



Committee of the Whole Meeting

Date: Nov. 21st, 2011

Time: 6:00 p.m.
* *Committee of the Whole In Camera, if necessary, will precede or follow the Board Meeting, as appropriate.*

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

Attendees: **Board of Trustees:**
Joyce Anderson, Wayne Buchholtz, Manuel da Silva (Chair), Fr. Robert Héту, Janek Jagiellowicz, Anthony Piscitelli, Wendy Price, Peter Reitmeier, Greg Reitzel.

Student Representatives:
Marcus Cardoso, Colin Whaley

Senior Administration:
Roger Lawler, Rick Boisvert, Gerry Clifford, Maria Ivankovic, Shesh Maharaj, Paul Tratnyek.

Special Resource:
Fr. Fred Scinto, CR; John Shewchuk.

Recording Secretary:
Barb Pilsner

ITEM	Who	Agenda Section	Method & Outcome
1. Call to Order	Board Chair		
1.1 Opening Prayer & Memorials	Board Pastoral Team	--	-----
1.2 Approval of Agenda	Board of Trustees		Approval
1.3 Declaration of Pecuniary Interest	Individual Trustees		
1.3.1 From the current meeting			
1.3.2 From a previous public or in-camera meeting			
2. Consent Agenda: Director of Education (eg: operational matters from the Ministry of Education that the Board is required to do; update on the system)			
2.1			
3. Consent Agenda: Board (Minutes of meetings)			
3.1 Approval of Minutes of Regular and Special Meetings			
3.1.1 Minutes of Meeting of October 17 th , 2011	Trustees	Pages 1-4	Approval
3.1.2 Minutes of In-camera Meeting of			

ITEM	Who	Agenda Section	Method & Outcome
4. Delegations/Presentations			
4.1 Allocation of E.A.s and C.Y.C.W.s	Rick Boisvert	Presentation	Information
5. Ownership Linkage (Communication with the External Environment related to Board's Annual Agenda; ownership communication)			
5.1			
6. Reports from Board Committees/Task Forces			
6.1			
7. Board Education (at the request of the Board)			
7.1 OCSTA AGM Resolutions	Trustees	- _____	Discussion
8. Policy Discussion (Based on Annual Plan of Board Work)			
8.1 Core Activities (to be completed as the last agenda item)	Wendy Price, Greg Reitzel, Roger Lawler	Pages 5-11	Discussion
9. Assurance of Successful Board Performance			
9.1			
10. Assurance of Successful Director of Education Performance			
10.1 Monitoring Reports & Vote on Compliance			
10.1.1 Follow-up to Treatment of Staff Survey	Supervisory Officers	-----	Information
10.2 Advice from the CEO			
10.2.1 2011-12 School Year Budget Update	Shesh Maharaj	-----	Information
10.2.2 175 th Anniversary Proposal from a local artist	Roger Lawler and John Shewchuk	-----	Discussion
11. Potential Agenda Items			
12. Announcements			
12.1 The following reports are posted on the Board web page: www.wcdsb.ca a) Minutes of SEAC Meetings b) Minutes of Parent Involvement Committee Meetings			
12.2 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):			
13. Items for the Next Meeting Agenda	Trustees		

ITEM	Who	Agenda Section	Method & Outcome
14. Adjournment Confirm decisions made tonight Closing Prayer	Director of Education		
15. 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

Committee of the Whole Board Meeting

A public meeting of the Committee of the Whole was held on Monday, October 17, 2011 at the Waterloo Region Catholic Education Centre.

Trustees Present:

Joyce Anderson; Wayne Buchholtz; Manuel da Silva (Chair); Fr. Robert Héту; Janek Jagiellowicz; *Anthony Piscitelli; Wendy Price; Peter Reitmeier; *Greg Reitzel
*arrived at 6:03 p.m.

Student Trustees Present:

Marcus Cardoso

Administrative Officials Present:

Roger Lawler; Gerry Clifford; Maria Ivankovic; Shesh Maharaj; Paul Tratnyek

Special Resources For The Meeting:

Fr. Fred Scinto, CR; John Shewchuk; Jeff Admans

Regrets:

Rick Boisvert; Colin Whaley

Recorder:

Barb Pilsner, Executive Administrative Assistant

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

1. Call to Order:

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

1.1 Opening Prayer & Memorials

The opening prayer was led by M. da Silva of the Pastoral Care team. Intentions were offered for the student at St. Mary's recovering from her injuries, a family friend of M. da Silva who passed away and for an elementary student who passed away – please keep them and their families in your prayers.

A.Piscitelli arrived 6:03 p.m.

G. Reitzel arrived 6:03 p.m.

1.2 Approval of Agenda

Move item 10.2.1 Roundabout Update to 4.3; move item 7.4 RPF Process for CEO Succession Planning to 7.0; add item 10.2.2 Budget Efficiencies

2011-153 -- It was *moved* by **W. Buchholtz** and *seconded* by **W. Price**:

THAT the agenda for October 17, 2011 as amended be now approved. --- Carried by consensus.

1.3 Declaration of Pecuniary Interest

1.3.1 From the current meeting – A. Piscitelli declared a conflict of interest with item 4.3 Roundabout Update as he is an employee of the Region of Waterloo.

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

2. Consent Agenda: Director of Education (e.g. operational matters from the Ministry of Education that the board is required to do; update on the system)

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

3.0 Approval of Minutes of Regular and Special Meetings

3.0.1 Minutes of Meeting of September 19, 2011

2011-154 -- It was *moved* by **G. Reitzel** and *seconded* by **Fr. R. Héту**:

*THAT the Consent Agenda Board of Trustees and the recommendations contained therein be now approved. ---
Carried by consensus*

4. Delegations

4.0 Ride to Conquer Cancer – WCDSB Team

P. Tratnyek introduced Rob Holowack, Specialist High Skills Major/Tech consultant. He, Darcy Davis and Peggie Nicolson were members of the Ride to Conquer Cancer team at the Board office last June. During the ride they found other teachers from our system were also on teams. This year they brought forward a proposal to the director and associate director, who were very supportive, entitled "Giving Back" and there are now seventeen riders from our board with representation from elementary and secondary.

4.1 Specialist High Skills Major

As part of student achievement R Holowack spoke about the Specialist High Skills Major program started by the Ministry of Education about five years ago in an effort to engage students and reduce dropout rates. Many students are undecided about their future/ education when they graduate. The program helps students focus on their education, the future and have a better understanding of why they are in high school. There are thirteen Specialist High Skills majors for students to participate in providing them with additional learning opportunities and real life experiences. Currently one in three grade 11 and 12 students are in the program. Three universities recognize SHSM with bursaries.

The Chair thanked R. Holowack for his presentations.

4.2 Roundabout Update

J. Shewchuk provided background on the work with the Region about roundabouts. With the opening of the roundabout at Homer Watson and Blockline Road at the beginning of the school year St. Mary's High School staff worked with regional staff to ensure students followed proper crossing protocols and the Board issued a news release. On September 7, WCDSB alerted the Region of Waterloo and Waterloo Regional Police Services of St. Mary's High School staff concerns about student safety centred on vehicle speed and motorists failing to yield to pedestrians. These concerns were addressed immediately by the WRPS increasing traffic enforcement at the site and the Region improving signage and posting an "advisory speed" of 30 km/h.

When one of our students was hit crossing Blockline road on Oct 7 we requested a meeting with the Region of Waterloo. In the immediate short term there will be regional staff present between 8:30 and 9:15 a.m. and 2:45 and 3:30 p.m. to assist students to cross until the Region can employ crossing guards. Crossing guards will remain until long term solutions can be implemented (expected by the end of December 2011). The Homer Watson approach to the roundabout where the majority of students cross will be reduced from three to two lanes. They will also undertake a speed study to see if the approach speed on Homer Watson should be reduced from the current 70km In the long term crossing guards will remain in place until the Region can install suspended 'yield to pedestrian' signs at the roundabout entrance. The Region is continuing plans to construct a roundabout at the intersection of Franklin Boulevard and Saginaw Parkway.

P Reitmeier asked that a Notice of Motion to be brought forward to the Oct 24th Board of Trustees meeting.

THAT the Committee of the Whole Board recommends to the Board of Trustees that the Chair of the Board immediately write to the Chair of the Regional Municipality of Waterloo asking that, given the Waterloo Catholic District School Board's serious concerns about the safety of WCDSB students, the Region of Waterloo abandon plans to install a traffic roundabout at the intersection of Franklin Blvd. and Saginaw Pkwy. in Cambridge and that the Regional Municipality of Waterloo maintains that intersection as a signalized intersection.

5. Ownership Linkage (Communication with the External Environment related to Board's Annual Agenda: ownership communication)

6. Reports From Board Committees/Task Forces

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

7.0 RFP Process for CEO Succession Planning

J. Admans outlined the steps to the RFP (request for proposal) process. J. Anderson, M. da Silva, W. Price and P. Reitmeier have agreed to work as a team and meet with J. Admans to develop a profile for choosing a consultant

7.1 Discussion on Board Operating By-law

Trustees discussed questions submitted regarding by-law review.

2.4.2 Nominations for offices of Chair/Vice-Chair – The Chair conducted a vote following discussion. No consensus. Majority of trustees agreed no action will be taken.

3.4 Committee of the Whole Board – Trustees in agreement to refer to Governance re: discussion on adding to the by-laws that all committees follow the board by-law. They do not make decisions; they make recommendations to the board.

3.5 Board seating – No consensus. Majority of trustees agreed no action will be taken.

3.8.2. and 3.8.3 – Trustees in agreement to refer it to Governance to add word “special” before Committee of the Whole

3.1.3 Agenda for Regular Meetings – Trustees in agreement to refer to Governance re: question period, business arising and policy review.

3.21 Delivery of Agenda for Board Meeting – Trustees in agreement to have all board meetings and committee/task force agendas and approved minutes posted on the website.

6.1 Board May Establish Committees – Trustees in agreement to refer to Governance re: include term “Task Force”

9.4 Minutes of Meetings – Trustees were advised the Chair and Secretary sign all approved official minutes of Board of Trustee and Committee of the Whole meetings.

8.1 Vacancy Filled by Appointment – Trustees in agreement no action taken

9.3 Signing Authorities – Trustees in agreement to refer to Governance

10.1 to 10.1.3 and 3.17 – Trustees in agreement to refer to Governance.

Monitor compliance with the by-law – refer to Governance to add to the monitoring schedule.

7.2 Consultation in Schools - Linkages

Trustees discussed visits to schools and dialogue with school councils. W. Buchholtz, J. Jagiellowicz, P. Reitmeier, and M. Cardoso to sit on task force and bring back the mandate to the next Committee of the Whole.

2011-155 -- It was *moved* by **W. Buchholtz** and *seconded* by **J. Jagiellowicz**:

THAT the meeting be extended to 9:10 p.m. and defer item 7.3 to the next meeting. --- Carried by consensus

The meeting was extended at 8:52 p.m.

7.3 Draft Board Calendar (How do we schedule Ends monitoring?) – deferred to next meeting

7.4 RFP Process for CEO Succession Planning – moved to 7.0

8. Policy Discussion (Based on Annual Plan of Board work)

9. Assurance of Successful Board Performance

10. Assurance of Successful Director of Education Performance

10.1 Monitoring Reports & Vote on Compliance**10.2 Advice from the CEO****10.2.1 Letter to Minister of Education re: Transportation**

S. Maharaj provided highlights on the RFP for student transportation.

Fr. R. Héту asked that a Notice of Motion be brought to the October 24th Board of Trustee agenda:

THAT the Board of Trustees recommends the letter to the Minister of Education regarding transportation be taken to OCSTA.

10.2.2 Round About Update – moved to item 4.3**10.2.2 Budget Efficiencies**

A. Piscitelli asked that a Notice of Motion be brought to the October 24th Board of Trustees meeting:

THAT the Committee of the Whole Board recommends staff present the efficiencies, for the school year 2011-12 budget as directed by a motion in June 2011, in the context of the Revised Estimates to the Board of Trustees on November 21, 2011 at the Committee of the Whole meeting.

11. Potential Agenda Items

12. Announcements

12.1 The following reports are posted on the Board web page: www.wcdsb.ca

- a) Minutes of SEAC Meetings
- b) Minutes of Parent Involvement Committee Meetings

12.2 Upcoming Meetings/Events (all scheduled for the Catholic education Centre unless otherwise indicated):

13. Items for the Next Meeting Agenda

14. Adjournment – Confirm decisions made tonight. Closing Prayer

The Recording Secretary confirmed the meeting decisions.

15. Motion to Adjourn

2011-156 -- It was *moved* by **W. Buchholtz** and *seconded* by **Fr. R. Héту**:
THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 9:05p.m.

 Chair of the Board

 Secretary

Aligning our actions with our vision

The task of our Leaders

October 2011

To: Planning and Priorities – January 24/12
To: Budget Advisory - February 1, 2012

Our Task as Leaders

The Waterloo Catholic District School Board has a compelling vision that was developed from the bottom up rather than the top down. Vision speaks to where we want to be in the next five years.

Our mission, “As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God’s world,” is our road map of how to get there.

Recently I read a book entitled “*The Leader of the Future*”. The book focuses on the call to leadership for everyone. In particular in education, there is a focus on distributive leadership; a process that ensures leadership development in keeping with our Church’s value of subsidiarity; that is, decisions made closest to the level of implementation. In keeping with recent changes to The Education Act, administration both at the school and board level focus on day-to-day operations while the Board of Trustees focus on the overarching policy issues. The “what” belongs to our policy developers; the “how” belongs to administrators – board and site level.

No matter what role you play, we are all leaders. In this regard, I came away from reading *The Leader of the Future* with one compelling conclusion. We all need leadership competencies (read skills). However, without capabilities in the area of attitude, heart and soul, you won’t get far on competencies. We need to always put our full heart into what we do!

Roger D. Lawler
Director of Education

Our call to be **heart of the community**. What does that look like in 52 different school sites and the Catholic Education Centre and Dutton Drive? What are we called to do?

Success for each.

What are the instructional practices that we need to focus on to ensure success for each? What are the social and emotional supports that our learners need? Do we maximize the use of human and material resources to ensure we are effective stewards of supports?

A place for all.

Inclusion goes beyond those usually defined as Special Needs Learners. Inclusion is a preferential option for the marginalized wherein all are made to feel welcome, included, their dignity is affirmed and they are full participants in the school community.

Inclusion calls us to answer St. Paul’s challenge (12 Corinthians) “If one suffers, we all suffer. When one rejoices, we all rejoice”.



Resources as the foundation of all we do to support our learners. One of the most difficult yet courageous tasks of leaders is to discern how to match scarce resources with our needs, not our wants. In a culture of what one might describe as extreme entitlement, how do we call ourselves and our staff to live in community with others where the “me” is subservient to the “we”? Perhaps in attempting to answer these questions, we need to reflect on the “Life, Death, Resurrection Cycle” to understand our environment:

- Who we are
- Why we are
- What we are about
- How do we get there?

[vision: our shared vision and experience]

[mission: our daily road to attain our vision]

[our core business: the programs and activities that support our vision]

**WATERLOO CATHOLIC DISTRICT SCHOOL BOARD - VISION AND CORE BUSINESS
2011-12: Department and Division Profile**

Department/Division:

VISION: *Our Catholic schools...heart of the community, success for each, a place for all.*

We will

- See that all students have the resources they need to learn & be successful
- Witness to our faith by honouring the whole person mind, body and soul
- Work to break down barriers to form inclusive, enthusiastic, high achieving, faith based communities
- Ensure that all decisions taken will reflect integrity & accountability
- Nurture the environment through critical thought and just action

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

We will:

- Create a Catholic community that embraces all learners
- Act to reach and serve every student's learning needs
- Live the Gospel call to celebrate and nurture the differing gifts of all learners
- Foster learning communities that honour and celebrate our God-given potential
- Transform the world through Catholic education by embracing, developing, supporting & nurturing all learners

Discernment

- ***In what ways do the Vision and Mission statements serve as a lens for you in both aligning who we say we are with what we do?***
- ***In what ways do the "we will" statements assist as a lens in your decision-making as you identify core business activities that help us align our actions with our vision and mission?***
- ***See the additional resource at the end of this document that represents a process of identifying non-negotiables designed last year with our school and senior administrators.***

Other Resources for our discernment.

ADMINISTRATOR and SENIOR ADMINISTRATION CORE BELIEFS AND NON NEGOTIABLES:

VISION: Our Catholic Schools ~ Heart of the community, success for each, a place for all.

Core Beliefs about what a Catholic school ought to be

- Catholic schools partner with home and parish to assist students to grow in their faith
- Catholic schools stand as a beacon of hope for the community demonstrating our gospel values with acts of social justice to assist those in need
- Catholic schools integrate God into the life and curriculum of the school
- Catholic schools are an essential part of the wider community
- Catholic schools transform learners in their faith and as citizens who serve others locally and globally
- Catholic schools tell our Christian story
- Catholic schools create a Christian community
- Catholic schools provide a safe environment and comprehensive support structure that provides all student with the opportunity to grow personally, spiritually and academically
- Catholic schools are a vital link between our students/families and the parish community
- Catholic schools are places where Catholic teachings and values are integrated into all learning experiences
- Catholic schools create the best learning conditions for each student to reach his/her fullest potential and inspire students to believe they can change the world for the better.
- Catholic schools are a place where we witness faith in action
- Catholic schools are a place where all members of the school community become the best they can be
- Catholic schools are responsible to support the gift of the sacraments
- Catholic schools share our faith across the curriculum with no excuses while being universally for all
- Catholic schools provide a solid foundation of Catholic teaching
- Catholic schools are nurturing and safe places to be
- Catholic schools have nurturing and supportive professionals
- Catholic schools have a spiritual environment for all employees and stakeholders
- Catholic schools provide the dignity, self-esteem and full development of each person who is made in God's image
- Catholic schools are communities where all exemplify dignity and respect for themselves and each other
- Catholic schools are places where our Catholic faith and beliefs are visible on a daily basis
- Catholic schools are places where there is a alignment between talking the talk and walking the walk
- Catholic schools are places where parents can find someone to journey with in difficult times
- Catholic schools are places where understanding, compassion and care is lived
- Catholic schools value and live shared leadership

Non Negotiables – Heart of the Community

- we are role models of the faith and learning for our students and our parents
- focus on the spiritual growth of all learners
- celebrating our faith
- engaging in social justice
- participating in acts of Community service
- partnership with home, school, parish and community so everyone knows we want to involve the whole “village” to nurture our children – academically, spiritually, socially, emotionally, and physically
- we open up to the broader community
- all stakeholders are involved
- support for the marginalized
- materials, resources and supports for parents to access at the school
- building a sense of trust. Belonging and acceptance where there is a culture of shared values and beliefs rooted in the message of the Gospel
- students are familiar with their parish
- recognize the talents and gifts that parents bring to the school
- an inviting, welcoming atmosphere
- our Catholic faith is clearly visible to all who visit our schools
- consistency in leadership
- strong parent involvement
- alignment with the parish
- shared leadership

Non Negotiables – Success for each

- all students can learn
- strong understanding of student achievement/learning
- differentiated instruction
- positive school culture
- social justice
- every child can learn and be successful
- essential supports will be provided so that every child can and will be successful
- our Ontario catholic School Graduate Expectations are an essential part of all curriculum and lesson planning
- every student will know which Catholic school Graduate Expectation they are working toward in each lesson
- set high standards
- create an engaging environment
- a safe and nurturing environment meeting emotional and physical needs built around a strong faith life
- engaging the entire student body, staff and parents as contributing members of the community
- all staff members believe that each child can be successful, regardless of abilities or extrinsic factors
- equitable
- equity among all our schools and no notion of 'have' and 'have not' schools
- our responsibility to help instil the Catholic faith in our students

Non Negotiables – A place for all

- we are the centres of our communities
- our Catholic school community is completely inclusive and welcoming to all
- providing students with opportunities to grow in their personal, social, athletic and spiritual life
- everyone – all students, staff, parents, visitors – feel safe and welcome in our school, like they are at their 'home away from home'
- all members of the school community feel welcomed, valued, safe, and where all gifts and talents are recognized and celebrated
- we recognize and serve our most vulnerable and marginalized students
- there is a level playing field and we have the support and resources in place to make that happen
- know that students are always our "first call"
- where the child feels safe, accepted and treated fairly
- open dialogue
- willingness to listen
- student voices are heard
- acceptance