



Special Board of Trustees' Board Meeting

Date: Monday, April 14, 2025

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, Winston Francis, David Guerin, Renée Kraft, Marisa Phillips, Robert Sikora, Conrad Stanley, Tracey Weiler

Student Representatives:

Allison-Hannah Berwick, Matteo Leone

Senior Administration:

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

Special Resource:

Recording Secretary:

Stephanie Medeiros

ITEM	Who	Agenda Section	Method & Outcome
1. Call to Order	Director of Education		
1.1 Opening Prayer/Memorials	Board of Trustees		
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.	Director of Education		
1.3 Approval of Agenda	Director of Education		Approval
1.4 Declaration of Pecuniary Interest 1.4.1 From the current meeting 1.4.2 From a previous public or in-camera meeting	Individual Trustees		
1.5 Items for Action: Items for action arising from the In Camera meeting of Monday, April 14, 2025, regarding infrastructure matters.	Board of Trustees		Approval
2. Consent Agenda: Director of Education (e.g., day –to –day operational matters from the Ministry of Education that the Board is required to do)			

ITEM	Who	Agenda Section	Method & Outcome
3. Consent Agenda: Board (Minutes of meetings, staff report)			
4. Delegations/Presentation			
5. Advice from the CEO			
5.1 Extended Day Report	P. Mendonça	pp. 4-7	Approval
6. Ownership Linkage (Communication with the External Environment)			
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			
10.1 Election of the Chair of the Board	Director of Education Chair of the Board		Decision
10.2 Election of the Vice-Chair of the Board			Decision
11. Assurance of Successful Director of Education Performance			
12. Potential Agenda Items/Trustee Inquiry Report (CEO)			
13. Announcements			
13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):		--	
13.2 Pending Items:	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
13.3 Pending Items for OCSTA Consideration			
14. Items for the Next Meeting Agenda	Trustees		
15. Confirm Decision Made Tonight	Director of Education		
15.1 Confirm Decisions Made Tonight	Recording Secretary	--	Information
16. Closing Prayer			
16.1 Closing Prayer – Deferred to Committee of the Whole	All		
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



Date: April 14, 2025
To: Board of Trustees
From: Director of Education
Subject: Extended Day 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)

- O. Reg. 221/11 – Extended Day Programs and Third-Party Programs
- MOE Memo EL12 – Regulatory Amendments for Full-Day Junior Kindergarten and Kindergarten and Extended Day Programs
- O. Reg. 236/22: *Child Care and Early Years Act, 2014, S.O. 2014*

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

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

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

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Alignment to the MYSP:

☒ Awaken to Belong

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

☒ Ignite to Believe

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



- ☒ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☒ The relationship between home, parish and school is strengthened.

☒ **Strengthen to Become**

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

Background/Comments:

The Waterloo Catholic District School Board (WCDSB) has conducted a comprehensive review of the current Extended Day (ED) program, along with a comparative analysis of ED programs implemented by other boards. This review aimed to identify best practices and determine the most suitable ED program model for the WCDSB. The review process has concluded, and a decision has been made to refine our current ED program. The enhancements will focus on leveraging the expertise of our Early Childhood Educators (ECEs) and further developing the skills of ECE Assistants. Additionally, the proposed changes aim to enhance the program's financial sustainability, reducing reliance on the Board's operating budget and alleviating potential fiscal pressures. The WCDSB Extended Day Program operates on a cost recovery model.

Vision

The vision for the program is to establish a licensed school-age program that effectively meets the needs of enrolled students. This will be achieved by:

- Embracing the principles of **How Does Learning Happen?** a document outlining Ontario's pedagogy for the Early years.
- Aligning with the College of Early Childhood Educators and the Ontario Code of Ethics and Standards of Practice.
- Ensuring compliance with Ministry of Education licensing requirements.

To support the program's success, staff will receive detailed training and professional development (PD) on an ongoing basis, including annual updates.

RFP Process

In response to persistent operational challenges with the OneList provider, WCDSB has collaborated with the Waterloo Region District School Board on a joint Request for Proposal (RFP) process. This initiative sought to secure a new provider for registration and waitlist management.

Two vendors, Arux and OneHSN (OneList), submitted proposals. However, neither vendor met the criteria for successful selection through the RFP process. Consequently, it was decided to extend OneHSN's contract for one year. Following this period, a longer tender process will be initiated to attract broader interest. OneHSN has accepted the one-year extension.



Proposed Program Fees

A revised fee structure is being proposed to accommodate program enhancements and support financial viability:

1. **Daily Fee Increase:** A \$1.50 increase in daily fees for non-CWELCC-eligible children, resulting in a fee of \$34/day.
2. **PD Days/Break Periods Fee:** A fee increase to \$45 per day during PD days and break periods, reflecting the extended hours of care provided.
3. **Registration Fee:** Implementation of a \$30 registration fee.

2025-2026 Program Registration

Upon approval of the new fee structure, registration for the 2025–2026 program will commence on May 5th, 2025. To address challenges encountered during the 2024–2025 registration process, changes are being implemented to streamline operations. These include:

1. **Care Options:**
 - Full-time: Monday to Friday, every week.
 - Part-time: Two options available:
 - Monday, Wednesday, Friday.
 - Tuesday, Thursday.
 - No rotating schedules
2. **No Advance Registration:** Registrants will not be permitted to register in advance for future dates. The two-week waiting period will remain in place to ensure adequate staffing and support.
3. **Schedule Changes:** All schedule modifications must be submitted to the Administrative Assistant. Parents will no longer have direct access to adjust schedules.

Viability Cut Off and Program Caps

To ensure program viability, a minimum enrollment threshold of 13 participants will be implemented for each session:

- AM programs with fewer than 13 registrants will be deemed nonviable.
- PM programs with fewer than 13 registrants will be deemed nonviable.

Program capacity limits will be adjusted to meet the approved maximum operating capacity. Efforts will focus on addressing waitlists wherever possible.

Waitlist

To minimize waitlists, spaces from nonviable programs will be reassigned to larger programs experiencing high demand during the 2025–2026 school year.



Recommendation:

That the Board of Trustees approve the Extended Day Program fee increases for the 2025-2026 school year commencing on May 5th, 2025.

Prepared/Reviewed By:

Tyrone Dowling
Director of Education

Paul Mendonca
Superintendent of Learning

Ronda Roy
Manager of Operations-Extended Day

*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.