



Board of Trustees' Board Meeting

Date: Monday, September 25, 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:
Linda Cuff, Kathy Doherty-Masters (Vice-chair), Sally Fuentes, David Guerin, Renee Kraft, Julie Molenaar, Marisa Phillips, Robert Sikora, Tracey Weiler (Chair)

Student Representatives:
Bryanna Donoghue, Xavier Petrie

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

Special Resource:

Recording Secretary:
Stephanie Medeiros

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 cared for 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	Board of Trustees		Approval
1.4 Declaration of Pecuniary Interest	Individual Trustees		
1.4.1 From the current meeting			
1.4.2 From a previous public or in-camera meeting			
1.5 Items for Action: 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)			

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 Trustee's Meeting – June 12, 2023 3.1.2 Special Board of Trustee's Meeting – September 11, 2023 3.2 SEAC Minutes – June 7, 2023 3.3 Director's Monthly Report 3.4 Administrative Procedure Update	Board of Trustees Board of Trustees Board of Trustees T. Dowling T. Dowling	pp. 4-8 pp. 9-10 pp. 11-12 pp. 13-15 pp. 16-18	Approval Approval Information Information Information
4. Delegations/Presentation			
5. Advice from the CEO			
5.1 Summer Transition Programs/Update on Summer Boost/Headstart 5.2 Enrollment/Staffing Report 5.3 Summer Construction Update 5.4 Capital Priorities	G. Foran/A. Varano K. Pomfret S. Maharaj S. Maharaj	pp.19-26 pp. 27-28 pp. 29-32 pp. 33-36	Information Information Information Approval
6. Ownership Linkage (Communication with the External Environment)			
7. Reports from Board Committees/Task Forces			
7.1 Student Trustee Report	B. Donoghue/X. Petrie	pp. 37-40	Information
8. Board Education (at the request of the Board)			
8.1 OCSTA/CCSTA Communications OCSTA/CCSTA Communications Link	Board of Trustees	Link	Information
8.2 Chair's Report	Chair	pp. 41-43	Information
9. Policy Discussion			
10. Assurance of Successful Board Performance			
10.1 Board Policy Review 10.1.1 Board Policy II 002 Governing Style Is there a need to review the Policy? 10.1.2 Board Policy III 006 CEO Compensation and Benefits Is there a need to review the Policy?	L. Cuff B. Sikora	Link Link	Approval Approval
11. Assurance of Successful Director of Education Performance			
11.1 Monitoring Reports			
12. Potential Agenda Items/Trustee Inquiry Report (CEO)			
12.1 Resignation of Trustee Fuentes 12.2 Trustee Replacement Process Education Act – section 221 – Vacancies WCDSB By-law - Article 8	Chair All	pp. 44 pp. 45-46	Approval Information
13. Announcements			
13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):	Chair	--	Information

ITEM	Who	Agenda Section	Method & Outcome
- Sept 26 – OCSTA Regional Meeting - Sept 30 – Orange Shirt Day & Rowan's Law Day - Oct 2 – Committee of the Whole - Oct 4 – Interfaith Community Breakfast - Oct 9 – Thanksgiving - Oct 14 – Feast of St. Jerome Fundraiser - Oct 16 – Governance Committee Meeting - Oct 23 – Board of Trustees			
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		
Committee of the Whole Meeting: (October 2, 2023) - BIEP Update - Pastoral Plan Update	Chair	--	Information
15. Confirm Decision Made Tonight	Director of Education		
15.1 Confirm Decisions 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, June 12, 2023, at 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener.

Trustees Present:

Linda Cuff, Kathy Doherty-Masters (Vice-chair), *Sally Fuentes – via Teams*, David Guerin, Renee Kraft, Marisa Phillips, 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, Annalisa Varano

Special Resources For The Meeting:

Regrets:

Recorder:

Stephanie Medeiros, 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 6:04 p.m.

1.1 Opening Prayer & Memorials

The meeting opened with prayer by Trustee Armstrong.

1.1.1 Declaration/Oath of Newly Appointed Trustee – J. Molenaar

Julie Molenaar recited the Declaration and Oath of Allegiance.

1.2 Territorial Acknowledgment

Territorial Acknowledgment declared by Chair Weiler.

1.3 Approval of Agenda

Chair Weiler noted the following amendments to the agenda:

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

- Add 1.5 items for Action Trustee Private, Private on June 12, 2023, regarding Trustee matters.
- Remove item 12.1

**2023-63-- It was moved by Trustee Phillips and seconded by Trustee Sikora:
THAT the agenda for Monday, June 12, 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

Chair Weiler requested a mover and seconder for the items for action of the Private, Private meeting of Monday, June 12, 2023, regarding Trustee matters.

2023-64-- It was moved by Trustee Cuff and seconded by Trustee Doherty-Masters:

THAT the items for action of the Private, Private meeting on Monday, June 12, 2023, regarding Trustee matters, be now approved.

--- Carried by consensus.

2. Consent Agenda: Director of Education (e.g. day-to-day operational matters from the Ministry of Education that the board is required to do)

3. Consent Agenda: Board of Trustees (Minutes of meetings)

3.1 Approval of Minutes of Regular and Special Meetings

3.1.1 Special Board of Trustee's Meeting – May 24, 2023

3.1.2 Board of Trustee's Meeting – May 29, 2023

3.1.3 Special Board of Trustee's Meeting Budget Presentation-June 5, 2023

3.1.4 Special Board of Trustee's Meeting – June 6, 2023

3.2 SEAC Minutes – April 5, 2023

3.3 CPIC Minutes – February 15, 2023

3.4 Audit Committee Minutes - March 22, 2023

3.5 Director's Monthly Report

3.6 Chair's Report

3.7 2023-2024 Board/Committee of the Whole Meeting Dates – Amended

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

2023-65-- It was moved by Trustee Sikora and seconded by Trustee Phillips:

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

--- Carried by consensus.

4. Delegations

5. Advice from the CEO

5.1 Interim Financial Report #3

Laura Isaac, Senior Manager of Financial Services reviewed presentation on Interim Financial Report.

Trustee Weiler opened the floor for questions. There were no questions. Trustee Weiler confirmed no motion required for approval.

5.2 MYSP Report

Director Dowling presented MYSP report which included monitoring strategies key indicators and a breakdown of the MYSP pillars. Kelly Roberts, Research and Data Coordinator, available to answer questions.

Trustees asked clarifying questions. Discussion around graduation rate increase and targets.

2023-66-- It was moved by Trustee Kraft and seconded by Trustee Doherty-Masters:

That the Board approve the Multi-Year Strategic Plan Report Card Update for the 2022-2023 school year, as presented in this report and found in Appendix A.

--- Carried by consensus.

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

7. Reports From Board Committees/Task Forces

7.1 Student Trustee Update

Student Trustees presented their report and provided an update on events in the school community. They also provided feedback on how students can be more involved in Board meetings.

7.2 Pastoral Care Committee Annual Report

Trustee Guerin presented the Pastoral Care Annual Report.

7.3 Linkages Committee Annual Report

Trustee Sikora presented Linkages Committee Annual Report.

7.4 Governance Committee Annual Report

Trustee Doherty-Masters presented Governance Committee Annual Report.

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

8.1 Chair Weiler noted OCSTA Communications

Trustee Weiler noted that an updated link was emailed out to review OCSTA communications, recognized Terry Fox letter of congratulations to the board and noted that Bill 98 was amended.

9 Policy Discussion

10 Assurance of Successful Board Performance

10.1 Board Policy Review

10.1.1 Board Policy II 001 General Governance Commitment. Is there a need to review the Policy?

Trustees confirmed review of Board Policy II 001 General Governance Commitment and confirmed compliance.

2023-67-- It was moved by Trustee Guerin and seconded by Trustee Doherty-Masters:

THAT the Board of Trustees reviewed Board Policy II 001 General Governance Commitment and find that the Board is in compliance.

--- Carried by consensus

To be reviewed by the Governance Committee

10.1.2 Board Policy II 009 Board Committee Principles. Is there a need to review the Policy?

Trustee Weiler confirmed review of Board Policy II 009 Board Committee Principles and confirmed compliance.

2023-68-- It was moved by Trustee Weiler and seconded by Trustee Phillips:

THAT the Board of Trustees reviewed Board Policy II 009 Board Committee Principles and find that the Board is in compliance.

--- Carried by consensus

To be reviewed by the Governance Committee

10.1.3 Board Policy Board Policy II 010 Board Committee Structure. Is there a need to review the Policy?

Trustee Cuff confirmed review of Board Policy II 010 Board Committee Structure and confirmed compliance.

2023-69-- It was moved by Trustee Cuff and seconded by Trustee Phillips:

THAT the Board of Trustees reviewed Board Policy II 010 Board Committee Structure and find that the Board is in compliance.

--- Carried by consensus

There is no need to review the policy.

11 Assurance of Successful Director of Education Performance

11.1 Monitoring Reports

11.1.1 Board Policy IV 001 - General Executive Limitation

Director Dowling presented Board Policy IV 001 - General Executive Limitation for compliance.

2023-70-- It was moved by Trustee Doherty-Masters and seconded by Trustee Sikora:

That the Board of Trustees approves this report as demonstrating compliance with General Executive Limitation Policy IV, 001 for the 2022-2023 school year.

--- Carried by consensus

11.1.2 Board Policy IV 002 - Treatment of Public

Director Dowling presented Board Policy IV 002 - Treatment of Public for compliance.

2023-71-- It was moved by Trustee Cuff and seconded by Trustee Sikora:

That the Board of Trustees approves this report as demonstrating compliance with Board Policy IV, 002 Treatment of Public for the 2022-2023 school year.

--- Carried by consensus

11.1.3 Board Policy IV 003 - Treatment of Students

Director Dowling presented Board Policy IV 003 - Treatment of Students for compliance.

2023-72-- It was moved by Trustee Guerin and seconded by Trustee Doherty-Masters:

That the Board of Trustees approves this report as demonstrating compliance with Board Policy IV, 003 Treatment of Students for the 2022-2023 school year.

--- Carried by consensus

Trustees asked clarifying questions regarding anti-racism posters in schools.

11.1.4 Board Policy IV 007 Monitoring Report and 2023-2024 Budget

Superintendent Maharaj presented Board Policy IV 007 Monitoring Report and 2023-24 Budget for Approval.

2023-73-- It was moved by Trustee Doherty-Masters and seconded by Trustee Cuff:

That the Board of Trustees accept this report as providing evidence that the CEO is compliant with Board Policy IV, 007 "Financial Planning/Budgeting" for the 2022-2023 school year.

That the Board of Trustees approve an operating budget of \$338,516,836 for the 2023-24 school year as presented to the Board.

That the Board of Trustees approve a capital budget of \$22,834,741 for the 2023-24 school year as presented to the Board.

That the Board of Trustees direct Administration to file this balanced budget with the Ministry of Education before the deadline of June 30, 2023.

--- Carried by consensus

12 Potential Agenda Items

12.1 Trustee Appointment

12.2 Notice of Motion

Chair Weiler asked Trustee Phillips to present her motion regarding letter for additional funding for an Incentive Program. Chair Weiler opened the floor to discussion. Trustee Doherty-Masters enquired how the permanent positions will impact collective agreements. Superintendent Pomfret spoke on the matter and suggested this should come from the Ministry level. Chair Weiler would like to amend the literature on the letter to make it broader and to share solutions, challenges and ideas where provincial support is needed.

2023-74-- It was moved by Trustee Phillips and seconded by Trustee Cuff:

Send up to four quarterly letters on behalf of the board to Minister Lecce requesting additional funding for more permanent positions and/or an Incentive Program offering a Bonus Sign up Pay and/or a tuition grant to Support Workers and Speech Therapists that benefit children with disabilities. This program would be in place as long as we have a shortage as a board.

--- Carried by consensus

12.3 Student Trustee Acknowledgment

Trustee Kraft and Trustee Sikora presented plaques to Student Trustee Armstrong and Student Trustee Fejerpataky.

13 Announcements

13.1 Upcoming Meetings/Events

Trustees discussed upcoming events.

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

2023-75-- It was moved by Trustee Phillips and seconded by Trustee Cuff:

THAT the meeting be now adjourned. The meeting was adjourned by consensus at 8:34 p.m.

Chair of the Board

Secretary



Special Board of Trustees' Board Meeting

A public meeting of the Board of Trustees was held on Monday, September 11, 2023, at 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener.

Trustees Present:

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

*Via Teams

Student Trustees Present:

Bryanna Donoghue, Xavier Petrie

Administrative Officials Present:

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

Special Resources For The Meeting:

Regrets:

Recorder:

Stephanie Medeiros, 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 6:01 p.m.

1.1 Opening Prayer & Memorials

Deferred.

1.2 Territorial Acknowledgment

Deferred.

1.3 Approval of Agenda

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

2023-76-- It was moved by Trustee Phillips and seconded by Trustee Cuff:

THAT the agenda for Monday, September 11, 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

Chair Weiler requested a mover and seconder to approve the items for action of the In Camera meeting of September 11, 2023 regarding HRS matters.

2023-77-- It was moved by Trustee Doherty Masters and seconded by Trustee Molenaar:
THAT the items for action of the In Camera meeting regarding HRS matters of Monday, September 11, 2023 be now approved.
--- Carried by *consensus*.

2 Consent Agenda: Director of Education (e.g. day-to-day operational matters from the Ministry of Education that the board is required to do)

3 Consent Agenda: Board of Trustees (Minutes of meetings)

4 Delegations

5 Advice from the CEO

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

7. Reports From Board Committees/Task Forces

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

9 Policy Discussion

10 Assurance of Successful Board Performance

11 Assurance of Successful Director of Education Performance

12 Potential Agenda Items

13 Announcements

13.1 Upcoming Meetings/Events

Trustees discussed upcoming events.

13.2 Pending Items: N/A

13.3 Pending Items for OCSTA Consideration: N/A

14 Items for the Next Meeting Agenda

15 Adjournment – Confirm decisions made tonight.

15.1 Confirm Decisions made tonight.

16 Closing Prayer

17 Motion to Adjourn

2023-78-- It was moved by Trustee Phillips and seconded by Trustee Cuff:
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 6:04 p.m.

Chair of the Board

Secretary



SEAC Committee Meeting Minutes

Date& Time:	June 7, 2023, at 6:00 p.m.
Location (Hybrid):	In-Person: St. Mary's Board Room(1 st Floor), Catholic Education Centre Online: Via Teams Click here to join the meeting
Next Meeting:	September 6, 2023, at 6:00 p.m.
Committee Members: Kim Murphy, John Gilbert, Cindy Benedetti, Erin Sutherland, Daina Colbourne, Laura Shoemaker, Jeanne Gravelle, Bob Sikora, Sally Fuentes Administrative Officials: Gerald Foran, Erin Lemak Regrets: Bob Sikora, Erin Sutherland	

1. Opening Prayer Welcome	Erin Lemak
2. Approval of Agenda Motion by: Jeanne Gravelle Seconded: Kim Murphy	
3. Declared Pecuniary Interest N/A	
4. Approval of the May 17th minutes: Motion by: Sally Fuentes Seconded: Jeanne Gravelle	
5. School System Operational Business 5.1. Equity Equity Services at the Board Presentation to continue in 23-24 school year.	L.Garrioch Senior Manager of Equity Services
5.2. PD Plans for 23/24 - PD schedule - Upcoming IEP Brochure updates	E. Lemak
6. Ministry Updates (10 min) \$2500 received from CPIC (Catholic Parent Involvement Committee) Ideas on how to spend these funds by August 31st: - Printing existing IEP (Individual Education Plan) brochure - Printing First Communion Booklets for students with special needs - Printing and updating IPRC (Identification, placement and review committee) pamphlet. - Translation of IEP or IPRC documents	G. Foran
7. SEAC Committee Functions N/A	
8. Policy Advice to the Board N/A	
9. Updates:	



Association Updates: • WRPS ➤ On June 21, WRPS Equity, Diversity & Inclusion Unit will be joined by Waterloo Region Family Network (WRFN) for a presentation on neurodiversity and how to recognize and support individuals with all exceptionalities. Cristina Stanger, Self-Advocacy Liaison at WRFN, will speak about neurodiversity and neurodivergence. Erin Sutherland, Family Resource Coach, will speak about her role and how WRFN supports families with all exceptionalities. John Gilbert, a WRPS member, Director on the WRFN Board of Directors, and a parent of a child with exceptionalities will also speak about his experience working with Erin after his child's diagnosis and his role as a volunteer Parent Mentor at WRFN. • CADDAC ➤ ADHD Awareness Education Advocacy Newsletter and Information LINK • Trustee Updates ➤ WCDSB Board Meeting Bulletin — May 2023	
10. Pending Items N/A	
11. Adjournment Motion by: Jeanne Gravelle Seconded: John Gilbert	
12. Action Items Place Holder N/A	



Date: September 25, 2023
To: Board of Trustees
From: Director of Education
Subject: September 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:

September has been a month that has passed by quickly but there have been several events that have marked the opening of this school year. One of the most significant was the opening of our newest elementary school, St. Josephine Bakhita. As you are all aware, St. Josephine Bakhita is the patron saint of the victims of human trafficking. St. Josephine Bakhita has begun this school year with an enrolment that is close to 600 students. Our enrolment has seen an increase in both the elementary and secondary panel. This is continued growth for our system; however, it continues to place challenges on our staffing levels. Our Human Resources department is working diligently to recruit and hire staff to address the ongoing strain that these demands continue to place on our system. As we continue to work through these challenges, we are witnessing the dedication of staff to deliver a rich faith-based, curricular and extra-curricular experience for all our students. We are thankful for the energy and enthusiasm that staff have begun the year with and sharing with our school communities.

This month we have also begun Year 2 of our 3-Year Pastoral Plan. The theme this year is Strengthen, which is based on the passage from Philippians 4:13, "I can do all things through the One who strengthens me". It reminds us that we are the People of God, listening and responding, strengthened to share the Gospel.

As was the case last year, our schools continue to work each month with the Umbrella Project skills. In addition, utilizing our board focus on the strategy of innovation our consultants have brought those skills together with multiple others through a focus on Deep Learning. These deep learning skills highlight transferable skills teachers are working on including, the Catholic Graduate Expectations, Global Competencies, Learning Skills, the Grandfather Teachings and Umbrella Skills. This month the theme is Collaboration.

Some of the regular meetings that were held in September 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
- Chairs and Directors of Education Teleconference with Minister Lecce – Tuesday afternoons (bi-weekly)
- MYSP Indicator Review meeting with WCDSB Research – monthly
- Faith, Indigenous and Equity Meeting – monthly
- K-12 Administrators' Meeting - monthly

A few other highlights from these opening weeks include:

- Audit committee
- Participated in several meetings and conversations with the Chair of the Board
- Equity training with K – 12 administrators
- Hunger No More Fundraiser
- Multilingual Learning & Special Education Protocol PD
- Director Visits: Monsignor Doyle, Holy Spirit, St. Vincent de Paul, St. Anne Cambridge, St. Brigid, St. Gregory, St. Augustine
- Region of Waterloo Children and Youth Planning Table meeting
- SWCODE meeting
- OCSTA West Region Fall Meeting - Windsor
- Diocesan Mass at St. Jerome's University
- Met with Administrator Association Co-chairs
- Nigerian Independence Day Celebration in the Region of Waterloo
- Partners in Catholic Education Meeting



- Canadian Congress of Black Women Awards of Excellence
- KW Legacy Fundraiser

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: September 25, 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 February 2023 to August 2023 the following AP Memos have been revised/updated and are awaiting posting:

Recently Posted
Approved by Executive Council – Awaiting Posting
APA001 – Admissions to Elementary Catholic Schools
APB002 – Student Fees for Learning Materials and School Activities
APB006 – Fraud and Accountability Management
APC012 – Suspension & Expulsion
APC038 – Religious Accommodation
APC047 – Withdrawal from Parental/Guardian Control (Emancipation)
APF001 – False Alarms – Fire and Security
APF012 – Community Planning and Facility Partnerships
APH004 – Medication Administration to Students Under the Age of 18
APH005 – Anaphylaxis Policy
APH013 – Emergency Planning & Procedures
APH015 – Diabetes Management Guidelines
APH016 – Play Structures
APH021 – Elementary School Food and Nutrition
APH024 – Health & Physical Education Guidelines
APH028 – Asthma – Ryan’s Law
APH030 – Medical Conditions
APH031 – Epilepsy/Seizure Disorder
APO006 – Purchasing Procedures
APO008 – Celebration of Excellence
APS019 – Supervision of Students
APS035 – Electronic Mail and Social Media Use Guidelines
APS040 – Criminal Background Checks – Service Providers
APS043 – Conflict of Interest, Nepotism and Cronyism in Hiring and Supervision
APS048 – Scents in the Workplace

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: September 25, 2023
To: Board of Trustees
From: Director of Education
Subject: Summer Boost & Summer Transition Programs

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)

Regulation 306 Special Education Programs and Services

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

Policy 1001 - Ends

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:

As in previous years, the Council of Ontario Directors of Education (CODE) provided school boards with funding to deliver 2023 Summer Learning Programs (SLP) with the intent to meet the needs of our most vulnerable students, parents, and communities. This past summer, the program focused on supporting students who needed extra help to be successful with Mathematics and Literacy learning. Additional objectives included:

- Minimizing summer learning loss;
- Identifying learning gaps and structuring programs to reduce gaps and increase achievement; and,
- Providing activities that enrich student participation in the SLP and promote a growth mindset.

The 2023 Summer Boost program consisted of 12 classes and ran from July 3rd – July 21st inclusively at the following school locations:

- Sir Edgar Bauer - Waterloo
- St. Bernadette – Kitchener
- St. Peter – Cambridge

Each site consists of 4 classes of 20 students (K, Gr. 1/2, 3/4 and 5/6) using a team-teaching model of two Classroom Teachers and one Educational Assistant in each classroom. Each school site also had a Special Education Teacher as well. The entire program was also supported by a Literacy Resource Teacher, a Numeracy Resource Teacher and an Assistive Technology Educational Assistant. In total, approximately 240 students participated in Summer Boost.

In creating the Summer Boost model this year, we combined both CODE and Summer Learning for Students with Special Needs funds to build a model that better supported students. In doing so, it allowed for us to once again deliver a team-teaching approach based on a minimum of 20:2 or 10:1 student/teacher ratio. Similar to last year, the team-teaching model was quite successful and created more opportunities for individual and small group support. This also allowed the ability to grow class size to 20 from 15 while still allowing for precision programming with the added bonus of serving more students.

To ensure the program was serving the appropriate target audience, student selection was based on the student learning profile (e.g., whether student has an IEP), date/time of registration and siblings. With our target audience being students on an IEP and Level 2 students approaching the provincial standard, an education assistant was allocated to each classroom.

Planning and Preparation

Summer Boost administrators created and shared a Summer Boost D2L site whereby daily posts, announcements, calendar links, resources and Monday morning memos were housed. This drew educators to the site from a “user” perspective. Administrators also contacted TELT (Michelle Booth) and D2L sites for each classroom teacher were created with staff training sessions offered by admin.

Staff training sessions facilitated by Literacy/Numeracy Teachers during the initial staff meeting and on-going large and small group sessions between 8:30 a.m. - 9:00 a.m. to increase capacity in these areas. The use of the Heggerty resource was promoted and professional learning sessions were provided to staff on this literacy resource. The Math4Love resource was shared, along with accompanying math tools to support the use of this resource. Additionally, Knowledgehook and Mathology.ca were promoted as digital resources. Professional learning sessions were provided by our Numeracy Consultant and Chromebooks were made available at each of the three teaching sites with a 1:1 ratio so students could access these programs.



Student Engagement Strategies

All three sites began and ended their day with a prayer and/or reflection with the students. Our Mental Health Lead provided resources around visualization strategies and how to build mentally healthy classroom environments with these resources being promoted on the school site.

The team-teaching model allowed teachers to work with small groups based on need, driven by data collected in literacy and numeracy. Educational Assistants supported students who required extra support in learning. Students received daily Phonemic Awareness instruction by using Summer Support for Heggerty resource. Students practiced daily phonics review and explicit review in short and long vowel patterns using The Phonic Companion. Mentor texts to support vocabulary development were made accessible at all three sites. Classrooms were provided with literacy and numeracy bins that promoted guided math and literacy (books, manipulatives, and games).

All Grades 3-6 received a minimum of one whole class lesson on how to use Google Read and Write. Several requested follow-up sessions to support small groups and individual sessions for students with SEA claims and/or on IEPs with assistive technology included as an accommodation.

Teachers were provided with Math For Love teacher books that outline the games that encourage mathematical thinking and allow students to practice math facts in a fun and engaging way. Manipulatives and BLM were also provided in the math bins given to each class. Teachers were given PD to discuss how to use the Math For Love resource. A Parent Night was also held and focused on the various games that engage students in math.

First Nations, Métis and Inuit (FNMI) guest speaker, Quincy Mack, presented to all three of our sites in an engaging, student-friendly format about ALL STAR Tour with a focus on the Seven Grandfather Teachings and being proud of who you are and what your background is.

The students also participated in a Laurel Creek Outdoor Education center trip to learn about the pond and creeks and various creatures in the ecosystem (turtles & snakes). Scientists in Schools came to each site and provided groups of students with hands-on science learning/experiments supporting the new science curriculum of exploration of science topics.

All schools received training on using Microbits and sites were given sets of Microbits to run programs in the classroom. Daily Physical Activities were integrated into each day as well.

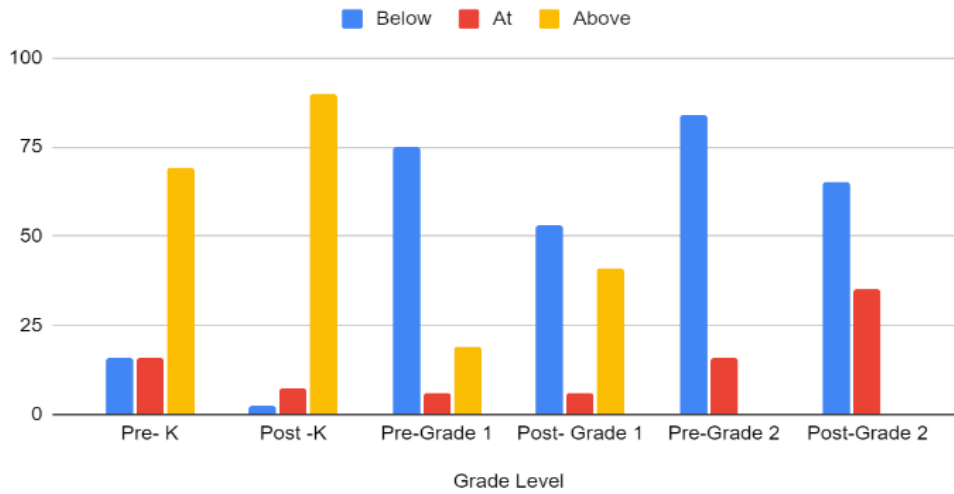
Achievement & Outcomes

Due to the short timeline of the program, we felt it important to establish a narrow curriculum focus in the areas of literacy and numeracy. In consultation with resource teacher leads, we determined that the literacy focus for Kindergarten – Grade 2 would be phonemic awareness using Rosner and the building of Tier 2 vocabulary from Grade 3-6. This focus was based on research showing that vocabulary size and richness, and the speed of accessing word meanings from memory are strong predictors of reading comprehension and overall academic success.

Literacy pre and post-test assessment of the Rosner tool measuring phonemic awareness increased by 15% in the above grade level expectation category, 1% in the at grade level expectation, and decreased 16 % in below grade level Kindergarten and in Grade 1 and 2.

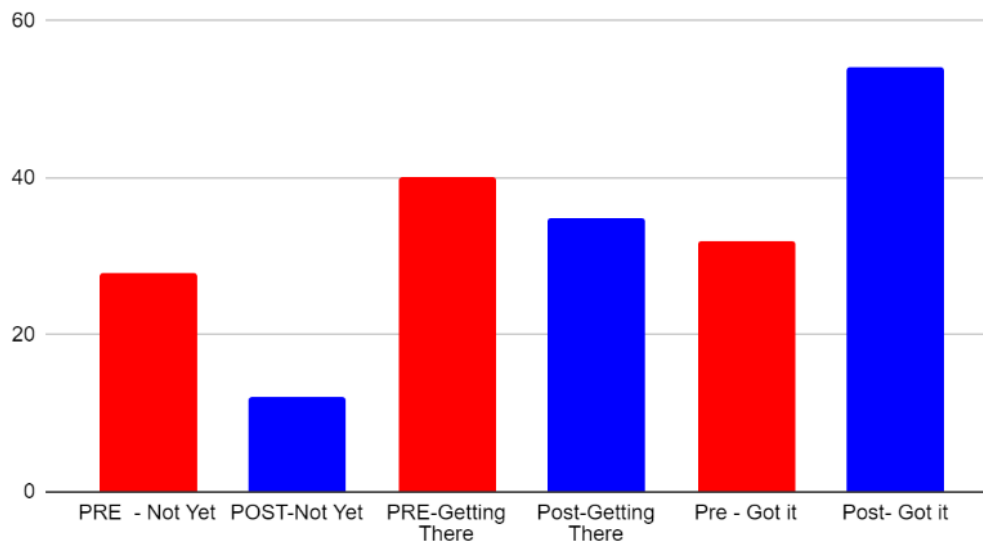


Below, At and Above



Grades 3-6 literacy assessment focused on vocabulary development targeting “Tier 2” words, using a scale of “not yet,” “getting there,” and “got it.” Post assessment data showed an increase in the “got it” column of 22%, along with decreases in “getting there” and “not yet.”

Tier 2 Vocabulary

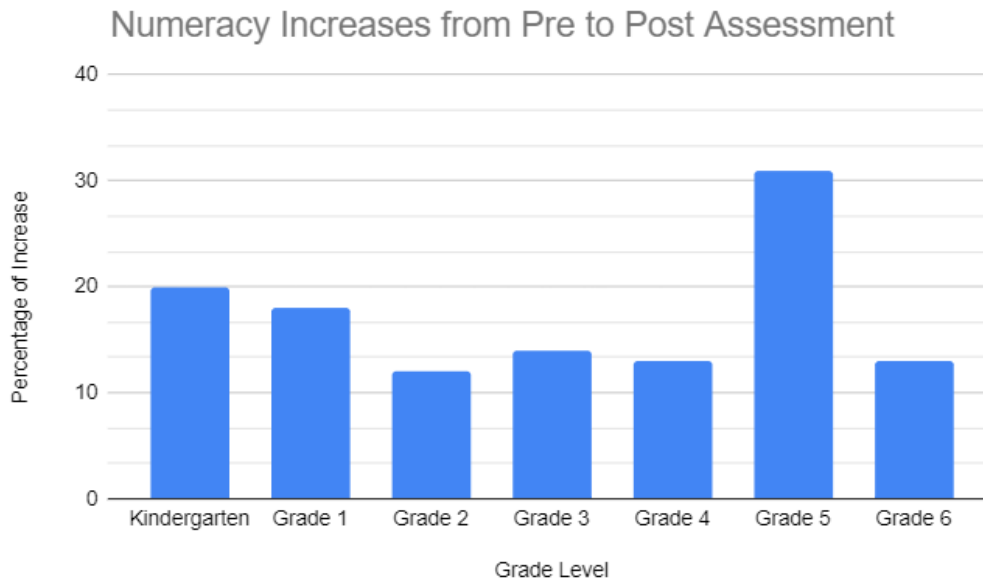


The following areas were identified as gaps as we transition from the 2005 to 2020 numeracy curriculum and therefore became our focus:

- Kindergarten: early number & counting, introduce a fair share / equal parts
- Grades 1-3: Number, Operations & Fractions (fair sharing)

In Numeracy we witnessed an increase in all classes between pre and post-test assessments. Increases were between 13%-31% based on questions targeting the Number strand.





Connecting Summer Learning to Regular School Programs

Summer Learning sites used the “We Video” resource to document areas of growth and success in the program and as a marketing tool for their environmentally friendly Microbit powered cars. Student FlipGrid testimonials reflecting what students liked and learned through the program were also collected. Multiple submissions were used in our final video sharing to Senior Administration and Trustees.

A Summer boost Report Card was generated for each student celebrating growth and identifying focus areas in Literacy, Numeracy and Wellness. This report was attached to the student profile in Encompass for the first time in 9 years!

Going Forward

For the past 13 years, on a year-to-year basis, CODE has provided funding to school boards to run Summer Learning Programs. The Ministry of Education sees the value and importance of these summer programs in supporting students in closing the achievement gap. As a result, going forward, the Ministry will be directing similar funding dollars to school boards through the Grants for Student Needs (GSN) and CODE will no longer be providing this funding. This will provide school boards with permanent funding for summer learning programs and in turn allow boards to plan well in advance rather than anticipating the release of these funds each spring. WCDSB also sees the value and importance of programs like Summer Boost and remains committed to the continuation of the program.

Summer Learning for Students with Special Needs

This past summer, as a result of additional temporary Ministry funding, WCDSB again provided a variety of resources and programs to support the needs of students across the system. As previously noted in this report, additional Classroom Teachers, Special Education Teachers and Educational Assistants were hired to support the Summer Boost program which prioritized student registration by giving priority to student registrants who had an individual education plan (IEP). Additionally, WCDSB was again able to offer a transition to school program for students with special needs who were transitioning to kindergarten. Furthermore, during the last two weeks of August, in collaboration with Special Education Teachers at each school site, we implemented a Student Transition to Fall

Program to meet the needs of a variety of students who were identified by each school team. Finally, the temporary funding allowed for additional CYCW to be hired for the first month of school to support students in transitioning successfully into their schools.

Ready, Set, Kindergarten

Each year the Student Services department works closely with community partners and schools to support incoming kindergarten students who have been identified as requiring significant support in transitioning to school. This past spring, WCDSB selected and invited 98 students to attend the Ready, Set, Kindergarten program. In total, 31 students were enrolled in the program which was held at one of three schools in Kitchener, Waterloo and Cambridge. The program ran for two weeks, and each site was supported by a Designated Early Childhood Educator (DECE), a Special Education Teacher and a CYCW. The program was also supported by the Senior Manager of Student Services.

Ten goals were selected for students to focus on as well as two additional individual goals selected by staff based on student needs. The goals were as follows:

1. Line up when asked
2. Hang up backpack and unpack backpack
3. Parallel play with a peer
4. Take turns in a structured activity
5. Transition to carpet when asked
6. Sit for carpet activity
7. Open Snack Bag and take out items
8. Eats snack at table
9. Washes hands
10. Communicates common needs and wants
11. Individual goals

All goals were measured at the start of the program and at the end of the program with the following questions regarding each goal: “Do with Help”, “Still Learning” and “Do by Myself”. In all areas, students increased significantly in their ability to complete each goal independently.

Elementary Student Transition to Fall Program

The Elementary Student Transition to Fall Program occurred on August 29th and 30th. Like last year, this program provided an opportunity for selected students and families to re-connect with the school community, to reduce distress about the return to school process, and to provide resources to the student and the family. It consisted of 30-minute visits, including a tour and an opportunity to access additional resources. The Special Education Liaisons developed and provided resources to all elementary schools. A OneDrive portal was created in order to allow coordination with the Social Work team. Social Workers accessed the OneDrive to add additional students throughout the summer as appropriate. School based staff contacted the families to invite them to participate. In total, there were 522 elementary students from Kindergarten to Gr. 8 who attended this program, and it was a great success!

Secondary Transition to School Program

The secondary transition program ran during the same time as Headstart and focused on assisting in transitioning targeted secondary students back to school during the timeframe of August 21st – 24th. Each high school was assigned a Special Education Teacher, as well as CYCWs and EAs. The program consisted of transition visits to



the school which included a tour of the school building followed by a review of any necessary resources or visual supports. Where there were students who registered for Headstart with special needs that required support, CYCW/EA staff were allocated to support where needed. There was a total of 174 secondary students that attended the program.

Similar to last year, it was a time where the school could invite students with special needs who were transitioning from elementary to secondary for a school tour or to meet staff. Other considerations included inviting students who had an IEP for anxiety, or students who were transitioning back to face-to-face learning in the fall. Also, any student on the HNV or in the Community & ACTIVE Living Program could be considered as well. It was up to each school site to determine which students they would invite and schedule the school visits.

Extra CYCW Transition Support in Fall

The remainder of the funds are being used to hire additional CYCWs to temporarily assist students in transitioning into their schools until September 29th in order to ensure a successful start to the school year. The main purpose of this role is to build capacity around the effective implementation of Universal Supports and other class wide practices to support the transition of new students with behavioural and/or self-regulation needs in our buildings.

Other Summer Programs

Headstart

School	Students Attended
St. Mary's	291
Resurrection	206
St. David	159
St. Benedict	260
Monsignor Doyle	125
Total	1,041

- Great news is that facilities again supported the program by coordinating secondary school renos around the Aug. 21-24 program date at all 5 secondary school sites.
- These are the actual attended numbers as there are always duplicate registrations, no shows and withdrawals that come up at the last minute
- 4 day half day format to prepare students entering our WCDSB secondary schools with orientation to their new school and secondary school systems, overarching personal organization, literacy, communication and student success skills to get off on the right foot in grade 9
- Summer Expedition information (again actual attended numbers after clean up, withdrawals. No show etc)
- Program to build reading, writing, math and technology skills and confidence in a fun learning journey for 3 weeks of July in half day format

School	Total	Grade 6	Grade 7	Grade 8	Required transportation	Used transportation
Resurrection	80	27	43	10	63	57
St. Benedict	20	10	8	2	15	9
Total	100	37	51	12	78	66

- Summer International and Indigenous Language Elementary 685 students across 9 languages and 2 campuses in a half day Fun with Language program for 4 weeks in July



A more fulsome report including Summer Secondary Credits, Credits at Work and ESL (adult) programs will be available in the November Adult Education Report.

Recommendation:

This report is for informational purposes for the Board of Trustees.

Prepared/Reviewed By: Tyrone Dowling
Director of Education

Gerald Foran
Superintendent of Learning

Pat Runstedler
Principal of Summer Boost

*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: September 25, 2023
To: Board of Trustees
From: Director of Education
Subject: Enrolment Update

Type of Report:

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

Type of Information:

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

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

IV 005 Hiring and Promotions

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

Policy I 001 – Ends
Policy IV 005 – Hiring and Promotions
Policy IV 007 - Financial Planning/Budgeting

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.
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Background/Comments:

In keeping with our Multi-Year Strategic Plan and Budget Setting Process monitoring actual student enrolment is essential for planning, budget setting and to ensure proper stewardship of resources. The following report provides an update on student enrolment numbers as of September 11 and September 16, 2021.

Elementary Enrolment

September 11, 2023	Budget 2023-24	September 12, 2022
18,637	18,300	17,685

The year over year increase in elementary students is 952. Current enrolment is 337 students above the budget projection.

Secondary Enrolment

Average Daily Enrolment – September 15, 2023	Budget 2023/24	Average Daily Enrolment as of Revised Estimate 2022-23
7,552	7,552	7290

The Average Daily Enrolment projection will be calculated again after October 31, 2023.

Recommendation:

That this report is provided to the Board of Trustees for information.

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: September 25, 2023
To: Board of Trustees
From: Director of Education
Subject: **2022-23 Major Capital Projects**

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 IV009 “Asset Protection”**
☐ 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 an update to Trustees on major capital construction projects undertaken during the 2022-2023 school year.

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

[Board Policy IV009 “Asset Protection”](#)

“...The CEO shall not allow assets to be unprotected, inadequately maintained nor unnecessarily risked. Further, without limiting the scope for the foregoing, the CEO shall not:

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

Alignment to the MYSP:

☒ **Awaken to Belong**

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Background/Comments:

During the 2022-2023 school year, construction projects were undertaken at many Catholic schools throughout the Region. Projects listed in this update were funded by the province's School Renewal Allocation (SRA), School Condition Improvement (SCI) grant, Proceeds of Disposition (POD) reserve, and Capital Priority approval allocations.

With this funding, approximately \$3.9M was spent on SRA projects (non-building envelope items such as flooring, millwork, and painting); approximately \$7.1M was spent on SCI projects (major building components, energy efficiency projects, and accessibility); approximately \$5M of POD was committed to the purchase of 2 new portapak systems for two high growth schools (RCSS and St. Mary's HS).

Much of this work took place within a nine-week period through July and August.

Supply chain and labour shortages in the construction industry continued to impact on the manufacturing and delivery of supplies and materials throughout the summer. Knowing this may be a factor, provisions were made in our tender documents to allow for unfinished work to continue into September in the evening and weekends so that the school day would not be interrupted.

The projects underway and completed are listed on the construction project list (attached document).

In addition to these renewal-based projects, we have several new-construction projects underway:

- St Agnes CES addition (Delayed)- (190 new pp) partially complete, opening January 2024
- St. Josephine CES (new 650 PP) deficiencies review - opened September 2023
- New Portapaks at St Mary's HS and RCSS (9 classrooms each) opening December 2023
- East Kitchener 7-12 (new 1400PP) in design, Scheduled opening September 2025
- St Patrick CEC (new 527 PP) in design, scheduled opening September 2025
- Rosenberg (new 527PP) in design, scheduled opening September 2025
- Cambridge shared school project (co-build school with WRDSB new 354 PP) scheduled opening September 2025
- Baden (new 294PP) still in planning and site purchase stages scheduled opening September 2026

New construction projects timelines above are the best estimates available at the time of writing and are subject to change due to the speed of government approvals, availability of materials, and labour for construction.

Recommendation:

This report is for information purposes only.

Prepared/Reviewed By:

Tyrone Dowling
Director of Education

Adrian Frigula
Senior Manager of Facilities

Shesh Maharaj
Executive Superintendent of 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.





WCDSB - CURRENT CONSTRUCTION PROJECT LIST 2022-2023 and future

PROJECT YEAR	SCHOOL	PROJECT DESCRIPTION	CURRENT STATUS
2022-2023	Cambridge Joint School	New joint school in collaboration with WRDSB - 354 (WCDSB) pupil places, 102,000 sf, 100% design and spec. complete (minor revisions), SPA first round comments received and being examined, final 80% draft ATP submission in progress, 80% cost report received.	DESIGN
2022-2023	Canadian Martyrs	Capital Improvement - washroom upgrades complete (tile, fixtures, paint), office blinds complete, new washroom doors	CONSTRUCTION
2021-2022	East Kitchener 7-12	New 7-12 secondary school, 1,400 pupil places (1,000 secondary, 400 elementary), 153,960 sf, 90% design and specifications, SPA first round comments received and design revisions are underway. Draft 80% complete, revisions underway. ATP submission to follow SPA secondary submission.	DESIGN
2022-2023	Holy Family	Roof top units, flooring, new boiler and pumps, classrooms doors. universal washroom upgrade	CONSTRUCTION
2022-2023	Holy Rosary	Millwork & Adding Lights to doors - DM & Knells	
2022-2023	John Sweeney	Capital Improvement - new electric pylon sign	CONSTRUCTION
2022-2023	John Sweeney	Gas enclosure modification - Kitchener Utilities to send options, next steps and costs..	CONSTRUCTION
2022-2023	Monsignor Doyle CSS	Modification to Tech compound fence to increase usable space for seasonal projects.	CONSTRUCTION
2022-2023	Our Lady of Fatima	Capital Improvement - childcare turf seating, introduce new drainage redirect in rear tarmac, 4 new round outdoor tables for outdoor informal classroom space	CONSTRUCTION
2022-2023	Our Lady of Grace	Capital Improvement - millwork (feature wall/sign-in, gym storage)	CONSTRUCTION
2023-2024	Resurrection CSS	Boiler Upgrades, electrical/ BAS upgrades	CONSTRUCTION
2022-2023	Resurrection CSS	New 9 classroom portable plus washrooms	CONSTRUCTION
2021-2022	Rosenberg	New elementary school, 527 pupil places and 17,000 square foot community centre. First SPA submission complete, second submission underway.	DESIGN
2022-2023	St. Anne - Kit.	Capital Improvement - office carpet (installed), line painting, washroom fixtures (faucet, toilet, sink), 2 benches, baseball field drainage	CONSTRUCTION
2022-2023	St. Augustine	YMCA daycare washroom sink replacement with trough style.	CONSTRUCTION
2022-2023	St. Benedict CSS	Capital Improvement - remove island millwork, move elec./data (212), new millwork in 212 & 209, upgrade drain for laundry (213), 4 new water fill stations installed, replace chapel/office carpet, hallway partition to comms. separated,, deadbolt in-use identifiers for 5 staff washrooms	CONSTRUCTION
2022-2023	St. David CSS	Cosmetology Renovation; removal of existing half wall and sinks, plumbing modifications for School supplied sink/chair combo unit.	CONSTRUCTION
2022-2023	St. Dominic Savio	Summer reno - repair stairs, renovate gang washrooms, boiler replacement	CONSTRUCTION
2022-2023	St. Gregory	FDK turf, paving, and fencing repairs	CONSTRUCTION
2022-2023	St. Gregory	Gym BAS upgrades	CONSTRUCTION
2022-2023	St. Joseph - Cam.	Expansion Tank removal and installation	CONSTRUCTION
2022-2023	St. John	APF - 2 sided elec. sign	CONSTRUCTION
2022-2023	St. John Paul II	Capital Improvement -, electronic sign investigation	CONSTRUCTION



WCDSB - CURRENT CONSTRUCTION PROJECT LIST 2022-2023 and future

PROJECT YEAR	SCHOOL	PROJECT DESCRIPTION	CURRENT STATUS
2022-2023	St. John Paul II	Summer reno - stair repairs, main entrance replacement, new bottle filler, painting, countertops	CONSTRUCTION
2022-2023	St. Josephine Bakhita	new elementary school - roofing, windows, interior finishes, interior services, underway	CONSTRUCTION
2022-2023	St. Luke	Summer Reno - new RTU, new universal washroom, replace 1 exterior door and frame	CONSTRUCTION
2022-2023	St. Luke	Capital Improvement - KG fence, rooftop units, universal washroom upgrades, ext door, boiler replacement, gym lighting upgrade	CONSTRUCTION
2022-2023	St. Margaret	APF003 - playground upgrades	CONSTRUCTION
2022-2023	St. Mary	9 classroom portapak with washrooms.	CONSTRUCTION
2022-2023	St. Mary's HS	Summer Reno - New chiller, new roof section, to Ext door replacement where required. flooring, cosmetology upgrades, BAS upgrades	CONSTRUCTION
2021-2022	St. Patrick	New elementary school, 527 pupil places, complete with 5 room childcare, first SPA submitted, second submission submitted, 80% costing complete, ATP submission underway	DESIGN
2022-2023	St. Paul	Summer Construction - new classroom doors, new roof, BAS upgrades.	CONSTRUCTION
2022-2023	St. Peter	new pergola, funnel ball hoop, line removal and repainting, sand-box cover, community library box,	CONSTRUCTION
2022-2023	St. Peter	Capital Improvement - basketball backboards/poles, new hose bib, GAGA stone dust, calming room & office/admin flooring,	CONSTRUCTION
2022-2023	St. Teresa - Kit.	Capital Improvement - KG room sport flooring repair, PO issued	CONSTRUCTION
2022-2023	St. Teresa of Calcutta - Cam.	Capital Improvement - flooring upgrades in universal and 2 staff washrooms & 3 KG washrooms, wall mounted sink and lever faucets in staff washrooms, millwork at 3 washrooms, mirror, admin assistant millwork -	CONSTRUCTION
2022-2023	St. Vincent de Paul	KG pen playground upgrades, all-in recreation moving forward, mud kitchen, sensory board, countertop and log seats, resurfacing (fall protection), funnel ball, log cover, stepping stones, etc.	CONSTRUCTION



Date: September 25, 2023
To: Board of Trustees
From: Director of Education
Subject: 2023-24 Capital Priorities 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 **IV010 “Facilities/Accommodations”**
- ☐ Information only of day-to-day operational matters delegated to the CEO

Origin:

On August 14, 2023, the Ministry of Education announced the launch of the 2023-24 Capital Priorities program. The projects that are most needed by the system are summarized below as is a recommendation to submit applications to the province for the same.

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

Board Policy IV010 – Facilities/Accommodations

“...the CEO shall not:

1. Allow material changes to facilities...
2. Initiate or enter into projects that involve material changes to facilities without exploring available financing options and public sector partnerships.
3. Engage in facility partnerships without board approval.”

2023: B08 “[Launch of 2023-24 Capital Priorities Program](#)”

Alignment to the MYSP:

☒ **Awaken to Belong**

- ☒ Every student can see themselves reflected in their learning.
- ☒ Staff experiences a positive, healthy, and inclusive workplace.
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☑ Strengthen to Become

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- ☐ Families are engaged as active partners in our students' Catholic education journey.

Background/Comments:

The Capital Priorities Program provides boards with an opportunity to apply for funding to address their most urgent pupil accommodation needs including:

- accommodation pressures
- school condition
- school consolidation
- providing access to French-language schools
- childcares

The province has indicated that proposed projects that have a clear path to being built quickly will receive priority. Characteristics of such projects include:

- Land has been acquired and is shovel ready / land is not required (as in the case of an addition)
- The proposal contains a commitment to use one of the school designs in the province's new 'design repository'. Use of these designs will result lower architect fees and a faster time to complete drawings.
- The board can demonstrate a history of successful performance in the construction of new schools within established timelines and within budget allocations.

2023-24 Capital Priorities

As enrolment continues to grow in our schools, so too does the need for permanent accommodation. Our highest priority projects were outlined for Trustees and other stakeholders in the [2023 Long Term Accommodation Plan](#).

These projects are:

St. Gregory Catholic Elementary School 4 Classroom Addition + Interior Renovations

SCHOOL	Capacity	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
St. Augustine	352	483	515	574	597	615	640	685	698	695	681
St. Gregory	242	131	130	133	129	123	129	137	142	152	161
	594	104%	109%	119%	122%	124%	129%	138%	141%	143%	142%

- St. Augustine (neighbouring school) – 6 portables.
- 100+ students who live west and south of St. Gregory who are part of St. Augustine boundary. Students are bused passed St. Gregory.
- Construction in Cambridge West subdivision underway, 650 units planned.
- Opportunity to provide purpose built FDK along school frontage, repurpose kindergarten classroom to learning commons and provide enhanced main office / administration space.



St. Boniface Catholic Elementary School 4 Classroom Addition

SCHOOL	Capacity	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
St. Boniface	294	308	365	413	462	497	522	508	509	495	469
		107%	124%	140%	157%	169%	178%	173%	173%	168%	160%

- Currently 3 portables
- Current Breslau area population: 5,000 persons
- Future expansion not currently included in board forecasts:
 - Expanded Breslau area population: adding 20-25,000 persons
 - Ultimately will need to seek out 2nd school site
 - Sanitary services to be extended to just south of new development area by 2027
 - Township still plans to restrict timing of development – i.e., lands north of Hwy 7 estimated 2040

St. Mark and St. Paul Catholic Elementary Schools Additions

SCHOOL	Capacity	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
St. Mark	245	389	417	437	468	496	506	525	548	552	541
St. Paul	303	453	466	474	485	491	512	558	584	630	652
	548	149%	161%	166%	174%	180%	186%	198%	207%	216%	218%

- St. Paul current portables: 8
- St. Paul hydro upgraded summer 2023 to accommodate more than 10 portables.
- St. Mark current portables: 6
- No new greenfield development, but infill and neighbourhood cycling driving enrolment growth.

New North Cambridge Catholic Elementary School + Child Care Centre

SCHOOL	Capacity	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Our Lady of Fatima	504	378	372	369	349	350	369	390	410	425	444
St. Elizabeth	352	395	389	380	374	363	383	388	393	408	414
St. Gabriel	401	490	546	582	604	651	688	715	746	770	748
St. Joseph	242	282	302	317	334	356	383	411	428	439	435
St. Michael	360	300	296	286	276	272	280	296	310	333	351
	1859	100%	102%	104%	104%	107%	113%	118%	123%	128%	129%

- Existing and future development, including:
- Secondary plan area at Fountain / Middle Block – 2,500 units
- Smart Centre (Highway 24/401) Ministerial Zoning Order – 10,000 units
- Industrial/Retail to Residential conversions – 2,000 units on Holiday Inn Drive
- Infill and intensification throughout
- Sportsworld intensification (currently directed to East Kitchener)

St. Brigid Catholic Elementary School 4 Classroom Addition

SCHOOL	Capacity	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
St. Brigid	234	292	321	339	362	389	420	450	474	499	491
		121%	137%	145%	155%	166%	179%	192%	203%	213%	210%

- Currently 4 portables
- 2021 Population of North Dumfries: 11,300
- 2051 Population of North Dumfries: 19,600
 - Includes intensification of existing built-up area



Recommendation:

That the Board of Trustees approves the submission of the following 2023-24 capital priorities to the Ministry of Education:

1. St. Gregory Catholic Elementary School Addition
2. St. Boniface Catholic Elementary School Addition
3. New North Cambridge Catholic Elementary School + Child Care Centre
4. St. Brigid Catholic Elementary School Addition
5. St. Paul Catholic Elementary School Addition
6. St. Mark Catholic Elementary School Addition

Prepared/Reviewed By:

Tyrone Dowling
Director of Education

Virina Elgawly
Property and Planning Officer

Jennifer Passy
Manager of Planning

Shesh Maharaj
Executive Superintendent of 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**
Quality, Inclusive, Faith Based Education

Date: September 25, 2023
To: Board of Trustees
From: Student Trustees
Subject: September 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:

Summary: September 2023 welcomes continued efforts to build connections in the school board. With the start of a new year, there is a sense of optimism that can be found within WCDSB schools. This year's Pastoral Plan theme is "Strengthen," and from this communities strive to reinforce their relationships with each other, within the school environment. A focus is in place to foster collaboration through breaking down barriers and uplifting others.

Common Activities Hosted by WCDSB Secondary Schools:

- **Welcome Back-to-School Activities:**
 - On the first day of school, students were warmly greeted by Student Activities Councils and Link Crews. Monsignor Doyle SAC members provided support on the first day by assisting students in finding their classes and other locations in the school. St. Benedict's "Bennies Buddies" visited grade nine classrooms to help welcome the new students. Many schools, such as St. David's and Resurrection, hosted "Club Fairs," giving an opportunity for students to learn about and join clubs and teams they were interested in. St. Mary's hosted a "Back-to-School Week" for their ACTIVE and Community Living students, which included craft-making and a picnic. Throughout the month of September, opening assemblies, masses, and liturgies were held, bringing together students to celebrate the beginning of the year.
- **Introductory Student Activities Council (SAC) Meetings & Retreats:**
 - During the first few weeks of school, Student Activities Councils from all schools held introductory SAC meetings. At these meetings, goals for the groups were set and they began the early stages of organising activities for the year. Many of the Student Activities Councils have also planned retreats to Camp Kintail to build teamwork and familiarity within their groups.
- **Grade Nine Events:**
 - The grade nine events organised by Student Activities Councils and Link Crews created a memorable first month of high school. A number of schools hosted

grade nine dances, movie nights, and barbeques in an effort to help grade nines feel included in the school community. Many schools had a “Niner Week,” engaging grade nines in events that allowed students to get to know each other and their school.

- **Orange Shirt Day:**

- The five high schools recognize and appreciate the importance of acknowledging the history behind National Day for Truth and Reconciliation. Students and staff were encouraged to wear an orange shirt on the Friday before September 30th in recognition of the atrocities committed against Indigenous peoples and their culture. Monsignor Doyle provided special intentions on the morning announcements, and St. Mary’s handed out Orange Shirt Day stickers and displayed a video on the history of Orange Shirt Day to classes.

Student Trustee Role Update:

- **Introductory Student Senate Meeting:**

- Trustee Donoghue and Trustee Petrie welcomed the Student Senate to Monsignor Doyle for the first senate meeting of the school year. At the meeting, the Senate Theme for the 2023-24 was decided, which will be shared with board members in October. In addition, the Senate began planning Semester One initiatives for WCDSB schools and started the early stages of preparing for the secondary student leadership conference, SAC Unity. Important skills, such as team-building and positive leadership, were emphasised throughout the meeting.

- **OSTA-AECO Fall General Meeting Invitation:**

- Trustee Donoghue and Trustee Petrie have been invited to attend OSTA-AECO’s Fall General Meeting, occurring October 19th to 22nd in Toronto. This conference will provide robust and comprehensive professional development for student trustees, as well as opportunities to network with student trustees from across the province.

- **Ministry of Education Student Trustee Orientation:**

- On September 14, Trustee Donoghue and Petrie Trustee attended the Ministry of Education’s Student Trustee Orientation via Zoom. This two-hour session provided valuable information on the role of the student trustee, including school board governance and policies, board meeting conduct, and other advice for

having a successful student trustee term. Both trustees look forward to implementing this learning throughout their roles.

Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: Bryanna Donoghue and Xavier Petrie, Student Trustees

*Bylaw 4.2 “where the Board of Trustees receives from the Director of Education a monitoring report that flows from a responsibility delegated to the Director under Board Policy – **except where approval is required by the Board of Trustees on a matter delegated by policy to the Board** – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the Director, subject in all instances to what otherwise actually occurred.”



Date: September 25, 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.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
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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:

The month of September is dedicated to **Our Lady of Sorrows**, whose memorial the Church celebrates on September 15.

As we enter this new year, we also enter the second year of our 3-year Pastoral Plan and our Multi-year Strategic Plan. The annual pastoral theme for this school year is “*Strengthen!*” based upon Philippians 4:13, “I can do all things through the One who strengthens me”. We are the People of God, listening and responding, strengthened to share the Gospel.

May we reflect and celebrate our faith during this time together.

Over the summer, myself and Vice Chair, Doherty-Masters, completed a draft of a Trustee work plan for our board of trustees; this is a starting point for our work together this year. Special thanks to Director Dowling and Stephanie Medeiros for their support through this process. Trustees have already added some items to our calendar, and we also have our Student Trustee important dates in the calendar.

In addition, the board of trustees is finalizing two letters to send to the Ministry of Education this week to advocate for additional support for 1) teacher recruitment and retention, and 2) speech and language pathologists. The letters were drafted over the summer and presented to trustees for feedback.

Vice-Chair Doherty Masters and myself held two training sessions with Trustee Molenaar to introduce her to the board.

Calendar Events

September 6th – Trustee orientation with Trustee Molenaar

September 9th – Tiny Homes Takeout Volunteering

September 10th – Tiny Homes Takeout Annual Fundraiser;

- Thank you to trustees who supported our trustee gift for the silent auction

September 11th – Committee of the Whole Board Meeting

September 12th - Minister's Teleconference with School Board Chairs

- Provide regular updates to the full board on the topics covered

September 14th – Mayor Liggett's State of the City 2023 with Trustee Sikora, Trustee Guerin and Trustee Phillips

September 17th – Bi-weekly meeting with Vice Chair Doherty-Masters

September 18th - Student Trustee Welcome and Orientation with Vice Chair, Doherty Masters

- Trustee Sikora and Trustee Guerin are the student trustee mentors this year.

September 21st - Diocesan Celebration of Catholic Education



September 25th – Board Meeting

September 26th - OCSTA: 2023 Fall Regional Meetings

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.



September 15, 2023

Dear Tracey Weiler and WCDSB Board of Trustees,

Please accept this letter as my formal resignation from my Trustee position at the Waterloo Catholic District School Board. I have truly enjoyed my time as a Trustee and I am deeply thankful to have been elected. However, due to a change in family circumstances, I am no longer able to continue as a WCDSB Trustee. Please accept my resignation effective September 16, 2023.

Sally Fuentes

Sally Fuentes
WCDSB Trustee

Education Act – Section 221

Vacancies

221 (1) Subject to section 224, if the office of a member of a board becomes vacant before the end of the member's term,

- (a) the remaining elected members shall appoint a qualified person to fill the vacancy within 90 days after the office becomes vacant, if a majority of the elected members remain in office; or
- (b) a by-election shall be held to fill the vacancy, in the same manner as an election of the board, if a majority of the elected members do not remain in office. 1997, c. 31, s. 112; 2009, c. 25, s. 26.

Optional election

(2) Despite clause (1) (a), if members of the board are elected under the *Municipal Elections Act, 1996*, the remaining elected members may by resolution require that an election be held in accordance with that Act to fill the vacancy if the vacancy occurs,

- (a) in a year in which no regular election is held under that Act;
- (b) before April 1 in the year of a regular election; or
- (c) after the new board is organized in the year of a regular election. 2002, c. 18, Sched. G, s. 10.

Same

(3) The secretary of the board shall promptly send to the clerk of the appropriate municipality a certified copy of the resolution under subsection (2). 1997, c. 31, s. 112.

Notice re clause (1) (b)

(4) Where clause (1) (b) applies, the secretary of the board shall promptly send to the clerk of the appropriate municipality a notice that clause (1) (b) applies and the notice shall be deemed to be a resolution indicating a by-election is required for the purposes of section 65 of the *Municipal Elections Act, 1996*. 1997, c. 31, s. 112.

Term of office

(5) A member appointed or elected to fill a vacancy shall hold office for the remainder of the term of the member who vacated the office. 1997, c. 31, s. 112.

WCDSB By-Laws - ARTICLE 8

TRUSTEE VACANCY

8.1 Vacancy Filled by Appointment

If, more than one month before the next election, the office of a Trustee becomes vacant before the end of the Trustee's term, the remaining Trustees shall appoint a qualified person to fill the vacancy within ninety 90 days after the office becomes vacant, provided that a majority of the total number of Trustees remains in office.

8.2 Vacancy Within One Month Before Next Election

When the vacancy occurs within one month before the next election, the vacancy shall not be filled.

8.3 Process to Fill Vacancy

Trustees have the discretion to decide the process which will be used to fill the vacancy. They may appoint a qualified individual of their choosing or request applications. Should Trustees decide to accept applications from the public, the process shall be governed as outlined below.

8.3.1 The Secretary of the Board shall advertise the office, qualifications and deadlines in a newspaper having circulation in the area to be represented and in the parishes located in the area.

8.3.2 A committee (consisting of staff and at least two trustees) established by the board shall review the qualifications of all applicants and report to the board.

8.3.3 Qualified applicants will be interviewed by the Committee of the Whole Board open to the public at a date and time determined by the Chair in consultation with the Secretary.

8.4 Selection of Candidate

Selection of a candidate shall be made in the manner prescribed in subsection 4.4.3 at a regular or Special Meeting of the Board not later than ninety 90 days after the office became vacant.

8.5 Appointee To Take Office

The candidate appointed to fill the vacancy shall take office at the Meeting at which the selection is made, shall make the declaration and Oath of Office required by Section 209 of the ACT, and shall hold office for the remainder of the term of the Trustee who vacated the office.