Jennifer Gruber, Zeynep Danis

Administrative Officials:

Tyrone Dowling, Shesh Maharaj, Laura Isaac, Shane Durham

Guests:

Dondon Luce (RIAT), Melanie Dugard (Grant Thornton), Kashif Khan (Grant Thornton), Ishar Boparai (Grant Thornton), Toni Bui

Regrets:

1. Welcome and Opening Prayer

2. Approval of Agenda

Motion: Wendy Price

Seconded: Bill Conway

Carried by consensus

3. Declared Pecuniary Interest

None

4. Approval of the Minutes

- Meeting of September 20, 2022

Motion: Bill Conway

Seconded: Wendy Price

Carried by consensus

5. Discussion Items

5.1 Year End Presentation of Financial Statements

- Laura presented the year end position which reflected a \$2.0M surplus; Surplus mostly attributed to utility savings, staffing challenges and leaves, unanticipated Ministry funding and program changes
- Shesh highlighted the Accumulated Surplus of the Board and the areas for which funds have been set aside; the Board has surpluses exceeding 2%

Motion: That the audited Consolidated Financial Statements and 4th Quarter dashboard report for the year ended August 31, 2022 be sent to the Board of Trustees for approval in the consent agenda.

Motion: Zeynep Danis

Seconded: Bill Conway

Carried by consensus

5.2 Audit Committee Closed Session

Motion: That the Audit Committee move into Closed Audit Committee agenda at 6:21pm

Motion: Bill Conway

Seconded: Zeynep Danis

Carried by consensus

5.3 Regional Internal Audit Update

- November Update
 - RIAT starting Entity Level Audit report
- Entity Audit Terms of Reference
 - RIAT has provided the Terms of Reference for the upcoming audit

6 Pending Items

7 Adjournment at 7:40pm

Motion: Wendy Price

Seconded: Bill Conway

Carried by consensus

Jennifer Gruber



Date: February 27, 2023
To: Board of Trustees
From: Director of Education
Subject: Annual Report – Student Transportation Services of Waterloo Region (STSWR)

Type of Report:

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

Type of Information:

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

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

The General Manager of STSWR presents an annual report to the Board of Trustees summarizing the activities, initiatives, performance metrics, and future plans of the organization. This report provides key highlights of the annual report. The General Manager will be present to review full details of the report and respond to any questions from Trustees.

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

Alignment to the MYSP:

☒ **Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

☐ **Ignite to Believe**

- ☐ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☐ The relationship between home, parish and school is strengthened.

☒ **Strengthen to Become**

- ☒ Every student reaches their full potential.



- ☐ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.

Background/Comments:

The 2021-22 school year was an eventful year for STSWR given the priority placed on increased cleaning of buses between runs, bus driver shortages and absences, fluctuating costs of fuel, and disruption to the information system used by STWR to plan and manage routes.

We are thankful for the staff at STSWR and our schools as well as at local bus operators who went above and beyond our expectations to ensure the challenges outlined above impacted our student transportation network to the least extent possible.

2021-22 Highlights

Safety

- Increased the number school buses with seatbelts to 27 as part of a multi-year seatbelt implementation plan
- Delivered school bus safety training to students using newly developed on-line modules given in-person training was not possible
- Continued roll-out of the '[Drive to 5](#)' program to reduce traffic around schools, improve pedestrian safety, reduce greenhouse gas emissions, and provide an opportunity for physical exercise for students
- Worked with municipalities to implement pedestrian safety-related improvements around our schools
- Developed new kindergarten pickup and drop off routines to improve safety

Operations

- Average ride time – 13 minutes one way
- Customer surveys reveal an overall satisfaction rate of 4.07 out of 5 which is higher than expected given the widespread impact of driver shortages and absences. Customers rated their drivers overall as 4.2 out of 5, the highest scoring category
- 38,000 individuals with students attending schools in the Region are signed up for late bus notifications
- Driver shortages and absences caused 192 interruptions to service (bus later than 50 minutes)
- Fuel increases caused a financial shortfall of \$1.3M as compared to the 2021-22 budget. Funds will be transferred by the province to offset this shortfall
- The planning system used by STSWR went offline in July of 2022 due to unforeseen circumstances. This caused delays in route planning, and as a result, transportation services restarted in September 2022 using a staggered service model

2022-23 / What's Next

Major priorities for 2022-23 include:

- Bus driver attraction and retention
- STSWR will be implementing a modern version of the shared bus planning software. This will ensure systems are always available, secure, and contain current and reliable data
- Expanding the number of buses with seatbelts
- STSWR in partnership with bus operators will pilot a new style of stop arm on buses. This stop arm is larger, longer, stronger, and more obnoxious. The intent is to increase visibility of the arm for motorists and also provide a physical barrier to driving by while students are exiting the bus.





Recommendation:

This report is provided to Trustees as information on the operations of STSWR.

Prepared/Reviewed By: Tyrone Q. Dowling
Director of Education

Shesh Maharaj
Executive Superintendent, Corporate Services

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board 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 CEO, subject in all instances to what otherwise actually occurred.





Date: February 27, 2023
To: Board of Trustees
From: Director of Education
Subject: Guarding Minds at Work Survey

Type of Report:

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

Type of Information:

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

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

Anti-Racism Act 2017 S.O. 2017 c. 15
The first year of the Three-Year Pastoral Plan: Awaken

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

Ontario's Equity and Inclusive Education Strategy (2009)
APC037: Equity and Inclusive Education Policy
Ontario's Well-Being Strategy for Education: Discussion Document (2016)
Ontario Ministry of Education Equity Action Plan (2017)
APO028: Fair and Equitable Hiring and Promotions Policy (2021)

Alignment to the MYSP:

☒ **Awaken to Belong**

- ☒ Every student can see themselves reflected in their learning.
- ☒ Staff experiences a positive, healthy, and inclusive workplace.
- ☐ Are aware of and/or use the available resources to assist in navigation of the school system.

☐ **Ignite to Believe**

- ☐ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☐ The relationship between home, parish and school is strengthened.

☐ **Strengthen to Become**

- ☐ Every student reaches their full potential.



- ☐ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.

Background/Comments:

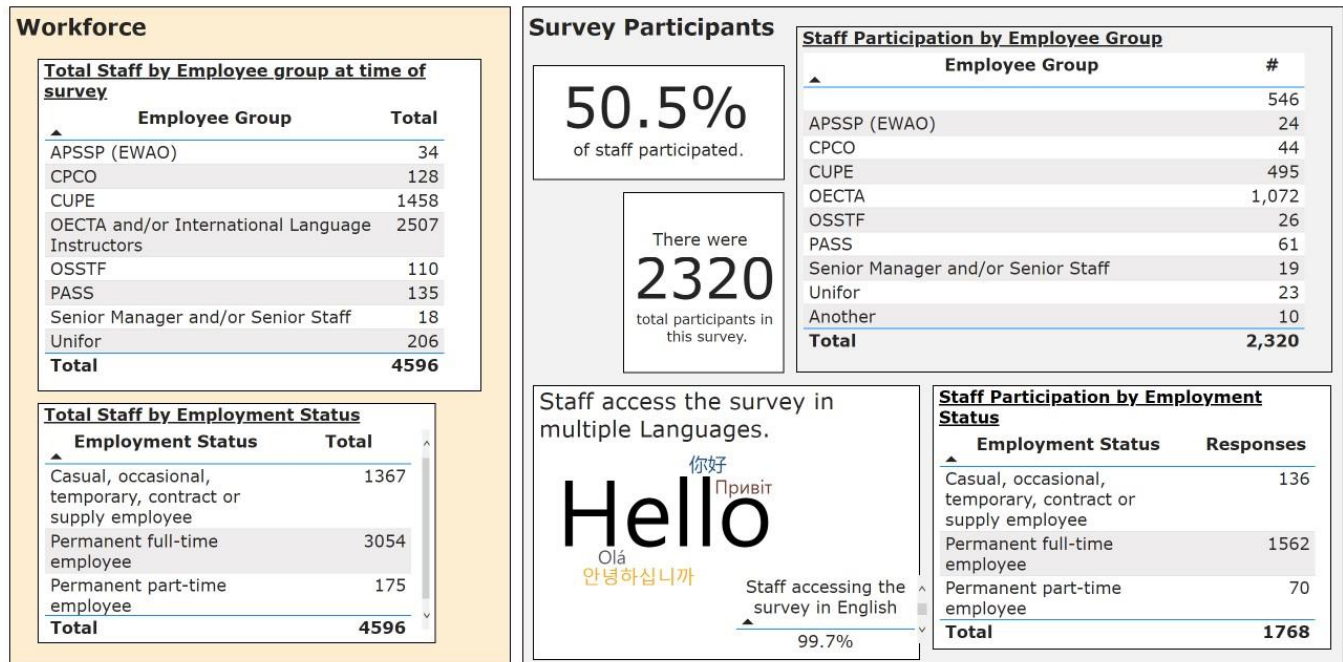
In spring 2021, the Waterloo Catholic District School Board (WCDSB) administered its Workforce Census in response to the Ontario's Education Equity Action Plan (2017) and the Ontario Ministry of Education Policy/Program Memorandum 165 issued February 2021. Further, collecting this data was also a priority in the WCDSB's 3-year pastoral plan. The goal of this Workforce Census was to assess diversity at the Board, identify gaps in representation, and to develop strategies to ensure this Board is an equitable and healthy environment for all staff regardless of one's background or status.

Based on the data from our respondents, Executive Council made 10 recommendations. These were presented at the October 25, 2022 Board of Trustees meeting. One of the recommendations was as follows:

We recommend administering the Guarding Minds at Work Survey (i.e., the complete scan) yearly, except during census years. We recommend the first administration of the complete scan take place in Fall 2022.

The Guarding Minds at Work survey was open for completion by all staff from October 24, 2022 and closed on November 14, 2022.

Participating Staff: Below is a summary of the participation of staff on the Workforce Health and Wellness Survey.



1. Mean Score Report: all WCDSB Staff

This report shows the WCDSB's mean (average) score for each factor. The lowest possible score is 5 (all 1s) and the highest possible score is 20 (all 4s). The categories of concern are based on a comparison with the 2016 Ipsos Reid standardization pattern for each factor, thus serving as a benchmark for comparison. Please note any areas of concern or relative strength. Psychosocial factors flagged as Significant Concerns should be your top priority.

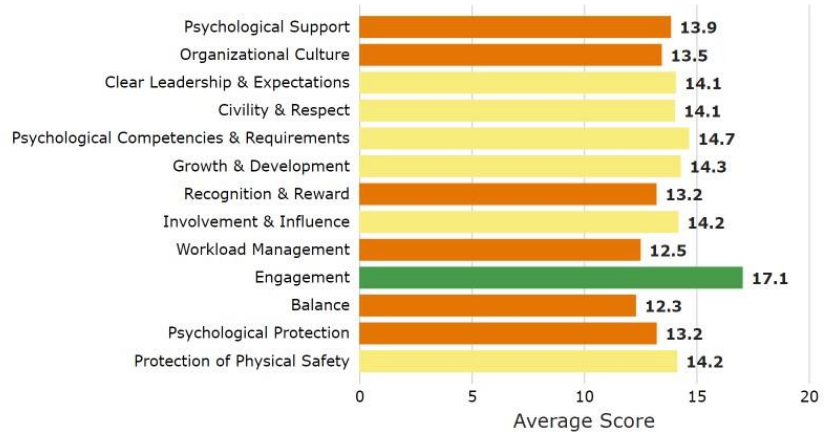
Psychosocial Factors:

Psychosocial Factors:

PF1: Psychological Support
PF2: Organizational Culture
PF3: Clear Leadership & Expectations
PF4: Civility & Respect
PF5: Psychological Competencies & Requirements
PF6: Growth & Development
PF7: Recognition & Reward
PF8: Involvement & Influence
PF9: Workload Management
PF10: Engagement
PF11: Balance
PF12: Psychological Protection
PF13: Protection of Physical Safety



Mean Score by Psychosocial Factor



*Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

**Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

Next Steps

Results of the Guarding Minds at Work survey has been shared with stakeholders (i.e., Administrators, Association Chairs/Co-Chairs and Union Presidents/Vice Presidents).

Each stakeholder group has been engaged to undertake an initiative in response to the survey results.

A Board-wide committee will be established to develop school-based initiatives in response to the survey results.

Superintendent of HR will work with the HRS team, the Equity team and other stakeholders to develop a central strategy to support employee wellness.

Recommendation:

This is for information for the Board.

Prepared/Reviewed By: Tyrone Dowling
Director of Education

Kerry Pomfret
Superintendent of Human Resources

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board 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 CEO, subject in all instances to what otherwise actually occurred.





Date: February 27, 2023
To: Board of Trustees
From: Director of Education
Subject: 2023-2024 Estimates Budget Update #2

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 **IV007**
- ☐ Information only of day-to-day operational matters delegated to the CEO

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

This report provides Trustees with information on the development of the 2023-24 school year Estimates budget.

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

[Board Policy IV 007 "Financial Planning/Budgeting"](#)

"The CEO shall not ...

1. Develop a budget without conducting a formal process for soliciting input on the needs and priorities of the system ...
6. Present a budget that does not allow sufficient time for decision-making
7. Present a budget that cannot be readily understood by persons without a financial/education background"

Alignment to the MYSP:

☐ **Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

☐ **Ignite to Believe**

- ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☐ The relationship between home, parish and school is strengthened.

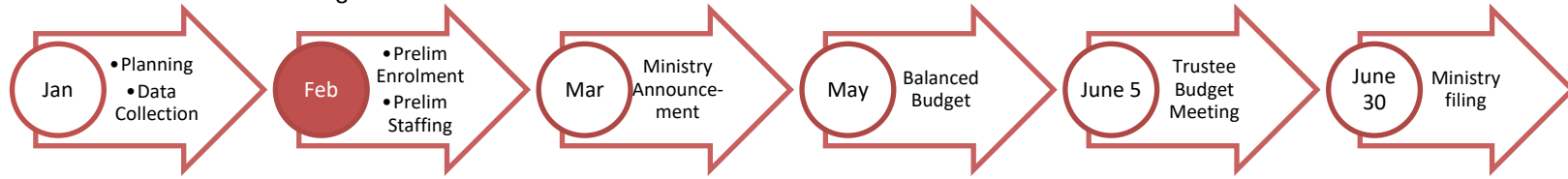
☐ **Strengthen to Become**

- ☐ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☒ Are engaged as active partners in our students' Catholic education journey.



Background/Comments:

The 2023-2024 budget timeline to date:



Secondary Enrolment Committee Meeting #1: February 1, 2023

Objective of Committee:

- The purpose of this committee is to generate secondary enrolment projections using documented methods that will establish a secondary student average daily enrolment (ADE) for the purposes of calculating revenues and staffing expenses.

Meeting highlights:

- Discussed timelines for 2023-2024 budget preparation
- Reviewed the 2022-2023 enrolment projections and in-year trending of variables that would impact student enrolment growth such as new housing developments, migration within Ontario, and pandemic impacts on retention rates.
- Identified reports from the student information system that will support the development of enrolment projections.
- Discussed the impact of St. Isidore continuation into next year
- Reviewed methodologies used to project enrolment

Elementary Enrolment Committee Meeting #1: February 1, 2023

Objective of Committee:

- The purpose of this committee is to discuss the methods used to calculate elementary enrolment scenarios and to identify a preferred option which will support the calculation of revenues and staffing expenses.

Meeting highlights:

- Discussed timelines for 2023-2024 budget preparation
- Reviewed the 2022-2023 enrolment projections and in-year trending of variables, retention rate trending, virtual school impacts, and homeschooling data
- Reviewed projection methodologies to determine if any changes should be implemented and discussed data accuracy for forecasting
- Coordinated tasks and report requirements for enrolment projection

Operational Budget Submissions

- Budget holder templates have been distributed for completion. Final budget submissions are due to Finance on March 10, 2023
- School budgets will be released April 13th and will be completed by schools once enrolment projections are confirmed

Upcoming

- GSN Announcement: March, TBD
- Trustee Update #3: March 27th
- Enrolment projections: due to Finance April 4th
- Budget Advisory Committee meeting: April 12th
- Trustee Update #4: April 24th
- Budget Presentation: June 5th



Management may need to alter timelines depending on the timing and content of Ministry of Education budget announcements. Monthly updates will be provided to Trustees on the progress of budget development. These reports will also highlight any significant issues that may arise prior to the June presentation.

Management will need to make several assumptions as the budget for 2023-24 is prepared. These assumptions will be disclosed in budget materials for purposes of transparency and decision-making.

Recommendation:

This report is provided as information on the development of the 2023-2024 budget.

Prepared/Reviewed By: Tyrone Dowling
Director of Education

Renee King
Manager of Budget

Laura Isaac
Senior Manager, Financial Services

Shesh Maharaj
Executive Superintendent, Corporate Services

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board 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 CEO, subject in all instances to what otherwise actually occurred.





Date: January 31, 2023
To: Board of Trustees
From: Director of Education
Subject: Interim Financial Report - #1 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. Interim reports are presented to the Board of Trustees three times per school year (January, March, and June). Reports are reviewed by the Audit Committee prior to being sent to the Board of Trustees.

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

Executive Limitation IV008: Financial Conditions and Activities:

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

Alignment to the MYSP:

The school year budget supports the three pillars of the 2022-25 MYSP:

- Awaken to Belong
- Ignite to Believe
- Strengthen to Become

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 November 30, 2022. Notes, where appropriate are included to provide the reader with additional information.



General Commentary:

The first quarter interim financial report aligns with the Revised Estimates submission presented to Trustees in December of 2022. Accordingly, the enrolment and financial information below is the same. Additional commentary has been provided specific to risks, projection methods, and known pressures to the budget.

Enrolment changes:

Day School Enrolment	2022-2023 Estimates	2022-2023 Revised Estimates	Change
Elementary	17,300	17,684	384
Secondary	7,500	7,290	(210)
Total	24,800	24,975	174
Elementary – VISA	20	36	16
Secondary – VISA	135	133	(2)
Total Students of the Board	24,955	25,144	189

Changes to budget:

Revenue Adjustments		
Day School Enrolment	\$ 1,776,801	
English as a Second Language grant	1,620,804	
Increased Extended Day, International program and other revenues	710,740	
Total revenue adjustments		\$ 4,108,345
Expense Adjustments		
Sick Leave	\$ 1,358,837	
Classroom Support Staff	981,246	
Classroom Teachers	690,150	
New School Outfitting	400,000	
Central Teacher Support Staff	309,194	
Maintenance, Repairs, Facilities Contracts	276,446	
Programs and Services	237,304	
Equity Programs and Supports	234,683	
School Safety	70,880	
Salary and Benefit Adjustments	46,208	
Administrative Budgets	24,000	
Other	(3,600)	
Infrastructure	(517,005)	
Total expense adjustments		4,108,345
2022-23 Revised Estimates Submission - December 2022		\$ -



- The enrolment change over the estimates budget is a net increase of 174 students. The enrolment change can be attributed to increased kindergarten registrations which were partially offset by a reduction in secondary enrolment.
- The budget contains significant increases in staffing expenses which are offset by provincial targeted grants and department level reductions.
- Increases have been added to salary and benefit budgets based on centrally negotiated labour agreements. The costs of these settlements will be offset by increases in the province's funding benchmarks.
- The budget includes a \$1M draw from a dedicated 'reserve' fund to support the roll out of the 2022-25 Multi-Year Strategic Plan (MYSP).
- Certain budget areas present additional risk:
 - Staff replacement (supply) costs are always difficult to predict as they are dependent on active flu cases, staff morale, workplace culture, demographics, absence management program efficacy, and availability of replacement staff. Modelling has been undertaken by finance staff based on historical data, trends in the Region, and a review of staffing complements. The budget contains management's best estimates of supply costs as at the time of writing. These costs will be monitored closely and changes to estimates if any will be provided in the next financial report.
 - Utility costs can be volatile due to changes in commodity prices, government initiatives (carbon pricing), school activities/usage, and heating/cooling equipment age/condition. Conservative estimates have been used in the development of utility budgets. This area will be monitored closely as the year progresses.
 - The costs of Educational Assistants are driven by student needs, number of students enrolled, and available staff complement. The budget contains management's best estimate of costs to be incurred during 2022-23. This estimate could change as student needs change or additional students enrol during the school year who require dedicated supports. This area will be monitored as the year progresses.
- Lawsuits, grievances, and other claims, if any, have been disclosed in private to the Audit Committee. Associated expenses, if any, have been added to the budget.

Management's risk assessment related to the Board's financial well-being for the 2022-23 school year is **LOW**.

There have been no significant deviations from the budget priorities set in June 2022 and revised in December 2022.

Recommendation:

That the Board of Trustees receive this interim financial report as information on the financial well-being of the Board as at November 30, 2022.

Prepared/Reviewed By:

Tyrone Dowling
Director of Education

Laura Isaac
Senior Manager, Financial Services

Renee King
Manager of Budget

Shesh Maharaj
Executive Superintendent, Corporate Services

*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
2022-2023 First Quarter Financial Report - Revised Estimates
For the Period Ended November 30, 2022

Summary of Financial Results

	Budget	Revised Budget	In-Year Change	
			\$	%
Revenue				
Provincial Grants (GSN)	290,641,980	293,580,519	2,938,539	1.0%
Grants for Capital Purposes	6,335,689	6,172,835	(162,854)	(2.6%)
Other Grants	4,401,687	7,980,444	3,578,757	81.3%
Other Revenues	12,883,794	17,697,933	4,814,139	37.4%
Amortization of DCC	19,374,673	20,368,402	993,729	5.1%
Total Revenue	333,637,823	345,800,133	12,162,310	3.6%
Expenses				
Classroom	233,105,263	239,331,407	6,226,144	2.7%
Non-Classroom	43,778,882	48,720,605	4,941,723	11.3%
Transportation	7,865,761	7,872,385	6,624	0.1%
Pupil Accommodation	27,173,586	28,085,657	912,071	3.4%
Capital and In-Kind Expenditures	2,225,728	2,307,749	82,021	3.7%
Amortization/Write downs	19,488,603	20,482,330	993,727	5.1%
Total Expenses	333,637,823	346,800,133	13,162,310	3.9%
Balance before Accum Surplus	-	(1,000,000)	(1,000,000)	-
Accumulated surplus use	-	1,000,000	1,000,000	-
Surplus/(Deficit) - end of year	-	-	-	-

Note: GSN - Grants for Student Needs

Note: DCC - Deferred Capital Contribution

Note: Targeted grants are also referred to as Partnership and Priority Funding (PPF)

Changes in Revenue

GSN: Increase due to increased enrolment and English as a Second Language grant offset with lower teacher experience grants.
Other Grants: Increase due to targeted grants and in-kind grant provided since budget announced.
Other Revenues: Increase due to higher participation in both International and Extended Day programs.
Accumulated surplus: Draw on surplus anticipated to support implementation of MYSP

Changes in Expenses

Classroom: Increase due to enrolment, additional targeted grants announced, sick leaves, new Huron Brigadoon school opening, and MYSP implementation.
Non-Classroom: Increase due to targeted grants provided since budget announced, participation in the short and long term International programs, MYSP implementation and student learning recovery resources.

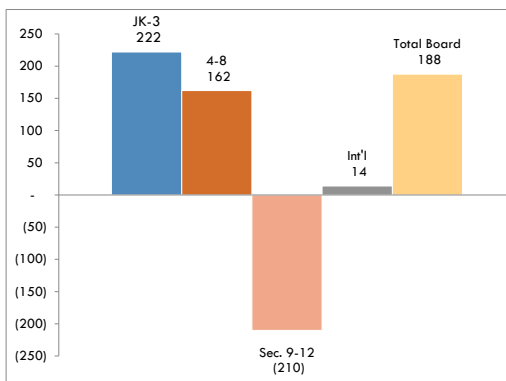
Summary of Enrolment

ADE	Budget	Revised Budget	In-Year Change	
			#	%
Elementary				
JK-3	8,514	8,736	222	2.6%
4-8	8,786	8,948	162	1.8%
Int'l Students	20	36	16	80.0%
Total Elementary	17,320	17,720	400	2.3%
Secondary <21				
Pupils of the Board	7,500	7,290	(210)	-2.8%
Int'l Students	135	133	(2)	-1.5%
Total Secondary	7,635	7,423	(212)	-2.8%
Total	24,955	25,143	188	0.8%

Note: ADE is comprised of actual enrolment reported at October 31, 2022 and projected enrolment as at March 31, 2023

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

Changes in Enrolment: Budget vs. Revised Budget



Highlights of Changes in Enrolment:

Elementary: Increase due to high kindergarten registrations and levels of immigration to Waterloo Region.

Secondary: Decrease due to incorporation of trending data from 2021-2022

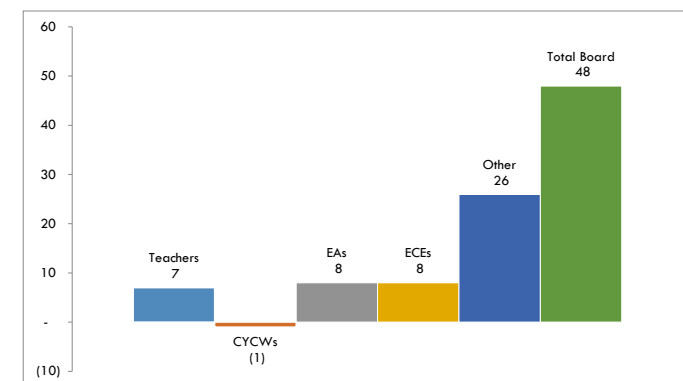
Int'l Students: Increase due to fewer travel restrictions.

Summary of Staffing

FTE	Budget	Revised Budget	In-Year Change	
			#	%
Classroom				
Teachers	1,521	1,528	7	0.5%
Child & Youth Care Workers (CYCWs)	60	59	(1)	-1.7%
Educational Assistants (EAs)	373	381	8	2.1%
Designated Early Childhood Educators	167	175	8	4.8%
Total Classroom	2,121	2,143	22	1.0%
Other Support Staff				
School Administration	172	172	0	0.1%
Board Administration	91	94	3	3.0%
Facility Services	209	208	(1)	-0.6%
Consultants/Co-ordinators	29	39	10	34.5%
Paraprofessionals	103	118	15	14.4%
Library & Guidance	66	66	(0)	-0.8%
Total Other Support Staff	670	696	26	3.9%
Total Staffing	2,791	2,839	48	1.7%

Note: FTE is calculated as of Oct 31, 2023

Changes in Staffing: Budget vs. Revised Budget



Highlights of Changes in Staffing:

Classroom Teachers: Increase due to elementary enrolment offset with secondary reduction to align with reduced enrolment and reclassification of literacy teachers to consultant/co-ordinators.

Classroom Support - EAs: Increase required to support student needs.

Classroom Support Staff - DECEs: Increase due to enrolment and participation in Extended Day program.

Other Support Staff - Board Administration: Increase due to needs identified.

Other Support Staff - Consultants/Co-ordinators: Increase to accommodate Ministry initiatives and reclassification of literacy teachers.

Other Support Staff - Paraprofessionals: Increase to support student safety at secondary sites and positions required to support Ministry initiatives.

Waterloo Catholic District School Board
2022-2023 First Quarter Financial Report - Revised Estimates
Revenues
For the Period Ended November 30, 2022

	Budget Assessment				Material Variance Note
	2022-2023				
	Budget	Revised Budget	Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
Grant Revenues					
Pupil Foundation	139,507,055	140,557,423	1,050,368	0.8%	
School Foundation	17,930,092	18,135,957	205,865	1.1%	
Special Education	37,096,707	37,452,940	356,233	1.0%	
Language Allocation	8,582,889	10,206,124	1,623,235	18.9%	
Learning Opportunities	6,713,321	6,593,655	(119,666)	(1.8%)	
Adult Education, Continuing Education	3,080,249	2,965,873	(114,376)	(3.7%)	
Teacher and DECE Q&E	29,942,270	29,476,805	(465,465)	(1.6%)	
Transportation	7,636,956	7,811,277	174,321	2.3%	
Administration and Governance	7,863,566	7,895,192	31,626	0.4%	
School Operations	25,622,478	25,681,950	59,472	0.2%	
Community Use of Schools Grant	331,764	331,764	-	0.0%	
Indigenous Education	442,577	575,513	132,936	30.0%	
Mental Health and Well-Being Grant	1,362,840	1,366,980	4,140	0.3%	
New Teacher Induction program	212,926	212,926	-	0.0%	
Rural and Northern Education Fund	92,362	92,212	(150)	(0.2%)	
Permanent Financing - NPF	397,975	397,975	-	0.0%	
Support for COVID-19 Outbreak	3,825,953	3,825,953	-	0.0%	
Regular Operating On-going Grants	290,641,980	293,580,519	2,938,539	1.0%	a.
Grants for Capital Purposes					
School Renewal	371,755	371,755	-	0.0%	
Temporary Accommodation	3,580,628	3,580,628	-	0.0%	
Short-term Interest	487,940	325,086	(162,854)	(33.4%)	b.
Debt Funding for Capital	1,895,366	1,895,366	-	0.0%	
Total Capital Grants	6,335,689	6,172,835	(162,854)	(2.6%)	
Other Grants					
Continuing Education	2,420,893	2,064,598	(356,295)	(14.7%)	c.
Partnership and Priorities Fund (PPF)	1,958,285	5,815,846	3,857,561	197.0%	d.
In-Kind Grant	22,509	100,000	77,491	344.3%	d.
Total Other Grants	4,401,687	7,980,444	3,578,757	81.3%	
Other Revenues					
Continuing Education Fees	3,016,546	3,168,604	152,058	5.0%	
Rentals	706,589	709,164	2,575	0.4%	
Interest	325,000	420,000	95,000	29.2%	e.
Tuition Fees	3,263,500	5,424,800	2,161,300	66.2%	f.
Extended Day Fees	3,830,375	4,269,935	439,560	11.5%	g.
Other International Fees	716,996	867,558	150,562	21.0%	f.
Other	1,024,788	2,837,872	1,813,084	176.9%	h.
Total Other Revenue	12,883,794	17,697,933	4,814,139	37.4%	
Deferred Revenues					
Amortization of DCC	19,374,673	20,368,402	993,729	5.1%	b.
Net Deferred Revenue	19,374,673	20,368,402	993,729	5.1%	
Total Revenue and Grants	333,637,823	345,800,133	12,162,310	3.6%	

Explanations of Material Grant Variances

- a. Increase due to enrolment and higher ESL participation than anticipated. This increase is offset by less experienced workforce.
- b. Change is due to timing of construction projects.
- c. Reduced Con Ed ESL programming.
- d. New targeted funding (PPFs) announced since budget and additional in-kind grants not previously anticipated.
- e. Increase due to cash on hand and trending.
- f. Increase due to International long-term, short-term and student exchange programs due to reduced travel restrictions.
- g. Increase due to greater participation in Extended Day program.
- h. Increase due to miscellaneous revenues such as rebates, refunds and other International program recoveries.

Waterloo Catholic District School Board
2022-2023 First Quarter Financial Report - Revised Estimates
Expenses
For the Period Ended November 30, 2022

	Budget Assessment				
	2022-2023				
	Budget	Revised Budget	Change		Material Variance Note
			\$ Increase (Decrease)	% Increase (Decrease)	
OPERATING					
Classroom Instruction					
Teachers	169,133,032	169,480,956	347,924	0.2%	
Supply Teachers	4,237,696	4,795,307	557,611	13.2%	a.
Educational Assistants	18,463,328	18,903,308	439,980	2.4%	
Designated Early Childhood Educators	9,701,039	10,035,664	334,625	3.4%	
Classroom Computers	3,524,512	4,591,675	1,067,163	30.3%	b.
Textbooks and Supplies	6,584,360	7,756,983	1,172,623	17.8%	c.
Professionals and Paraprofessionals	13,942,947	16,220,776	2,277,829	16.3%	d.
Library and Guidance	5,727,011	5,677,352	(49,659)	(0.9%)	
Staff Development	1,272,866	1,343,456	70,590	5.5%	
Department Heads	518,472	525,930	7,458	1.4%	
Total Classroom	233,105,263	239,331,407	6,226,144	2.7%	
Non-Classroom					
Principal and Vice-Principals	10,693,336	10,840,969	147,633	1.4%	
School Office	6,607,450	6,678,600	71,150	1.1%	
Co-ordinators and Consultants	5,813,198	8,383,287	2,570,089	44.2%	e.
Continuing Education	9,471,498	10,726,563	1,255,065	13.3%	f.
Total Non-Classroom	32,585,482	36,629,419	4,043,937	12.4%	
Administration					
Trustees	258,863	258,863	(0)	(0.0%)	
Director and Supervisory Officers	1,561,063	1,620,653	59,590	3.8%	
Board Administration	9,373,474	10,211,670	838,196	8.9%	g.
Total Administration	11,193,400	12,091,186	897,786	8.0%	
Transportation	7,865,761	7,872,385	6,624	0.1%	
Pupil Accommodation					
School Operations and Maintenance	26,801,830	27,713,901	912,071	3.4%	
School Renewal	371,756	371,756	-	0.0%	
In-Kind Donation	22,509	100,000	77,491	344.3%	h.
Other Pupil Accommodation	2,203,219	2,207,749	4,530	0.2%	
Amortization and Write-downs	19,488,603	20,482,330	993,727	5.1%	
Total Pupil Accommodation	48,887,917	50,875,736	1,987,819	4.1%	
TOTAL OPERATING	333,637,823	346,800,133	13,162,310	3.9%	

Explanations of Material Budget Variances

- a. Increase due to sick leave trends and targeted grants announced since budget.
- b. Increase due to targeted grants announced since budget and increased software costs.
- c. Increase due to opening Huron Brigadoon school, implementing new MYSP and targeted grants announced since budget.
- d. Increase due to targeted grants announced since budget and to support overall school needs identified.
- e. Increase due to International program participation, MYSP implementation, and resources added to address learning recovery.
- f. Increase due to targeted grants announced since budget and expansion of LINC program offset with reduced ESL program costs.
- g. Increase due to investment in network security, MYSP implementation, and targeted grants announced since budget.
- h. Increase due to potential PPE requirements than previously estimated.

Notes:

1. Budget is the 2022 - 2023 Estimates Budget as approved by the Board of Trustees in June 2022



Date: February 27, 2023
To: Board of Trustees
From: Director of Education
Subject: School Year Calendar

Type of Report:

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

Type of Information:

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

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

Education Act Section 169. (1)

Every Board shall: (a) promote student achievement and well-being; (b) ensure effective stewardship of the board's resources; (c) deliver effective and appropriate education programs to its pupils; f) develop a multi-year plan aimed at achieving the goals of student achievement and well-being, positive school climate, inclusive and accepting schools, stewardship of resources, and effective and appropriate education programs to its pupils.

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

- PPM 159 Collaborative Professionalism (2016)
- PPM 151 Professional Activity Days Devoted to Provincial Education Priorities (2020)

Alignment to the MYSP:

☒ **Awaken to Belong**

- ☒ Every student can see themselves reflected in their learning.
- ☒ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☒ Every student experience the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☒ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☐ The relationship between home, parish and school is strengthened.

☒ **Strengthen to Become**

- ☒ Every student reaches their full potential.
- ☒ Staff see their impact on student achievement.
- ☒ Are engaged as active partners in our students' Catholic education journey.



Background/Comments:

Regulation 304 provides that school boards are required to prepare, adopt, and submit to the Minister the school year calendar(s) to be followed by the schools in their jurisdiction for the subsequent school year.

School Boards are required to identify a minimum of 194 school days between September 1, 2023 and June 30, 2024, of which a minimum of 4 and a maximum of 7 days may be identified as PD days. Three of these must be for Ministry priorities. The remaining school days shall be instructional days. Boards may designate up to ten instructional days as examination days. Each school year calendar must be accompanied by a general outline of the activities to be conducted on PA days. The minimum number of instructional days is 187.

In the preparation of the 2023-2024 School Year Calendar, representatives from the following groups were asked to provide input:

- OECTA, CUPE, PASS, APSSP, OSSTF, Unifor
- Waterloo Catholic Administrators' Associations
- Learning Services Department
- Senior Administration
- Trustee
- Catholic Parent Involvement Committee

Consultation with representatives from our coterminous board, the Waterloo Region District School Board (WRDSB), also took place in the development of the 2023-2024 school year calendar. It should be noted that the WCDSB and, the WRDSB, share some transportation costs. Consequently, on days when we do not share transportation costs (*i.e.*, when the WRDSB has scheduled a PA day and the WCDSB has not or, whenever WCDSB elementary and secondary schools do not share the PA Day) there are added costs. These non-aligned PA days in the 2023-2024 school year will cost the Board approximately \$56,902.00. However, these reflect WCDSB priorities (*i.e.* faith development day aligning with the liturgical calendar) or address particular aspects of reporting in secondary and elementary schools. Themes for the PA Days have been identified/mandated through labour agreements and Ministry policy (PPM151). Specifics identified in the chart may further develop as the year unfolds.

The first day of the school year will be Tuesday, **September 5th, 2023**.

The last day of the school year will be **June 28th, 2024**

The last day of school in December will be **December 22nd, 2023** and the first day of school in the new year is **January 8th, 2024**.

Note: Christmas Break takes place between December 25th, 2023 and January 5th, 2024



Professional Development Days and Priorities

Elementary:

Date	Topic	Description
Aug 31, 2023 (AM)	OCCUPATIONAL HEALTH AND SAFETY TRAINING	
Aug 31, 2023 (PM)	TO BE DETERMINED - TOPIC A	
Oct 06, 2023	TO BE DETERMINED - TOPIC B	
Nov 13, 2023	OTHER BOARD PRIORITY	Faith Day
Jan 19, 2024	REPORT CARD PREPARATION/REPORTING TO PARENTS/ONGOING COMMUNICATION	
Apr 19, 2024	TO BE DETERMINED - TOPIC C	
May 31, 2024	REPORT CARD PREPARATION/REPORTING TO PARENTS/ONGOING COMMUNICATION	
Jun 28, 2024 (AM)	TO BE DETERMINED - TOPIC A	
Jun 28, 2024 (PM)	OTHER BOARD PRIORITY	OECTA

Secondary:

Date	Topic	Description
Aug 31, 2023 (AM)	OCCUPATIONAL HEALTH AND SAFETY TRAINING	
Aug 31, 2023 (PM)	TO BE DETERMINED - TOPIC A	
Oct 06, 2023	TO BE DETERMINED - TOPIC B	
Nov 13, 2023	OTHER BOARD PRIORITY	Faith Day
Jan 31, 2024	CURRICULUM AND ASSESSMENT	
Apr 19, 2024	TO BE DETERMINED - TOPIC C	
May 31, 2024	OTHER BOARD PRIORITY	
Jun 28, 2024 (AM)	TO BE DETERMINED - TOPIC A	
Jun 28, 2024 (PM)	OTHER BOARD PRIORITY	OECTA

Recommendation:

The 2023-2024 School Year Calendar is presented to trustees for their approval.

Prepared/Reviewed By: Tyrone Dowling
Director of Education

Jennifer Ritsma
Superintendent of Learning

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board 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 CEO, subject in all instances to what otherwise actually occurred.



Ontario School Year Calendar 2023-2024

Calendar Title 98401539: 2023-24 Elementary WCDSB Calendar			Calendar Description Elementary calendar			
Board Name Waterloo CDSB		Date Created Jan 31, 2023	Panel Elementary	Calendar Type Modified	Calendar Status Draft	
Start of School Year Aug 31, 2023	End of School Year Jun 28, 2024	First Day Students Sep 05, 2023	Last Day Students Jun 27, 2024	Total PA Days 7	Total Instr. Days 187	Total Exam Days 0

LEGEND

H

Statutory Holiday

E

Scheduled Examination Day

P

Board Directed PA Day

P*

PA Day Devoted to Provincial Priorities*

B

Board Designated Holiday

/

Half Day

LEGEND

- H Statutory Holiday
- E Scheduled Examination Day
- P Board Directed PA Day
- P* PA Day Devoted to Provincial Priorities*
- B Board Designated Holiday
- / Half Day

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August 2023		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31 P/P*/		1	0	0
September 2023					1 B	4 H	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	19	0
October 2023	2	3	4	5	6 P*	9 H	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				1	20	0
November 2023			1	2	3	6	7	8	9	10	13 P	14	15	16	17	20	21	22	23	24	27	28	29	30		1	21	0
December 2023					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 B	26 B	27 B	28 B	29 B	0	16	0
January 2024	1 B	2 B	3 B	4 B	5 B	8	9	10	11	12	15	16	17	18	19 P	22	23	24	25	26	29	30	31			1	17	0
February 2024				1	2	5	6	7	8	9	12	13	14	15	16	19 H	20	21	22	23	26	27	28	29		0	20	0
March 2024					1	4	5	6	7	8 B	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29 H	0	14	0
April 2024	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19 P*	22	23	24	25	26	29	30				1	20	0
May 2024			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31 P	1	21	0
June 2024	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 P*/P/						1	19	0
July 2024	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
TOTAL																										7	187	0

Schools assigned to this calendar:

School Name	Town or City
Anishnabeg Outreach	Kitchener
Blessed Sacrament C Elem S	Kitchener
Canadian Martyrs C Elem S	Kitchener
Children & Adolescent Inpatient Program	Kitchener
Christ The King C Elem S	Cambridge
Holy Family C Elem S	New Hamburg
Holy Rosary C Elem S	Waterloo
Holy Spirit C Elem S	Cambridge
John Sweeney C Elem S	Kitchener
Lutherwood	Waterloo
Monsignor Haller C Elem S	Kitchener
Our Lady of Fatima C Elem S	Cambridge
Our Lady of Grace C Elem S	Kitchener
Our Lady of Lourdes C Elem S	Waterloo
Saint John Paul II C Elem S	Kitchener
Sir Edgar Bauer C Elem S	Waterloo
St Agnes C Elem S	Waterloo
St Aloysius C Elem S	Kitchener
St Anne C Elem S	Cambridge
St Anne C Elem S	Kitchener
St Augustine C Elem S	Cambridge
St Bernadette C Elem S	Kitchener
St Boniface C Elem S	Maryhill
St Brigid C Elem S	Ayr

School Name	Town or City
St Clement C Elem S	St Clements
St Daniel C Elem S	Kitchener
St Dominic Savio C Elem S	Kitchener
St Elizabeth C Elem S	Cambridge
St Gabriel C Elem S	Cambridge
St Gregory C Elem S	Cambridge
St John C Elem S	Kitchener
St Joseph C Elem S	Cambridge
St Kateri Tekakwitha C Elem S	Kitchener
St Luke C Elem S	Waterloo
St Margaret C Elem S	Cambridge
St Mark C Elem S	Kitchener
St Matthew C Elem S	Waterloo
St Michael C Elem S	Cambridge
St Nicholas C Elem S	Waterloo
St Paul C Elem S	Kitchener
St Peter C Elem S	Cambridge
St Teresa C Elem S	Kitchener
St Teresa of Avila C Elem S	Elmira
St Timothy C Elem S	Kitchener
St Vincent de Paul C Elem S	Cambridge
St. Isidore C Elem S	Kitchener
St. Teresa of Calcutta C Elem S	Cambridge

Professional Activity Days and Descriptions

Date	Topic(s)	Description
Aug 31, 2023 (AM)	OCCUPATIONAL HEALTH AND SAFETY TRAINING	
Aug 31, 2023 (PM)	TO BE DETERMINED - TOPIC A	
Oct 06, 2023	TO BE DETERMINED - TOPIC B	
Nov 13, 2023	OTHER BOARD PRIORITY	FAITH DAY

Jan 19, 2024	REPORT CARD PREPARATION/REPORTING TO PARENTS/ONGOING COMMUNICATION	
Apr 19, 2024	TO BE DETERMINED - TOPIC C	
May 31, 2024	REPORT CARD PREPARATION/REPORTING TO PARENTS/ONGOING COMMUNICATION	
Jun 28, 2024 (AM)	TO BE DETERMINED - TOPIC A	
Jun 28, 2024 (PM)	OTHER BOARD PRIORITY	OECTA

Ontario School Year Calendar 2023-2024

Calendar Title 98422335: Secondary Calendar Modified				Calendar Description Modified Secondary						LEGEND  Statutory Holiday  Scheduled Examination Day  Board Directed PA Day  PA Day Devoted to Provincial Priorities*  Board Designated Holiday  Half Day			
Board Name Waterloo CDSB		Date Created Feb 03, 2023		Panel Secondary		Calendar Type Modified		Calendar Status Draft					
Start of School Year Aug 31, 2023	End of School Year Jun 28, 2024	First Day Students Sep 05, 2023		Last Day Students Jun 27, 2024		Total PA Days 7		Total Instr. Days 177					Total Exam Days 10

MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August 2023		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31 P/P */		1	0	0
September 2023					1 B	4 H	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	19	0
October 2023	2	3	4	5	6 P*	9 H	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				1	20	0
November 2023			1	2	3	6	7	8	9	10	13 P	14	15	16	17	20	21	22	23	24	27	28	29	30		1	21	0
December 2023					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25 B	26 B	27 B	28 B	29 B	0	16	0
January 2024	1 B	2 B	3 B	4 B	5 B	8	9	10	11	12	15	16	17	18	19	22	23	24 E	25 E	26 E	29 E	30 E	31 P			1	12	5
February 2024				1	2	5	6	7	8	9	12	13	14	15	16	19 H	20	21	22	23	26	27	28	29		0	20	0
March 2024					1	4	5	6	7	8 B	11 B	12 B	13 B	14 B	15 B	18	19	20	21	22	25	26	27	28	29 H	0	14	0
April 2024	1 H	2	3	4	5	8	9	10	11	12	15	16	17	18	19 P*	22	23	24	25	26	29	30				1	20	0
May 2024			1	2	3	6	7	8	9	10	13	14	15	16	17	20 H	21	22	23	24	27	28	29	30	31 P	1	21	0
June 2024	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21 E	24 E	25 E	26 E	27 E	28 P*/ P/						1	14	5
July 2024	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0
TOTAL																										7	177	10

Schools assigned to this calendar:

School Name	Town or City
Children & Adolescent Inpatient Program	Kitchener
Monsignor Doyle Catholic SS	Cambridge
Resurrection Catholic SS	Kitchener
St Benedict Catholic SS	Cambridge

School Name	Town or City
St David Catholic SS	Waterloo
St Don Bosco Catholic SS	Kitchener
St Mary's HS	Kitchener
Young Adult Program	Kitchener

Professional Activity Days and Descriptions

Date	Topic(s)	Description
Aug 31, 2023 (AM)	OCCUPATIONAL HEALTH AND SAFETY TRAINING	
Aug 31, 2023 (PM)	TO BE DETERMINED - TOPIC A	
Oct 06, 2023	TO BE DETERMINED - TOPIC B	
Nov 13, 2023	OTHER BOARD PRIORITY	Faith Day
Jan 31, 2024	CURRICULUM AND ASSESSMENT	
Apr 19, 2024	TO BE DETERMINED - TOPIC C	
May 31, 2024	OTHER BOARD PRIORITY	
Jun 28, 2024 (AM)	TO BE DETERMINED - TOPIC A	
Jun 28, 2024 (PM)	OTHER BOARD PRIORITY	OECTA



Date: February 27, 2023
To: Board of Trustees
From: Director of Education
Subject: School Naming: Huron Brigadoon

Type of Report:

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

Type of Information:

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

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

Board Policy APF013

<https://www.wcdsb.ca/about-us/policies-and-administrative-procedures/naming-of-schools-apf013/>

Board Policy II 004 – Consultation

Board Policy IV 010 – Facilities / Accommodations

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

The selection of a school name is a significant step in the process of establishing a new school community. Within a Catholic school community, the school's name is intended to forge a connection with a saint or other significant Catholic individual or tradition, whose gifts/meaning will provide a focus for the school and kindle a unique identity and spiritual bond for the students and staff. The purpose of this Administrative Procedure is to provide direction to staff and community members in the selection of school / facility names in the Waterloo Catholic District School Board.

Alignment to the MYSP:

☒ **Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☒ Staff experiences a positive, healthy, and inclusive workplace.
- ☐ Are aware of and/or use the available resources to assist in navigation of the school system.



☒ Ignite to Believe

- ☐ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☒ The relationship between home, parish and school is strengthened.

☒ Strengthen to Become

- ☐ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☒ Are engaged as active partners in our students' Catholic education journey.

Background/Comments:

The Waterloo Catholic District School Board is excited to open its newest school in September 2023 that will welcome students from the boundaries of St. Kateri, Blessed Sacrament, Our Lady of Grace, and John Sweeney Catholic schools. As we develop and welcome a new community, we set to invite stakeholder input on the name of our school. Based on APF013 there are standards for establishing a new school name.

Criteria for Naming Schools

1. A school shall be given the name of Our Lord, Our Lady, a Saint, or a reference to an established Catholic doctrine (e.g., Blessed Sacrament, Holy Spirit, Resurrection, etc.), as approved by the Bishop of Hamilton.
2. The school's name should:
 - a) Reflect, in an obvious manner, the Catholic faith.
 - b) Be a source of encouragement and inspiration to the staff and students of the wider Catholic community.
 - c) Be such that students may identify with and emulate the ideals of the individual.
 - d) Be such that it does not encourage abbreviation or nicknaming and cannot be ridiculed.
3. The duplication of existing names within the Board shall be avoided.
4. The possessive form shall not be used.

Presented in the survey were four Saints that were vetted for consideration based on their attributes and virtues, ones that we would endeavor to see represented in our WCDSB students and a model for our school. Approval of the Saint Names for consideration were approved by his excellency, Bishop Crosby, of the Roman Catholic Diocese of Hamilton.

Saint Names for Consideration

Four names were put forward for broader consultation. The history of the saint was summarized, and the virtues that they espoused were extrapolated and presented for input from parents, students, and staff of feeder schools and broader public via our board website. The names presented included, St. Andre Bessette, St. Anselm, St. Catherine of Siena, and St. Josephine Bakhita. Descriptions of the saints can be found here: [Saint Names New School Consultation Descriptions.docx](#)

The virtues that were drawn from the historical context and contributions of each of each saint were as follows:

St. Andre Bessette: perseverance, determination, strength, inclusivity and kindness and a strong devotion to faith.



St. Anselm: personifies great courage and outstanding scholarship.

St. Catherine of Siena: Care for others, advocacy for the rights of women, the poor and the vulnerable.

St. Josephine Bakhita: Resilience, advocacy for the rights of women and children, faithfulness, forgiveness, and hope.

The top three names in order of preference based on stakeholder input are:

St. Josephine Bakhita
St. Catherine of Siena
St. Andre Bessette

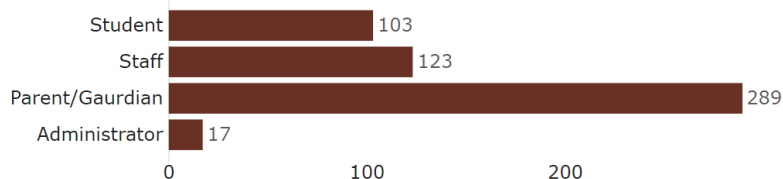
Process and Consultation Feedback

The survey was opened on February 03, 2023, and closed February 12, 2023. There was a strong response from parents, students, staff, and administrators. Data was triangulated to summarize most revered virtue/attribute that was desired to be present in the name, open response comments, and rank order of the most favored saint.

As noted in table 1 a total of 368 surveys were completed with a strong response in all stakeholder groups.

Survey Activity	Choice Count
Completed Surveys	368

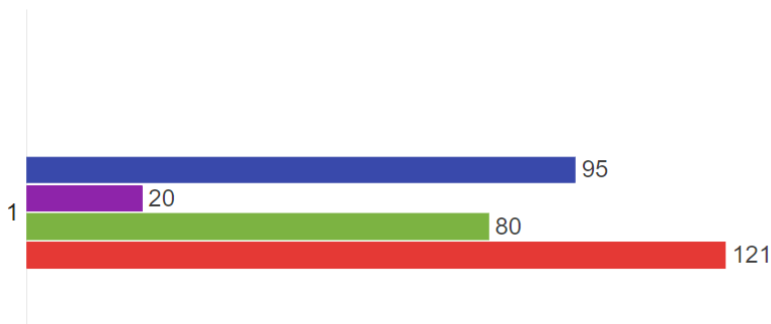
Please describe who you are (select all that apply):



When correlating the results of the survey the graph below indicates the ranking of saints based on which saint was most often ranked first choice for the new school's name. As noted, St. Josephine Bakhita was the number one choice overall based on participant response.

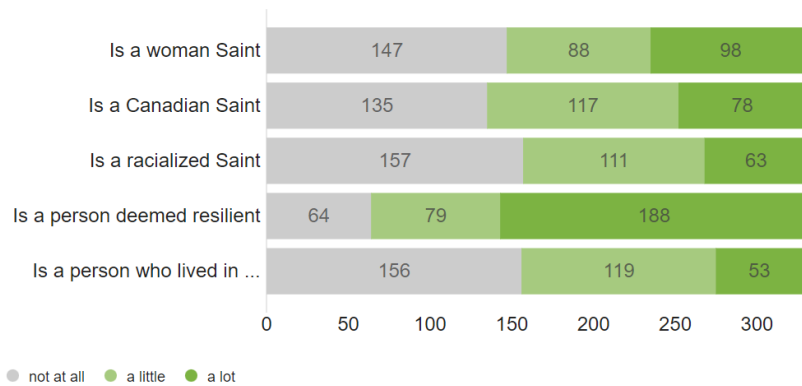
Below is the response distribution for all saints. The y-axis is the rank order:

● Saint Andre Bessette ● Saint Anselm ● Saint Catherine of Siena ● Saint Josephine Bakhita



Additionally, when seeking the input regarding attributes most desired in a name and saint to represent our school the data below also demonstrates a strong interest in the saint being one which purports a spirit and history of resiliency. Additionally, a female saint was also preferred.

When selecting a school name, how is important is the following attributes...



Finally, open response comments also support the above data sources which indicate “resilience” as a strong virtue that our students and families want to embrace and promote in the new school. Comments such as:

I want Saint Josephine Bakhita as the new schools name because of her virtues which are resilience, advocacy for the rights of women and children, faithfulness, forgiveness and hope. The virtue of hers that I like the most is her advocacy for the rights of women and children because I believe that is very important to espouse.

Kindness, resilience, perseverance, Holy Spirit, inclusivity, great role model

- she belongs to a minority group
- she is a woman
- she was a slave
- she went through a hardship

Resilience, forgiveness, courage, strength

I want my kids to be resilient and brave. To be able to face what life throws at them and come out on top.

Resilience

Summary

All three data points in the survey strongly support St. Josephine Bakhita as the most favored choice for the name of the Huron Brigadoon school. The naming committee adhered to the process requirement of the policy which garnered input from stakeholders on the naming of the school. As Bishop Crosby stated, “All are Saints of the



Church, and their names are eminently worthy to be attributed to the school.” It is the recommendation of the committee that the feedback from the survey be considered when choosing the name of the school.

Recommendation:

For approval of the Board

Prepared/Reviewed By: Judy Merkel, Superintendent of Learning

Tyrone Dowling, Director of Education

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board 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 CEO, subject in all instances to what otherwise actually occurred.





Date: February 27, 2023
To: Board of Trustees
From: Director of Education
Subject: February Director's Report

Type of Report:

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

Type of Information:

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

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

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:

☒ **Awaken to Belong**

- ☒ Every student can see themselves reflected in their learning.
- ☒ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☒ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☒ The relationship between home, parish and school is strengthened.

☒ **Strengthen to Become**

- ☒ Every student reaches their full potential.
- ☒ Staff see their impact on student achievement.
- ☒ Are engaged as active partners in our students' Catholic education journey.



Background/Comments:

The month of February is noted as Black History Month in North America. During this month I have been privileged to meet and listen to students who have been working on projects or learning about Black leaders who are currently in our community. Our Religion and Family Life department has also provided information to our schools noting Saints and Religious who are Black. The Umbrella Skill for February is Resilience. During this month our students in elementary and secondary schools have been their respective term or semester two. There have been several activities that I've been able to take part in this month.

Some of the regular meetings that were held in January have included:

- Executive Council meetings -- once a week
 - Academic Council meetings – once a week
 - Equity Services meetings – bi-weekly
 - Human Resource Services meetings – bi-weekly
 - Corporate Services meetings – bi-weekly
 - RDO meeting – monthly
 - Administrator Co-Chairs meeting – monthly
 - Faith, Equity and Indigenous Meeting - monthly
 - Chairs and Directors of Education Teleconference with Minister Lecce – Thursday afternoons (bi-weekly)
 - MYSP Indicator Review meeting with WCDSB Research – weekly
-
- Participated in several conversations with the Chair of the Board.
 - Participated in the K-12 Administrators' Meeting
 - Conducted Director's visits at St. Michael, St. Joseph, St. Augustine, St. Anne C
 - System Collaborative Professionalism Meeting
 - Administrator Induction Session
 - OCSOA Retreat
 - Administrator Pool Interviews
 - Indigenous Student Group Inaugural Meeting
 - Student BHM Interviewee
 - Deanery Meeting
 - CPIC Meeting
 - Fr. Joseph Farewell
 - Trustee Equity Training – Session 1



- St. David SEEC BHM Panel
- City of Kitchener – BHM Fireside Chat

Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: Tyrone Dowling
Director of Education

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board 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 CEO, subject in all instances to what otherwise actually occurred.





Date: February 27, 2023
To: Board of Trustees
From: Student Trustees
Subject: February 2023 Student Trustee 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
- ☐ Information only of day-to-day operational matters delegated to the CEO

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

Policy II 011 Student Representation on the Board
Policy II 012 Student Trustee Role Description

Alignment to the MYSP:

- ☒ Awaken to Belong
 - ☒ Every student can see themselves reflected in their learning.
 - ☐ Staff experience a positive, healthy, and inclusive workplace.
 - ☐ Are aware of and/or use available resources to assist in navigation of the school system.
- ☒ Ignite to Believe
 - ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
 - ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
 - ☐ The relationship between home, parish and school is strengthened.

- ☒ Strengthen to Become
 - ☒ Every student reaches their full potential.
 - ☐ Staff see their impact on student achievement.
 - ☐ Are engaged as active partners in our students' Catholic education journey.

Background/Comments:

There is much to be happening within the WCDSB school community this February. With February being the beginning of a new semester, and the month surrounding Black History Month and Valentine's Day. Students participate in opportunities to be educated on and celebrate Black people, and their significance. Students are also excited for Valentine's Day to share their love and appreciation to friends through the activities planned by Student Activity Councils. February also includes many opportunities for Student Trustee role involvement, as the OSTA-AECO Board Council Conference (BCC) takes place, as well as the elections for the 2023-2024 term Student Trustees. The schools continue to engage students, and encourage them to be involved within school activities as the month progresses with new events and opportunities.

Common Activities Hosted by The Schools:

- **Black History Month:** This Black History Month, the high schools are bringing awareness and celebrating through various student events and activities. The Resurrection Student Activity Council has been leading initiatives all month long such as, recognizing Black Canadians on the announcements, recognizing a Black person each week through Instagram posts, and providing education on Black experiences through forum events, announcements and Instagram posts. On February 23rd, St Mary's is hosting a Black student talent show to recognize all of the talented Black students, and have been making informational Instagram posts about historical Black figures. All month long, St Benedict's and St David's are also posting on their Instagram accounts about Black culture, famous and historical Black people, as well as support resources for Black students and information for events.
- **Valentine's Day Celebrations:** All five of the highschoools are very excited about Valentine's Day, and have many plans to celebrate as a school community. On February 7th, Monsignor Doyle Student Activity Council members and special education students made Valentine's Day cards to give to senior citizens. Additionally, Monsignor Doyle offered students the opportunity to send "candy grams", consisting of a lollipop and note, to their friends for \$1 each. Both Monsignor Doyle and St Davids had a pink/red shirt day to celebrate Valentine's Day. Similarly to Monsignor Doyle's Valentine candy grams, Resurrection, St Benedicts and St Davids both sold flowers for students to send to each other. Uniquely, St Benedicts hosted a Valentine's Day themed coffee house after school on February 15th. Resurrection hosted a Hearts and Arrows semi formal dance on February 13th at Federation Hall. Tickets were sold out within four hours, and the dance was a great success with students. Resurrection attached supportive affirmations to the washroom mirrors and encouraged students to write kind messages on paper hearts to be hung from the forum trees. St Mary's prepared and sent heart-shaped lollipops and their school mascot themed Valentine puns to classrooms on February 14th. St Mary's also had a Valentine's card making station for students to make and decorate cards to give to their loved ones.

- **Student Engagement:** The five high schools have been implementing activities meant to engage students and encourage school spirit. St David's held a dress-down day on February 15th, where students could donate \$2 to Turkey and Syria. On February 17th, St David's gave the opportunity for students to anonymously send a compliment to another student, via Google Forms that were filtered and posted by the Random Acts of Kindness club. On February 8th, St Mary's had a dress down day where students were also encouraged to donate. On February 16th St Mary's had a "Blue Out" event, where students were encouraged to wear blue to support the St Mary's basketball team after school. St Benedict's provided students with free pancakes in their cafeteria at lunch for Pancake Tuesday.

Student Trustee Role Update:

- **CBC KW Interview Regarding Exams:** On February 2nd, Trustee Armstrong and Fejerpataky joined CBC KW's [Morning Edition](#) with Craig Norris to talk about the experience of having exams for the first time since 2019. The trustees spoke about the initiatives and supports available for students to access, the perspectives of students regarding exams, the experience of being in high school during this adjustment period back to normal, the mental health supports available to students, and the reasons why students may be hesitant to access these supports.
- **OSTA-AECO Equity & Inclusion Working Group Meeting:** On February 8th, Trustee Armstrong attended a meeting as a member of the OSTA-AECO Equity and Inclusion working groups. In this meeting, numerous topics were discussed to further the work that will be occurring for the remainder of the school year. Intramurals and their prevalence within school boards/schools were spoken about. The working group focused on discussing intramurals with an equity-focused lens. Conversations included how teams should be created, when they should occur and how we could promote diversity and participation through various activities. The discussion points will be shared with OPHEA (Ontario Physical and Health Education Association) to further their work within this area. The working group also discussed gender and sexual violence within schools. Conversations were focused on discussing how students can be better supported when these issues occur. As well, each member of the working group in attendance were requested to investigate whether or not their board had specific policies in place regarding student sexual violence, instead of just specifically workplace harassment. Many school boards did not have these policies, however, WCDSB does which demonstrates a focus on student safety. The information gathered will be shared through a presentation at OSTA-AECO's AGM, to outcoming, transitional and incoming student trustees.
- **OSTA-AECO BCC's:** From February 16th to 19th, Trustee Armstrong and Fejerpataky attended OSTA-AECO's board council conference in Ottawa. The conference was focused on giving the individual councils; catholic and public, the opportunity to discuss the specific issues and challenges currently facing each section of the publicly funded education system. Presentations from the Assembly of Seven Generations, Developing Peace, and the Ontario Principals Council and Catholic Principals Council of Ontario. Sessions were also hosted to further student trustees' debating skills, receive updates from the executive council, hear from alumni of the organization, discuss initiatives and motions put forward by other student trustees, and learn about the initiatives in work by the working groups. The conference was a beneficial experience for networking as well as gaining insight into potential future projects that could be brought to the board for the remainder of the school year.

- **2023-2024 Student Trustee Elections:** On February 28th, the 2023-2024 student trustee elections will be held at the Catholic Education Center. On this day, five candidates from across the secondary schools will present to the co-presidents regarding why they would be perfect for the role of the student trustee. Following the presentations, the co-presidents will be voting for the candidates which they best feel fit the role through a ranking system. The candidates will know the results of the election on the night of the 28th. The board of trustees will be informed of the elected student trustees for the 2023-2024 term on March 27th at the Board of Trustees meeting. Following the election, the candidates will have the opportunity to join the Student Senate meeting by providing feedback and listening in on the conversations being had. The agenda for the meeting includes recapping semester one, discussing upcoming initiatives for second semester, preparing for ESLC (Elementary School Leadership Conference), completing a form by OSTA-AECO regarding the Ontario health curriculum, and a presentation about equity in our schools by the Senior Manager of Equity, Lynn Garrioch.

Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: Chloe Armstrong and Anika Fejerpatak
Student Trustees

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board 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 CEO, subject in all instances to what otherwise actually occurred.



Date: February 27, 2023
To: Board of Trustees
From: Chair of the Board
Subject: Chair's Report

Type of Report:

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

Type of Information:

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

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

N/A

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

Alignment to the MYSP:

☒ **Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☐ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☐ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
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☒ **Strengthen to Become**

- ☐ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.



Background/Comments:

February 6th – Committee of the Whole

February 13th - Father Joseph farewell celebration Mass & reception

February 13th – Equity Training (Board of Trustees)

February 16th - Friends and Advocates of Catholic Education (FACE) webinar hosted by OCSTA & local FAE committee debrief

February 18th – Tiny Homes Takeout Volunteering

February 19th – Bi-weekly meeting with Vice Chair Doherty-Masters

February 21st - Monthly Chair/Vice-Chair-Director Meeting

Recommendation:

This report is for the information of the Board

Prepared/Reviewed By: Tracey Weiler
Chair of the Board

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board 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 CEO, subject in all instances to what otherwise actually occurred.





Number: II 007
Subject: Board Members' Code of Conduct

Approval Date: September 29, 2008
Effective Date: September 29, 2008
Revised: April 26, 2011, November 24, 2014, October 26, 2020

ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

POLICY STATEMENT:

Waterloo Catholic District School Board Trustees represent all the citizens of Waterloo Region and are responsible to separate school supporters through the democratic process. The separate school supporters of Waterloo Region have entrusted Trustees, through the democratic process, with the education of all students in its schools and serve as their advocates. The public is entitled to expect the highest standards from the school Trustees it elects.

Board members must represent un-conflicted loyalty to the interests of the ownership. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the organization's services.

In addition to the duties of a Trustee under Section 218 of the Education Act and Regulations of Ontario, Catholic Trustees honour a set of additional expectations that have been set for them by the Catholic community. These include, but are not limited to:

- An appreciation that Catholic schools are an expression of the teaching Ministry of the Church;
- The facilitation of the best possible Catholic education according to the programs approved by the provincial Minister of Education and supported by the Canadian Conference of Catholic Bishops;
- A recognition and defense of the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- An affirmation of a strong sense of Catholic community; and
- Prayer, support and encouragement for the efforts of all persons engaged in the ministry of Catholic education in Canada.
- The promotion of a positive image of the Board.
- Finally, Trustees will not cause or allow any conditions, procedures, actions or decisions that are undignified unprofessional, or contrary to the preservation of Catholic values and teaching.



Individual Trustees are expected to:

- Familiarize themselves with their duties and any requirements of them as prescribed by the Education Act, Regulations, and PPMs;
- Familiarize themselves with their duties and any requirements of them as prescribed by the Municipal Freedom of Information and Protection of Privacy Act and their related regulations;
- Familiarize themselves with positions, policies and directions of the Ontario Catholic School Trustees Association;
- Comply with the Municipal Conflict of Interest Act in declaring any and all direct and indirect pecuniary interests in a matter before the Board. Trustees are responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or an appearance of a conflict of interest;
- Respect and treat others fairly regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Agree that all information deemed private or confidential that is provided is for Board business only, and will not be communicated beyond those to whom it has been provided;
- Commit to being fully prepared to participate and deliberate on all matters before the Board;
- Share in the distribution of Board workload including preparing, attending and participating in meetings, committees, public events such as graduations or other assignments as appointed.
- Trustees who sit on committees of the Board will bring on-going reports back to the Board of Trustees describing the work and any new learning and information gained as a result of the work of the committee.
- Trustees will treat each other with the respect and dignity requisite with their office including proper use of authority and appropriate decorum when acting as Board members.

Statutory Duties of a Trustee:

Trustees are expected to comply with the duties of a Board member as set out in Section 218.1 of the Education Act and Regulations.

A board member shall:

- Carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties under this Act., including but not limited to the Board's duties under Section 169.;
- Attend and participate in meetings of the board, including meetings of Board committees of which he or she is a member;
- Consult with parents, students and separate school supporters on the Board's multi-year plan under clause 169.1(1) (f);
- Uphold the implementation of any Board resolution after the Board has made a decision;
- Maintain focus on student achievement and well-being through the development of policies;

Relationship with the CEO and staff:

Board members may not attempt to exercise individual authority over the organization.

- Board members interaction with the CEO, or with staff, must recognize the lack of authority vested in individuals except when explicitly authorized by the Board;
- Board members interaction with the public, press or other entities must recognize the same limitation of any board member to speak for the Board;
- Except for participation in Board deliberation about whether reasonable interpretation of Board policy has been achieved by the CEO, Board members will not express individual judgments of performance of employees of the CEO.

- Board members will respect the confidentiality appropriate to issues of a sensitive nature and all issues in-camera;

Enforcement of Code of Conduct and Municipal Conflict of Interest Act: Step One: Informal Process

Notwithstanding policies and procedures contained in other Board bylaws, in accordance with the provisions of section 218.3 of the Education Act, a breach of this Code of Conduct may be dealt with by the following procedures:

- A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair. Alternatively, a Roman Catholic elector may petition the Board of Trustees directly. Any allegation of a breach of the Code must be brought to the attention of the Chair no later than 6 weeks after the breach comes to the knowledge of the Trustee (or Roman Catholic elector) reporting the breach. Unless the allegation is of a criminal nature, allegations of a breach of the code should not come to the Chair if they are alleged to have occurred earlier than six months prior to coming to the awareness of the Trustee or ratepayer.
- If an alleged breach is brought to the attention of the Chair, s/he, along with the Vice-Chair shall make inquiries into the matter and shall, based on the result of the inquiries, determine whether there has been a breach. Investigations of alleged breaches of the Code are to be undertaken by the Chair and Vice-Chair of the Board or by two other Trustees selected by the Board for this purpose. The Chair or Vice Chair and/or selected Trustees shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or view.
- If in the opinion of the Chair and Vice-Chair of the Board an outside consultant should conduct the inquiry, the Director will appoint the consultant. At any time in the process, the Trustee who is alleged to have breached the Code can ask for an outside consultant to be brought in if, in her/his opinion, he/she is not being dealt with fairly.

Step Two: Process Resolution

If, after hearing the evidence provided through the informal process, the Board determines that a Trustee has breached this Code of Conduct, the Board may select from a number of options moving forward in a progressive discipline approach:

Informal Process Resolution

1. A conversation between the Chair/Vice Chair and the Trustee in question where clarification, re-direction and/or a request for an apology may be sought.
2. The Chair/Vice Chair may recommend the Board use a Restorative Circle approach to bring understanding of the alleged offence and reconciliation of the issue so that, as a group, the Trustees can move on and healing occur. If this method is selected an outside facilitator, trained in Restorative Circles, will work with the group on this process.
3. The Board may also opt for a formal process to resolve the issue.

Formal Process Resolution:

4. Similar to the informal resolution process, the Chair/Vice-Chair (or in certain circumstances an outside consultant) investigates alleged breaches and brings a formal report to the Board. The Board will hear the evidence gathered through the investigation and determine if a breach of the Code occurred. It may impose one or more of the following sanctions:
 - request for an apology,
 - reprimand, censure or other sanctions as per board motion. These could include:
 - a) Censure of the Trustee

- b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board
 - c) Barring the Trustee from sitting on one or more committees of the Board for a period of time determined by the Board or
 - d) Removal of the Chair or Vice-Chair of the Board or Committee. A Trustee who is removed from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that related to that meeting or that part of the meeting that are not available to any member of the public.
- In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.
5. If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.
 6. The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or any sanction imposed by the Board.
 7. The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee.
 8. The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.
 9. If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanctions imposed by the Board are also revoked.
 10. If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.
 11. If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.
 12. Despite subsection 207 (1) of the Education Act which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:
 1. The security of the property of the Board;
 2. The disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
 3. The acquisition or disposal of a school site;
 4. Decisions in respect of negotiations with employees of the Board or
 5. Litigation affecting the Board.

Process to be followed after decision to impose sanctions:

The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- Make a determination that a Trustee has breached this Code of Conduct;
- Impose a sanction on a Trustee for a breach of this Code of Conduct;
- Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct;
- Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above. When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting.

The Statutory Powers Procedures Act does not apply to any of the enforcement provisions under section 218.3 of the Education Act. Nothing in this Code of Conduct prevents a Trustee's breach of the Municipal Conflict of Interest from being dealt with in accordance with that Act.

A Trustee who is subject to a board inquiry to determine whether the Trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses will not be paid unless extraordinary circumstances are determined by Board motion.

The required vote on any resolutions of determination will be made by a simple majority of all Trustees on the Board not including the accused Trustee.



Number: III 003
Subject: Accountability of the CEO

Approval Date: April 28, 2008
Effective Date: April 28, 2008
Revised: December 12, 2016

ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

POLICY STATEMENT:

The CEO is the board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the CEO.

Accordingly:

1. The board will not give instructions to persons who report directly or indirectly to the CEO.
2. The board will not evaluate, either formally or informally, any staff other than the CEO.
3. The board will view CEO performance as identical to organizational performance, so that organizational accomplishment of board stated Ends as connected to the annual priorities identified and mapped to MYSP and avoidance of board proscribed means will be viewed as successful CEO performance.





Number: III 004
Subject: Delegation to the CEO

Approval Date: April 28, 2008
Effective Date: April 28, 2008
Revised: January 30, 2012

ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

POLICY STATEMENT:

The board will instruct the CEO through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the CEO to use any reasonable interpretation of these policies with the legal requirements of the Province of Ontario.

Accordingly:

1. The Board will develop policies instructing the CEO to achieve certain results, for certain recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies.
2. The Board will develop policies which limit the latitude the CEO may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies.
3. As long as the CEO uses any reasonable interpretation of the board's Ends and Executive Limitations policies, the CEO is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
4. The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and CEO domains. By doing so, the board changes the latitude of choice given to the CEO. But as long as any particular delegation is in place, the board will respect and support the CEO's choices.





Date: February 27, 2023
To: Board of Trustees
From: Director of Education
Subject: Board Policy IV 011 - Emergency CEO Replacement

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)

Executive Limitation IV 011 - Emergency CEO Replacement instructs the Director of Education “to have procedures to assure operational and administrative continuity for a minimum of thirty days.”

The following report outlines a variety of procedures that are in place to assure operational and administrative continuity at Waterloo Catholic District School Board in the event of the sudden loss of the CEO. It should be accessed and followed in such an eventuality.

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

Policy 1 001 Ends
Policy IV 011 Emergency CEO Replacement
Policy IV 012 Communication to Board

Alignment to the MYSP:

☒ **Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☐ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☐ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☐ The relationship between home, parish and school is strengthened.



☒ Strengthen to Become

- ☐ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.

Background/Comments:

IV 011 Policy states:

In order to protect the board from sudden loss of CEO services, the CEO may not have fewer than two other designees familiar with board and CEO issues and processes. Accordingly, without limiting the scope of the foregoing, the CEO shall not fail to have procedures to assure administrative and operational continuity for a minimum of thirty days.

CEO Interpretation:

This policy indicates that the CEO must have contingency plans in the eventuality that he is not able to carry out his duties. The policy notes that there should be a minimum of 2 people who could carry out the CEO's duties, that how they would assume those duties are understood and that the replacement should be able to do so for no shorter than 30 days.

A) Overriding Policy/Contractual Language

The personal services contract of the Director of Education provides that "In the event of any substantial absence by the Employee due to illness or injury, the Board may appoint an Acting Director of Education and Secretary to the Board until the Employee returns to active employment or this Agreement and the employment of the Employee terminate, whichever happens first."

When the Director of Education is absent for a period not exceeding thirty calendar days the current personal services contract of the Director of Education is silent.

Policy IV 011 "Emergency CEO Replacement" provides that "In order to protect the board from the sudden loss of CEO services, the CEO may not have fewer than two other designees familiar with the board and CEO issues and processes. Accordingly, the CEO shall not:

1. Fail to have procedures to assure administrative and operation continuity for a minimum of thirty days."

B) Scenarios

There are several scenarios that can unfold where the system requires operational and administrative continuity and would not be in the position to have the services of the Director of Education for a period of time. These scenarios are:

1. The Director is out of the Province or Country for the day or a number of consecutive days;
2. The Director is ill, hospitalized or otherwise not able to be at work;
3. The Director has resigned;
4. The Director has died.

1. When the Director of Education is out of the Province or Country

When the Director of Education is out of the Province or Country, the position of Acting Director of Education is assigned according to the following rotation and/or availability (listed alphabetically):



- | | |
|--|-------------------|
| a) Superintendent of Learning | (Gerald Foran) |
| b) Exec Superintendent of Corporate Services and CFO | (Shesh Maharaj) |
| c) Superintendent of Learning | (Paul Mendonca) |
| d) Superintendent of Learning | (Judy Merkel) |
| e) Superintendent of Human Resources | (Kerry Pomfret) |
| f) Superintendent of Learning | (Jennifer Ritsma) |
| g) Superintendent of Learning | (Annalisa Varano) |

An email is sent to the members of Senior Administration, including the Chief Managing Officer and the Executive Administrative Assistants indicating that the Director of Education will be out of the Province or Country, the duration of the time away and who is in charge.

2. When the Director of Education is ill, hospitalized, incapacitated or otherwise not able to be at work

The designated Superintendent of Learning, Corporate Services or Human Resources assumes the role of Director of Education and Secretary of the Board for a period not exceeding thirty calendar days as outlined in part A above (Policy IV 011). The Chair of the Board would call a meeting of the Board of Trustees prior to the thirtieth day and would approve the continuation of the Superintendent in the Acting Director of Education role or name another Supervisory Officer to the Acting Director of Education role for a period specified by the Board until the return to work of the Director of Education.

3. When the Director of Education has resigned

If there is a period between the effective date of the resignation of the current Director of Education and when a new Director of Education is appointed, it would be appropriate for the Board of Trustees to appoint an Acting Director of Education until such times as a search process has resulted in the Board of Trustees appointing a new Director of Education. If the current Director of Education remains in office until the new Director of Education is appointed there is no need to action this item.

4. When the Director of Education has died

There are two sub-scenarios:

- a) Immediate action until the Board of Trustees can meet, and,
- b) Action after the Board of Trustees has met.

a) Immediate action until the Board of Trustees can meet:

In the time immediately after the knowledge of the Director's death is known, the designated Superintendent will be in charge as Acting Director of Education and Secretary of the Board. The Acting Director will co-ordinate and manage all the affairs of the system with the first responsibility being calling the Board Chair who, in turn, shall call the Board to meet in emergency session as soon as possible.

b) Action after the Board of Trustees has met:

The Board of Trustees will meet and determine if the Acting Director of Education appointed under 4 (a) above shall remain in that role or whether another Supervisory Officer shall be appointed Acting Director of Education and Secretary of the Board until such time as the Board of Trustees can implement a search process and appoint a new Director of Education.



Recommendation:

Part 1 of this report will be implemented by the CEO when the Director is out of the Province or Country.
Part 2 through 4 will be implemented as indicated.

That this report be accepted as evidence of compliance with Policy IV 011 - Emergency CEO Replacement.

Prepared/Reviewed By: Tyrone Dowling
Director of Education

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board 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 CEO, subject in all instances to what otherwise actually occurred.





Date: February 27, 2023
To: Board of Trustees
From: Director of Education
Subject: Board Policy IV 002 - Treatment of Public

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 002**
- ☐ 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 002](#)

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

Education Act Section 169.1

Education that Works for You: A new vision for education in Ontario (March 2019)

Communication Guidelines for Staff and Parents APC 001

Alignment to the MYSP:

☒ Awaken to Belong

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ Ignite to Believe

- ☐ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☒ The relationship between home, parish and school is strengthened.

☒ Strengthen to Become

- ☐ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☒ Are engaged as active partners in our students' Catholic education journey.



Background/Comments:

IV 002 Policy states:

With respect to interactions with the public, the CEO 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.

CEO Interpretation:

This policy signals that the CEO must ensure that no reputational damage comes to the Board in the broader community and that in particular, that the direction given to our school staff, students and communities should be consistent with and informed by our Catholic values so that the WCDSB is not cast in a negative light within the region or the province.

- a) 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.
- b) The current MYSP has a goal connected to analytics related to increased parent engagement. Our CPIC Parent Commissioning returned to an in-person event this year and was well attended. School CSAC's have presented their proposals to CPIC for local Parent Reaching Out Grants (PRO) and are also returning to more in person events.
- c) Within the WCDSB Administrative Procedures there is a Communication Guideline for Parents and Staff, that ensures that feedback and information to stakeholders is timely, and shared in a clear, concise and easily followed manner. ([APC 001](#)) During this school year regular communications have been shared with both staff and with parents regarding WCDSB's response to labour situations this past fall. We have ensured that our public facing website is always current, containing the CEO's communications and all other relevant updates.
- d) Currently the CEO is working with the Sr. Manager of Equity and the Superintendent of Learning responsible for Equity to connect with community groups supporting our marginalized students and families.
- e) The CEO supports the Board of Trustees Linkages Committee in their efforts to bring community leaders into the board for special functions that celebrate our presence in the community, e.g., Community Leaders' Breakfast.
- f) The CEO chairs the Board's FACE committee which oversees three sub-committees related to communications, political advocacy and School-Parish relationships. Within the meeting the cause of Catholic education and constructive ideas are generated which will enhance the reputation of the board as a representative of the Catholic community in Waterloo Region.
- g) 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.
- h) 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.
- i) 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.



- j) The CEO and/or superintendent designate attend Regional Deanery Meetings three times a year. Reciprocal knowledge sharing is a feature of these meetings, with Waterloo Catholic regularly providing updates to the group.
- k) To ensure that the reputation of the Board is protected and decisions are well informed, 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.

Recommendation:

That the Board accept this report indicating compliance with Policy IV 002 - Treatment of Public.

Prepared/Reviewed By: Tyrone Dowling
Director of Education

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board 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 CEO, subject in all instances to what otherwise actually occurred.





Date: February 27, 2023
To: Board of Trustees
From: Director of Education
Subject: Board Policy IV 003 - Treatment of Students

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 003**
- ☐ 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 003](#)

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

Education Act Section 169.1

Achieving Excellence: A Renewed Vision for Education in Ontario

APs: APH 004, APH 005, APH 028, APH 027, APH 015, APH 021, APH013, APH 026, APH 029, APH022, APH 008, APH 012, APH 016, APH 001, APH 002, APH 017, APH 019, and APH 010

Alignment to the MYSP:

☒ Awaken to Belong

- ☒ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☐ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ Ignite to Believe

- ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☐ The relationship between home, parish and school is strengthened.

☒ Strengthen to Become

- ☒ Every student reaches their full potential.



- ☐ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.

Background/Comments:

IV 003 Policy states:

In addition to all of the policy direction that applies to the public, with respect to interactions with students, the CEO shall not cause or allow conditions, procedures, actions, or decisions that are unsafe, or unhealthy or inherently inequitable.

CEO Interpretation:

This policy indicates that the CEO must ensure that consistent with the policy on the treatment of public, that there should be no reputational damage to the Board in the broader community and that in particular, that the direction given to our school staff, students and communities should be consistent with and informed by our Catholic values so that the WCDSB is not cast in a negative light within the region or the province. It indicates to me as CEO that we have to ensure our schools are places where all children can excel and be treated fairly regardless of their background or identity, while also having the confidence that they will not come to any harm.

- a) In addition to all those measures which ensure compliance with [IV 002](#) (found in items b-l below), the following would also be offered as evidence of compliance:
 - i. The CEO has ensured that data be more detailed when looking at sub-groups of students when reporting on academic performance, resiliency/MDI data, and suspensions and expulsions, which will guard against any unnoticed inequities in terms of service or results. Within the Multi-Year Strategic Plan there are indicators which monitors this data.
 - ii. Plans are currently underway to analyse term and semester one data from our schools. Staff are beginning the work of disaggregating this data, utilizing the results of the Student Census administered in the fall of 2021. This which will allow for a more in-depth consideration of biases or impediments to the full success of all students at the local level. This continued census work will assist in ensuring that WCDSB continues to improve in meeting the needs of its diverse and evolving population.
 - iii. The welfare of students is governed by a number of Administrative Procedures dealing with Health and Safety, including but not limited to:
 - APH 004 [APH004-MedAdminUnder18](#)
 - APH 005 [APH005-Anaphylaxis](#)
 - APH 028 [APH028-00_AsthmaRyansLaw](#)
 - APH 027 [APH027-00_Concussion](#)
 - APH 015 [APH015-00_-DiabetesManagement](#)
 - APH 021 [APH021-00-ElemSchFoodNutrition](#)
 - APH013 [APH013-00_EmergencyPlanning](#)
 - APH 026 [APH026-00_InfectiousDiseasesPrevention](#)
 - APH 029 [APH029-00_CalmingRoomsProactiveSelfRegulation](#)
 - APH022 [APH022-00-LockdownsHoldSecureShelterinPlace](#)
 - APH 008 [APH008-00_InclementWeather](#)
 - APH 012 [APH012-00_PhysicalContainmentofStudents](#)
 - APH 016 [APH016Play Structures](#)
 - APH 001 [APH001-00_SafeArrivalsDeparture](#)
 - APH 002 [APH002-00_SchoolAccidents](#)



- APH 017 [APH017-00_SchoolFoodNutrition](#)
- APH 019 [APH019-00_SuicideDepressionSelfHarm](#)
- APH 010 [APH010-00_ViolentIncidentRecordkeeping](#)

These APs are listed as evidence that the safety of our children is purposeful in the administrative procedures by which are schools are bound.

- iv. There is an Equity and Inclusive Education Learning Committee comprised of educators and staff who are offering a critical eye and guidance regarding the advancement of equitable practices in the WCDSB.
 - v. There is an Indigenous Education Advisory Council comprised of staff, Knowledge Keepers and Elders. We are reviewing the alignment to the WCDSB Wellness Strategy of both this committee and council. A meeting has just occurred inviting interested Indigenous students to be part of an Indigenous Student group.
 - vi. The WCDSB hired an Equity Systems Navigator and a Human Resource and Equity Officer this past year who have been tasked in guiding the work of equity in the culture of our board, and more directly the impact on our student population.
 - vii. There are 2 student Trustees who have opportunity to share the voice of students within the Boardroom but also in a variety of forums throughout the WCDSB. There is also an active Student Senate which provides students a forum for discussion and advancement of their thoughts and opinions.
- b) 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.
 - c) The current MYSP has a goal connected to analytics related to increased parent engagement. Our CPIC Parent Commissioning returned to an in-person event this year and was well attended. School CSAC's have presented their proposals to CPIC for local Parent Reaching Out Grants (PRO) and are also returning to more in person events.
 - d) Within the WCDSB Administrative Procedures there is a Communication Guideline for Parents and Staff, that ensures that feedback and information to stakeholders is timely, and shared in a clear, concise and easily followed manner. ([APC 001](#)) During this school year regular communications have been shared with both staff and with parents regarding WCDSB's response to labour situations this past fall. We have ensured that our public facing website is always current, containing the CEO's communications and all other relevant updates.
 - e) Currently the CEO is working with the Sr. Manager of Equity and the Superintendent of Learning responsible for Equity to connect with community groups supporting our marginalized students and families.
 - f) The CEO supports the Board of Trustees Linkages Committee in their efforts to bring community leaders into the board for special functions that celebrate our presence in the community, e.g., Community Leaders' Breakfast.
 - g) The CEO chairs the Board's FACE committee which oversees three sub-committees related to communications, political advocacy and School-Parish relationships. Within the meeting the cause of Catholic education and constructive ideas are generated which will enhance the reputation of the board as a representative of the Catholic community in Waterloo Region.
 - h) 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.
 - i) 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.
 - j) 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.



- k) The CEO and/or superintendent designate attend Regional Deanery Meetings three times a year. Reciprocal knowledge sharing is a feature of these meetings, with Waterloo Catholic regularly providing updates to the group.
- l) To ensure that the reputation of the Board is protected and decisions are well informed, 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.

Recommendation:

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

Prepared/Reviewed By: Tyrone Dowling
Director of Education

*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board 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 CEO, subject in all instances to what otherwise actually occurred.

