

Board of Trustees' Meeting

REVISED

A public meeting of the Board of Trustees was held on Monday, October 24, 2011 at the Waterloo Region Catholic Education Centre.

Trustees Present:

Joyce Anderson; Wayne Buchholtz; Manuel da Silva (Chair); Janek Jagiellowicz; Anthony Piscitelli; Wendy Price; Peter Reitmeier; Greg Reitzel

Student Trustees Present:

Marcus Cardoso; Colin Whaley

Administrative Officials Present:

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

Special Resources For The Meeting:

Fr. Fred Scinto; Dave Bennett

Regrets:

Fr. Robert Héту; John Shewchuk

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 6:01 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by M. da Silva, Board Pastoral Team. Intentions were offered for prayers for the families of former principal Harry Kieswetter who passed away, for the eight students in Alberta who have been killed in accidents, and for J. Jagiellowicz's family member who passed away; also for continued strength as a Board of Trustees.

1.2 Approval of Agenda

Add 3.1.2 Items for Action from Previous in-camera meeting of October 24, 2011 to Consent Agenda: Board of Trustees; add Item 6.0 CEO Succession Planning for approval; Item 6.4 M. da Silva will address.

2011-157 -- It was *moved* by **W. Buchholtz** and *seconded* by **W. Price**:

THAT the agenda for October 24, 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 with item 3.1.13 Notice of Motion for Letter to Regional Chair – Roundabout at Franklin and Saginaw from the Consent Agenda: Board of Trustees 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 Board Meeting of September 26, 2011
- 3.0.2 Items for Action from previous In-camera Meeting of October 24, 2011
- 3.0.3 Staff Report of Oct 24/11
- 3.0.4 Governance Committee meeting of
- 3.0.5 Pastoral Care Team meeting of October 3, 2011
- 3.0.6 Trustee Newsletter meeting of
- 3.0.7 Audit Committee meeting of
- 3.0.8 Elementary/Secondary Pathways Task Force
- 3.0.9 Accommodation Process Review Task Force Meetings of October 12/11 and October 18/11
- 3.0.10 SEAC Minutes – posted on board web page
- 3.0.11 CPIC Minutes – posted on board web page
- 3.0.12 Notice of Motion referring transportation letter to OCSTA
- 3.0.13 Notice of Motion for Letter to Regional Chair – Roundabout at Franklin and Saginaw (A. Piscitelli declared a conflict and did not vote)
- 3.0.14 Notice of Motion to bring Budget Efficiencies to Nov 21/11 Committee of the Whole

2011-158 -- It was *moved* by **W. Buchholtz** and *seconded* by **P. Reitmeier**:

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

4. Delegations

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

6. Reports From Board Committees/Task Forces

6.0 CEO Succession Planning

At the October 17th Committee of the Whole meeting trustees agreed that a task force be struck, comprised of J. Anderson, M. da Silva, W. Price and P. Reitmeier, to meet with J. Admans to look at future CEO succession planning.

2011-159 -- It was *moved* by **P. Reitmeier** and *seconded* by **G. Reitzel**:

THAT the Committee of the Whole strike a Task Force to hire a consultant to help Board of Trustees look at CEO Succession planning. The Terms of Reference are to be established in November 2011.

Furthermore, it is recognized and understood that the consultant will be told that this is long-term governance planning and that it is not the intention of the current Director of Education to retire at this time. The current Director of Education wholeheartedly supports the board's duty to engage in this succession process for the future needs of the system. ---
Carried by consensus

2011-160 -- It was *moved* by **P. Reitmeier** and *seconded* by **W. Price**:

THAT the Board of Trustees look at engaging a consultant for succession planning. ---
Carried by consensus

6.1 Student Trustee Report

C. Whaley discussed a future event planned – Celebration of Our 175 years of Catholic Education. They also discussed having representation on the council from St. Don Bosco and having the FACE student committee back in action. M. Cardoso spoke about the full day youth conference attended by 150 students to create relations between elementary and secondary schools. St. Mary's is hosting a coffee house and elementary schools are invited.

6.2 Accommodation Process Review Task Force Recommendations

W. Buchholtz advised the Task Force was established following the Hespeler Accommodation review to assess those processes and recommend any changes necessary prior to the start of the next accommodation review. D. Bennett provided highlights of the changes recommended by the Task Force. Trustees asked questions for clarification.

2011-161 -- It was *moved* by **J. Anderson** and *seconded* by **A. Piscitelli**:

THAT the Board refer the recommendations of the Accommodation Process Review Task Force and APF008 memo to the Governance committee to be used as the basis of a policy on the accommodation review.

G. Reitzel amended the wording “basis of a policy on the accommodation review” to read “basis to revise the accommodation review policy”. J. Anderson and A Piscitelli agreed to the change.

The amended motion will now read.

THAT the Board refer the recommendations of the Accommodation Process Review Task Force and the APF008 memo to the Governance committee to be used as the basis to revise the Accommodation Review Policy IV 010. --- **Carried by consensus.**

2011-162 -- It was moved by **W. Buchholtz** and seconded by **J. Jagiellowicz**:

THAT the Board of Trustees approves the following recommendation of the Pupil Accommodation Review Process Task Force:

1. To review APF008: “Pupil Accommodation Review Process” in accordance with the suggested changes as shown on the attached document. --- **Carried by consensus**

2011-163 -- It was moved by **J. Jagiellowicz** and seconded by **J. Anderson**:

2. To review Executive Limitation IV 010 “Facility Accommodations” as follows:

“Accordingly the CEO shall not:

1. Allow material changes to facilities, boundary changes, or the closure of existing facilities to occur without established procedures that includes the board appointing two trustees as non-voting members of the Accommodation Review Committees. --- **Carried by consensus**

6.3 Pastoral Care Team Recommendations

M. da Silva read the recommendation of the Pastoral Care Team Committee.

2011-164 -- It was moved by **J. Anderson** and seconded by **W. Price**:

THAT the Board of Trustees approve a retreat for trustees, senior administration and Fr. F. Scinto using “Build Bethlehem Everywhere” led by an outside facilitator --- **Carried by consensus**

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

7.1 Board Agenda Planner 2011-2012

M. da Silva advised of the following additions to the agenda planner:

- January 10/12 Special In-camera Committee of the Whole regarding facilities
- January 13-14/12 OCSTA Trustee Professional Development Seminar
- St. Louis graduation dates.

2011-165 -- It was moved by **P. Reitmeier** and seconded by **J. Jagiellowicz**:

THAT the Board of Trustees approved the board agenda planner 2011-2012 as amended. --- **Carried by consensus.**

7.2 Articles for newspapers

Trustees discussed the article written for the media. Trustees were in agreement on the modifications made as the voice of the whole Board. There was discussion on sending to all media so as not to favour one media over another. The will of the Board is that the article will be sent to community papers. Trustees agreed that all future articles the Board of Trustees would like to send to Waterloo Region’s newspapers would first go through the Newsletter Committee, come to the Board for approval and then be distributed to all local newspapers.

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

9. Assurance of Successful Board Performance

9.1 Board Policy II 003 Board Job Description

Trustees discussed the policy for compliance.

2011-166-- It was moved by **J. Anderson** and seconded by **W. Buchholtz**:

THAT the Board of Trustees find Board Policy II 003 Board Job Description in compliance. --- **Carried by consensus**

2011-167 -- It was moved by **J. Anderson** and seconded by **W. Buchholtz**:

THAT Policy II 003 be referred to Governance to indicate that the work of the Board needs to be in compliance with the laws, guidelines and policy procedures and memorandums of the Ontario government. --- Carried by consensus

10. Assurance of Successful Director of Education Performance

10.1 **Monitoring Reports & Vote on Compliance**

10.1.1 **Board Policy IV 009 Asset Protection**

2011-168-- It was moved by **W. Buchholtz** and seconded by **G. Reitzel**:

THAT the Board of Trustees accepts the full report on Board Policy IV 009 Asset Protection as providing reasonable interpretation and adequate evidence of compliance for all policy provisions. --- 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 Oct 28 9 a.m. Board Office Mass – CEC
- 12.2.2 Oct 28 7 p.m. St. Benedict CSS Graduation
- 12.2.3 Nov 4 7 p.m. Monsignor Doyle CSS Graduation
- 12.2.4 Nov 7 4:30 p.m. Trustee Newsletter Committee
- 12.2.5 Nov 7 5:00 p.m. Governance Committee
- 12.2.6 Nov 7 6:30 p.m. Audit Committee
- 12.2.7 Nov 9 7 p.m. SEAC
- 12.2.8 Nov 14 6:00 p.m. Special Board Meeting
- 12.2.9 Nov 16 Me to We Day, Kitchener Auditorium
- 12.2.10 Nov 17 7 p.m. St. Louis Graduation, Cambridge
- 12.2.11 Nov 17-18 OCSTA Labour Seminar
- 12.2.12 Nov 18 7 p.m. St. Louis Graduation, Kitchener
- 12.2.13 Nov 21 6 p.m. Committee of the Whole
- 12.2.14 Nov 23 6 p.m. Catholic Parent Involvement Committee
- 12.2.15 Nov 25 5 p.m. Trustee – Senior Admin Christmas Social
- 12.2.16 Nov 28 6 p.m. Regular Board Meeting

12.3 Pending Items:

- 12.3.1 Msgr. Gleason – surplus to our needs
- 12.3.2 Definition of Equity – Guiding Principles (AP)
- 12.3.3 Risk Management – discussion
- 12.3.4 Follow-up to Treatment of Staff Survey
- 12.3.5 Community Involvement in Local Schools (Facilities Process)
- 12.3.6 Supporting the use of data
- 12.3.7 BrightLink Technology (Patrick Eby)
- 12.3.8 Process for identifying EAs needs to serve students
- 12.3.9 Use of reserves
- 12.3.10 Board Policy IV 003 “Treatment of Students”

12.4 Pending Items for OCSTA Consideration

- 12.4.1 Special Education Funding
- 12.4.2 Funding for Supervised Alternative Learning
- 12.4.3 Long Term financing to keep up with School Maintenance

13. Items for the Next Meeting Agenda

No items identified for the next meeting.

14. Adjournment – Confirm decisions made tonight. Closing Prayer

The Recording Secretary confirmed the meeting decisions.

15. Motion to Adjourn

2011-169-- It was *moved* by **G. Reitzel** and *seconded* by **W. Price**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 8:00 p.m.

Chair of the Board

Secretary