



## **Board of Trustees' Board Meeting**

A public meeting of the Board of Trustees was held on Monday, March 25, 2024, at 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener.

### **Trustees Present:**

Linda Cuff (Vice-Chair), Kathy Doherty-Masters, Winston Francis, David Guerin, Renee Kraft, Marisa Phillips, Robert Sikora (Chair), Conrad Stanley, Tracey Weiler

### **Student Trustees Present:**

Bryanna Donoghue, Xavier Petrie

### **Administrative Officials Present:**

Tyrone Dowling, Gerald Foran, Shesh Maharaj, Paul Mendonça, 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 4.7 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 4.11 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 6:10 p.m.

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

Students at St. David CSS led prayer.

### **1.2 Territorial Acknowledgment**

Territorial Acknowledgement declared by Chair Sikora.

### **1.3 Approval of Agenda**

Chair Sikora motioned for approval of the agenda with the following amendments:

- Deferring item 10.1.1 Board Policy II 007 Board Members' Code of Conduct until it is proclaimed by the Lieutenant Governor.

**2024-38-- It was moved by Trustee Weiler and seconded by Trustee Francis:**

**THAT the agenda for Monday, March 25, 2024, be now approved, as amended.**

**--- Carried by *consensus***

### **1.4 Declaration of Pecuniary Interest**

1.4.1 From the current meeting – Statement from Trustee Doherty-Masters declaring a Conflict of Interest on Item 1.5 Items for Action: Item 2, Items for Action arising from the In Camera meeting of Monday, March 25, 2024, regarding financial, property and HRS matters. Trustee Doherty-Masters excused herself from the room during discussion on Item 1.5, she re-entered the room at Item 3.1.

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

### **1.5 Items for Action:**

Items for action arising from the Triple In Camera meeting of Tuesday, March 19, 2024, regarding financial matters  
Items for action arising from the In Camera meeting of March 25, 2024, regarding financial, property and HRS matters.

Chair Sikora requested a mover and seconder to approve the items for action of the Triple In Camera and In Camera meetings.

**2024-39-- It was moved by Trustee Cuff and seconded by Trustee Francis:**

**THAT the items for action from the Triple In Camera meeting of Tuesday, March 19, 2024, regarding financial matters and the items for action from the In Camera meeting of Monday, March 25, 2024, regarding financial, property and HRS 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 Board of Trustees' Meeting Minutes – Feb 26, 2024

3.2 SEAC Minutes – Feb 7, 2024

3.3 Director's Report

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

**2024-40-- It was moved by Trustee Doherty-Masters and seconded by Trustee Weiler:**

**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 Parent Engagement Update**

Superintendent Merkel presented on the Parent Engagement update. She highlighted the ways that parents can get involved and engaged with their children's education, including participation in the School Advisory Councils (SAC) and Parent Involvement Committees (PIC). The presentation also reviewed how the WCDSB promotes parent engagement, such as the Annual CSAC Commissioning each year to encourage parents to take on leadership roles and PRO Grants to fund projects that facilitate parent engagement in schools. Superintendent Merkel also touched on the communication platforms utilized to keep CSAC representatives informed and engaged in Board initiatives. This includes email updates, and newsletters. Finally, the presentation outlined next steps for enhancing parent engagement moving forward. Trustees asked clarifying questions.

##### **5.2 Student Equity Engagement Council Update**

Lynn Garrioch, Senior Manager of Equity Services presented (via Teams) on the Student Equity Engagement Council update (SEEC). Ms. Garrioch began by providing a background on the origins of SEEC, and reviewed ways student voice is used in schools, she explained how the SEEC facilitates opportunities for students from diverse backgrounds to share their perspectives and advocate for change. Ms. Garrioch provided SEEC updates on the growing number of schools developing a SEEC and highlighted the upcoming SEEC conference during Catholic Education Week. Trustees asked clarifying questions.

##### **5.3 Budget Preparation Update**

Superintendent Maharaj introduced Rob Connolly, Manager of Business Operations for Continuing Education, to present the Budget Preparation update. He highlighted historical enrollment statistics over the past several years. Mr. Connolly then reviewed the purpose and activities of the Elementary Enrollment Committee. Their projections help determine staffing needs, classroom allocations, etc. Trustees asked clarifying questions.

#### **5.4 Education Development Charge (EDC) Update**

Superintendent Maharaj introduced Jennifer Passey, Manager of Planning, to present the Education Development Charge update. Trustees asked clarifying questions.

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

#### **7. Reports From Board Committees/Task Forces**

##### **7.1 Student Trustee Update**

Student Trustees Donoghue and Petrie presented the Student Trustee report and provided an update on events and activities happening in the secondary school community along with Student Trustee Role update for the month of March. Trustees asked clarifying questions.

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

##### **8.1 Chair Sikora noted OCSTA Communications**

Chair Sikora noted review of OCSTA communications.

##### **8.2 Chair's Report**

Chair Sikora presented the Chair's report for March.

#### **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?~~**

##### **10.1.2 Board Policy II 008 Role of the Chair. Is there a need to review the Policy?**

Trustee Kraft confirmed review of Board Policy II 008 Role of the Chair and confirmed compliance. The Chair requested a mover and seconder to confirm compliance.

The policy does not require review at Governance.

**2024-41-- It was moved by Trustee Kraft and seconded by Trustee Cuff:**

**THAT the Board of Trustees reviewed Board Policy II 008 Role of the Chair and find that the Board is in compliance.**

**--- Carried by consensus**

##### **10.1.3 Board Policy II 013 Cost of Governance. Is there a need to review the Policy?**

Trustee Guerin confirmed review of Board Policy II 013 Cost of Governance and confirmed compliance. The Chair requested a mover and seconder to confirm compliance.

The policy does not require review at Governance.

**2024-42-- It was moved by Trustee Guerin and seconded by Trustee Doherty-Masters:**

**THAT the Board of Trustees reviewed Board Policy II 013 Cost of Governance and find that the Board is in compliance.**

**--- Carried by consensus**

##### **10.1.4 Board Policy II 014 Trustee Expenses. Is there a need to review the Policy?**

All Trustees confirmed review of Board Policy II 014 Trustee Expenses and confirmed compliance. Trustee Doherty-Masters suggested that it be reviewed at Governance as the last review was in 2017. The Chair requested a mover and seconder to confirm compliance.

The policy requires review at Governance.

**2024-43-- It was moved by Trustee Doherty-Masters and seconded by Trustee Guerin:**

**THAT the Board of Trustees reviewed Board Policy II 014 Trustee Expenses and find that the Board is in compliance.**

**--- Carried by consensus**

### **10.1.5 Board Policy III 005 Monitoring CEO Performance. Is there a need to review the Policy?**

Chair Sikora confirmed review of Board Policy III 005 Monitoring CEO Performance and confirmed compliance. The Chair requested a mover and seconder to confirm compliance.

The policy does not require review at Governance.

**2024-44-- It was moved by Trustee Weiler and seconded by Trustee Francis:**

**THAT the Board of Trustees reviewed Board Policy III 005 Monitoring CEO Performance and find that the Board is in compliance.**

**--- Carried by consensus**

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

### **11.1 Monitoring Reports**

#### **11.1.1 Monitoring Report IV – 005 Hiring and Promotions**

Superintendent Pomfret gave her presentation on Board Policy IV – 005 Hiring and Promotions and confirmed compliance. Confirmed the Policy Statements 1-6. Trustees provided comments and asked clarifying questions.

Chair Sikora requested a mover and seconder of the recommendation. Trustee Stanley is not in compliance as he needs more information to be in consensus. Trustee Doherty-Masters requested a recorded vote.

**2024-45-- It was moved by Trustee Doherty-Masters and seconded by Trustee Weiler:**

**That the Board accept this report indicating compliance with Policy IV – 005 Hiring and Promotions.**

**Recorded Vote:**

**In Favour: Sikora, Cuff, Doherty-Masters, Francis, Guerin, Kraft, Phillips, Weiler**

**Opposed: Stanley**

**--- Motion carried**

#### **11.1.2 Monitoring Report IV – 010 Facilities Accommodations**

Superintendent Maharaj gave his presentation on Board Policy IV – 010 Facilities Accommodations and confirmed compliance.

Chair Sikora requested a mover and seconder of the recommendation.

**2024-46-- It was moved by Trustee Stanley and seconded by Trustee Cuff:**

**That the Board approves this report as demonstrating compliance with Policy IV – 010 Facilities Accommodations for the 2023-24 school year.**

**--Carried by consensus**

## **12 Potential Agenda Items**

### **12.1 Notice of Motion – Youth Mental Health**

Trustee Weiler briefly spoke on the motion being sought by Student Trustees and noted support from herself and Trustee Guerin. Responding to the Youth Mental Health Crisis, the motion is to be brought forward for decision on the April 22, 2024, Board of Trustees meeting. Student Trustees Donoghue and Petrie read their motion.

## **13 Announcements**

### **13.1 Upcoming Meetings/Events**

Chair reviewed upcoming meetings and events.

**13.2 Pending Items: N/A**

**13.3 Pending Items for OCSTA Consideration: N/A**

## **14 Items for the Next Meeting Agenda**

**14.1** Chair reviewed upcoming agenda items.

## **15 Adjournment – Confirm decisions made tonight.**

**15.1** The Recording Secretary confirmed decisions made tonight.

## **16 Closing Prayer**

**17 Motion to Adjourn**

2024-47-- It was moved by Trustee Cuff and seconded by Trustee Kraft:  
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 7:57 p.m.



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Chair of the Board



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Secretary