

Board of Trustees' Board Meeting

A public meeting of the Board of Trustees was held on Monday, January 24, 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

Student Trustees Present:

Anne Marie Hayman; Claire Matlock

Administrative Officials Present:

Roger Lawler; Gerry Clifford; Maria Ivankovic; Shesh Maharaj; Bruce Rodrigues; John Shewchuk; Paul Tratnyek

Special Resources For The Meeting:

Dave Bennett

Regrets:

Rick Boisvert

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 6:09 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by Fr. R. Héту of the Pastoral Care team. Intentions were offered for A. M. Hayman's classmate's who mother passed away, for Sheila Herteis a longtime special needs volunteer at St. Clement who passed away; and prayers for all the students in grade 7 and 8 who will be confirmed, W. Buchholtz mother and a student who was diagnosed with leukemia.

1.2 Approval of Agenda

Item 10.1.3 for decision

2011-11 -- It was *moved* by **W. Buchholtz** and *seconded* by **W. Price**:

THAT the agenda for January 24, 2011 as amended be now approved. -- **Carried by consensus.**

1.3 Declaration of Pecuniary Interest

1.3.1 From the current meeting – NIL

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)

3.1 Approval of Minutes of Regular and Special Meetings

- 3.1.1 Minutes of Meeting of December 13, 2010
- 3.1.2 Items for Action from Previous Meeting January 24, 2011
- 3.1.3 Staff Report of January 21, 2011

2011-12-- It was *moved* by **P. Reitmeier** and *seconded* by **W. Buchholtz**:

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

4. Delegations

4.1 St. Don Bosco Catholic Secondary School

P. Tratnyek introduced Jamie McKinnon and Carla Santomero to speak about St. Don Bosco.

C. Santomero reported we have students at the YMCA in Cambridge and on Ontario Street in Kitchener. The program is designed to offer hope and opportunity for students where our school system is not working for them. Our students need to be independent learners and they work on their own courses. Students participate on a daily basis in community service activities and healthy living activities. Our primary success has been with senior students as their maturity allows them to stay focused and attend classes. Several of our students will be the first to graduate in June. Students report they like the small classes, shorten day and the opportunity to work on whatever subject they want to get their credit. Several students came to read their stories of success and why the program works for them.

M. da Silva thanked the staff and students for their presentation giving trustees a better understanding of the program.

4.2 Proclaiming WCDSB

J. Shewchuk gave a brief overview of public affairs and some of the responsibilities of that office are strategic communications, media relations, emergency planning, and sustainability. We need to communicate the great things in our schools and that we offer quality, inclusive, faith based education, success for each and a place for all. We communicate through our website, television stations, newspapers, radio stations, Twitter and YouTube.

4.3 Accommodations

D. Bennett provided highlights of the report speaking about declining enrolment at elementary and secondary and future accommodations reviews.

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

5.1 Pathways to Waterloo Region Catholic Elementary and Secondary Schools – authorization of process

Trustees discussed the terms of reference for the task force which will look into enhancing entrance to our schools and the transition from elementary to secondary. J. Jagiellowicz will be on the task force with other trustees.

2011-13-- It was *moved* by **J. Jagiellowicz** and *seconded* by **A. Piscitelli**:

THAT the Board of Trustees approve the Terms of Reference for the Board/Staff Task Force 2011-2012. ---
Carried by consensus

5.2 Trustees and School Council Visits – authorization of process

Trustees discussed the terms of reference for the trustee linkages interacting with school councils and enhancing parent engagement.

2011-14-- It was *moved* by **P. Reitmeier** and *seconded* by **Fr. R Héту**:

THAT the Board of Trustees approve the Terms of Reference of the Trustee Linkages with School Councils for 2011 – 2012.

2011-15-- It was *moved* by **Fr. R. Héту** and *seconded* by **W. Price**:

THAT the motion be amended. The motion will now read:

THAT the Board of Trustees approve the Terms of Reference of the Trustee Linkages with School Councils for 2011 to 2014 changing the interim reporting dates to June 2011, 2012, 2013. ---
Carried by consensus

6. Reports From Board Committees/Task Forces

6.1 Audit Committee Meeting of January 10, 2011

G. Reitzel, Chair of the Audit reported everything is in order.

2011-16-- It was *moved* by **G. Reitzel** and *seconded* by **W. Buchholtz**:

THAT the Board of Trustees receives the report on the 1st Quarter finances as information. --- Carried by consensus

2011-17-- It was *moved* by **J. Jagiellowicz** and *seconded* by **J. Anderson**:

That the Board of Trustees receive the report from the Audit Committee on Director of Education expenses as information – Carried by consensus

6.2 Student Trustee Report

A.M. Hayman advised they have received funds from the Speak Up grant to fund the variety show and film festival.

6.3 Trustee Budget Update

6.4 Governance Committee meeting of January 3, 2011

All trustees were present for an in-service on governance. A. Piscitelli elected as Chair.

6.5 Pastoral Care Team Meeting of Jan 10, 2011

Fr. R. Héту elected as Chair.

6.6 Trustee Newsletter

6.7 SEAC

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

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

9. Assurance of Successful Board Performance

9.1 Board Policy II 005 Consultation

Trustees in agreement the previous board's consultation around vision of inclusion and report back to SEAC was good. The work on the Ends was also good but felt there was a need to work on reporting back. Trustees accept Policy II 005 Consultation as being in compliance and refer the policy to Governance to clarify item 3.

9.2 Board Policy II 006 Celebration of Excellence

Trustees accept Board Policy II 006 Celebration of Excellence as being in compliance.

9.3 Board Policy III 002 Unity of Control

Trustees accept Board Policy III 002 Unity of Control as being in compliance.

10. Assurance of Successful Director of Education Performance

10.1 Monitoring Reports & Vote on Compliance

10.1.1 Board Policy IV 005 Hiring/Promotions

Trustees asked questions of clarification regarding provisions 3, 5 and 7

2011-18-- It was *moved* by **W. Buchholtz** and *seconded* by **G. Reitzel**:

THAT the Board of Trustees refer provisions 3, 5 and 7 of policy IV 005 to the Governance committee with recommendations to be brought back to the Board for final approval. --- Carried by consensus

2011-19-- It was *moved* by **W. Buchholtz** and *seconded* by **A. Piscitelli**:

THAT the Board of Trustees accepts the monitoring report for IV 005 as being compliant with the exception of provision 1 until the next scheduled monitoring. --- Carried by consensus

10.1.2 Board Policy IV 010 Accommodations

Trustees discussed concerns with provision 3.

2011-20 -- It was moved by **W. Price** and seconded by **Fr. R. Héту:**

THAT the Board of Trustees refers provision 3 of Policy IV 010 Accommodations back to Governance to review.

--Carried by consensus

2011-21-- It was moved by **G. Reitzel** and seconded by **W. Buchholtz:**

That the Board of Trustees approve the monitoring report on Policy IV 010 Accommodations as being compliant.

--- Carried by consensus

10.1.3 Report on Reserve Funds

S. Maharaj provided an overview of the reserve funds.

2011-22 -- It was moved by **J. Anderson** and seconded by **Fr. R Héту:**

THAT the Board of Trustees approves the following recommendations #1 to #10:

- 1. That Administration be given permission to use funds from the WSIB reserve to service current WSIB costs up to and including \$502,372*
- 2. That Administration be directed to apply all of the Pupil Accommodation Debt Reserve funds to unfunded eligible renewal projects.*
- 3. That Administration be given permission to direct all funds in the Operations/Working Funds surplus to the schools as prior year carry-forward amounts.*
- 4. That Administration be given permission to use \$50,518 from deferred revenues on eligible expenses for the Green Schools Pilot project.*
- 5. That Administration be given permission to use \$2,912,502 from deferred revenues on eligible expenses related to Ministry programs/initiatives.*
- 6. That Administration be given permission to use up to \$132,028 for projects related to Accessibility for Special Ed students*
- 7. That Administration create new Accumulated Surplus funds for Insurance and Resource Development.*
- 8. That \$150,000 be transferred from the Student Infrastructure Reserve to the Insurance Reserve.*
- 9. That \$200,000 be transferred from the Student Infrastructure Reserve to the Resource Development Reserve*
- 10. That \$250,593 be transferred from the Student Infrastructure Reserve to the Operating Expenditure Reserve.*

--- Carried by consensus

10.2 Advice from the CEO

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):

- 12.2.1 January 31 – February 1 Audit Committee In-service in Hamilton
- 12.2.2 February 2, 7:00 p.m. SEAC
- 12.2.3 February 7, 4:30 p.m. Trustee Newsletter
- 12.2.4 February 7, 6:00 p.m. Governance In-service
- 12.2.5 February 14, 6:00 p.m. Celebrating Catholic Education
- 12.2.6 February 22, 6:00 p.m. Committee of the Whole
- 12.2.7 February 26 Foundation Social, Cambridge
- 12.2.8 February 28, 6:00 p.m. Board Meeting

12.3 Pending Items:

- 12.3.1 Msgr. Gleason – surplus to our needs
- 12.3.2 Living Wage
- 12.3.3. Definition of Equity – Guiding Principles

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

The meeting recessed at 8:46 p.m.

Trustees moved to an in-camera session.

The meeting resumed at 9:21 p.m.

2011-23 -- It was *moved* by **J. Anderson** and *seconded* by **Fr. R. Héту:**
THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 9:22 p.m.

Chair of the Board

Secretary