

Regular Public Board Meeting

A regular public meeting of the Board of Trustees was held on Monday, March 30, 2009 at the Waterloo Region Catholic Education Centre.

Trustees Present:

Denise Blum; Wayne Buchholtz; Manuel da Silva; Louise Ervin; Joseph Gowing; Fr. Robert Hétu; Judy Nairn; Greg Reitzel; Marion Thomson Howell (Chair)

Student Trustees Present:

Alex Chmura; Thomas Slabon

Administrative Officials Present:

Roger Lawler; Rick Boisvert; Gerry Clifford; Heather Cullen; Bryan Mahn; Shesh Maharaj; Bruce Rodrigues; Glenn Sheculski; John Shewchuk

Special Resources For The Meeting:

NIL

Regrets:

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 W. Buchholtz. Intentions were offered for: Fred Grundy – father of Joni Grundy, Michelle Thomson and Dorothy Sobish.

1.2 -- Approval of Agenda

Add Item 8.5 Student Trustee Travel

2009-27 -- It was *moved* by **M. da Silva** and *seconded* by **J. Gowing**:
THAT the agenda for March 30, 2009 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*

2.1 – School Year Calendar for 2009-2010 school year (pp3-6)

2009-28 -- It was *moved* by **J. Nairn** and *seconded* by **L. Ervin**:

THAT the Board of Trustees approved the attached School Year Calendar 2009-2010 as presented by the Board per Regulation 304 "School Year Calendar". --- **Carried by consensus.**

3. Consent Agenda: Board of Trustees

3.1 **Approval of Minutes of Regular and Special Meetings**

- 3.1.1 Minutes of Meeting of February 23, 2009
- 3.1.2 Minutes of Meeting of March 2, 2009
- 3.1.3 Items for Action from Previous Meeting March 30, 2009
- 3.1.4 Minutes of Governance Meeting of March 9, 2009
- 3.1.5 Minutes of Vision of Inclusion Meeting of March 9, 2009

2009-29 -- It was *moved* by **W. Buchholtz** and *seconded* by **G. Reitzel**:

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

4. Delegations/Presentations

5. Ownership Linkage

6. Reports From Board Committees/Task Forces

6.1 **Southwest Kitchener Accommodation Review** (pp 17-18)

2009-30 -- It was *moved* by **Fr. R. Hetu** and *seconded* by **D. Blum**:

THAT the Southwest Kitchener Accommodation Review Committee recommendations be accepted as follows:

- That, effective September 2009, the boundaries for St. Timothy, Blessed Kateri, John Sweeney, Our Lady of Grace and Blessed Sacrament be modified in accordance with Phase I of the Preferred Option;
- That the Board consider a grand-parenting provision to allow students entering Grade 8 in September 2009 to finish their elementary schooling at their existing school – recognizing that no transportation would be provided;
- That Board administration monitor enrolment at Blessed Kateri, Our Lady of Grace and Blessed Sacrament to determine the appropriate timing for the implementation of Phase 2;
- That the Board proceed with the construction of a 138 pupil place (6 classroom) addition to John Sweeney;
- That administration proceed with the acquisition of a school site in the Huron Community;
- That a new school in the Huron Community be built at such time as enrolment warrants, subject to Ministry approval for construction funding -- **Carried by consensus.**

6.2 **Board Minutes** (pp 19-20)

The trustees discussed the three options presented in the report on taking minutes at the board meetings. Trustees in agreement the recorder will continue with the current format for taking minutes.

6.3 **Audit Committee Terms of Reference** (pp 21-29)

The trustees discussed the information presented on the Audit Committee, Role of the Internal Auditor and Supervision. Terms of reference will be referred to Audit Committee to bring back to the May meeting.

6.4 **Board of Trustees Pastoral Care Team – Prayers at meetings** (pp 30)

The Pastoral Care team advised the trustees they would like to start initially by offering meaningful prayer, updating reading material, inviting other groups and considering a retreat. Pastoral team will lead the prayer and bring forth terms of reference to the April meeting.

7. Board Education

8. *Policy Discussion*

8.1 Revisions to Board Policy IV 005 Hiring/Promotion (pp 31-32)

Trustees discussed the two options presented by the Governance committee on Policy IV 005.

2009-31 -- It was *moved* by **W. Buchholtz** and *seconded* by **J. Gowing**:

THAT the Trustees agree that policy IV 004 be amended to remove "fail to make applicants aware of the board's Hiring/Promotion policy and THAT Policy IV 005 be amended to add as item 1 "fail to make applicants aware of the board's Hiring/Promotion policy".-- carried by consensus

8.2 Revisions to Board Policy IV 009, Asset Protection (pp 33-34)

Trustees discussed #1, 2 and 7 from Policy IV 009 regarding security in investing funds and ethical purchases.

2009-32 -- It was *moved* by **G. Reitzel** and *seconded* by **M. da Silva**:

*THAT the Trustees agree to refer Policy IV 009 #1 to Committee of the Whole In-camera meeting in May. -- **Carried by consensus***

2009-33 -- It was *moved* by **W. Buchholtz** and *seconded* by **L. Ervin**:

*THAT the Trustees agree Policy IV 009 item #2 be amended to read "Allow unregulated access to funds in any part of the school system and THAT item #7 be amended to read "invest or hold operating capital in instruments that have not been approved by the Ministry of Education". --- **Carried by consensus***

8.3 Monitoring Section II and III Policies

Trustees discussed the Monitoring tool handout that would be completed for each Policy monitored. Trustees have been asked to rank the policies they prefer to oversee by order of preference. Trustees will be then be assigned policies to oversee/monitor beginning with the March policies. Executive Assistant will prepare template and send to trustees. The trustees assigned to the policy to be monitored, will send email notification and timeline to send completed monitoring tool to the Executive Assistant to prepare summary. The trustees are in agreement to review Policies II 008, II 013, II 014 and III 005 for the April board meeting.

8.4 Board direction arising from recent Governance workshop

Trustees are in agreement that the items from the workshop dealing with policy amendments and a review of Policy II 005 will be referred to the Governance committee. They were also in agreement to include Roberts Rules Handbook in the Trustee Orientation package

8.5 Student Trustee Travel

Student Trustees have been invited to attend the student workshop at the OCSTA conference. Trustees discussed the concerns regarding chaperones, liability and the benefits of our student trustees engaged in learning by attending conferences. Our current practice is that a student trustee attending an overnight event would be chaperoned by their parent. Trustees in agreement that the Chair and Secretary will approach OSBIE to determine issues of liability, survey other boards as to their practice and come back to the board including their results.

9. *Assurance of Successful Director of Education Performance*

9.1 – Monitoring Reports & Votes on Compliance

9.1.1 – Board Policy IV 009 – Asset Protection (pp 35)

2009-34 -- It was *moved* by **G. Reitzel** and *seconded* by **J. Gowing**:

THAT the Board of Trustees approve the monitoring report on Asset Protection (Board Policy IV 009) as providing a reasonable interpretation and adequate evidence of compliance for all policy provisions with the exception of

policy provision #1 which the board refers to an in-camera meeting in May as per Board Motion 2009-32 ---
Carried by consensus

9.1.2 – Board Policy IV 012 Communication and Support to the Board (pp 36-52)

Trustees discussed feedback from monitoring policy summary and the importance of completing the report. It is each trustee's responsibility to complete the survey.

2009-35 -- It was *moved* by **M. da Silva** and *seconded* by **W. Buchholtz**:

THAT the Board of Trustees approved the monitoring report on Communication and Support to the Board (Policy IV 012) as providing a reasonable interpretation and adequate evidence of compliance for all policy provisions. ---
Carried by consensus

9.1.3 – Board Policy IV 008, Financial Conditions and Activities, Provision #1 (pp 53-59)

Trustees discussed the report on Monitoring Policy IV 008

2009-36 -- It was *moved* by **L. Ervin** and *seconded* by **G. Reitzel**:

THAT the Board of Trustees receive this report --- **Carried by consensus**

9.2 – Challenges to Monitoring

NIL

9.3 – Advice from the CEO

NIL

9.4 – New Operational Worries

NIL

9.5 – Next Monitoring Assignment

9.5.1 Board Policy IV 003 “Treatment of Students”

10. *Board Self-Assessment Against Board Means Policies*

NIL

11. *Announcements*

11.1 – Reports Posted on Web Site

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

11.2 – Upcoming Meetings/Events: (all scheduled for the Catholic Education Centre unless otherwise indicated):

- 11.2.1 April 1 SEAC 7:00 p.m.
- 11.2.2 April 1 Visioning Session at St. Mary's HS 4:30 p.m.
- 11.2.3 April 2 Visioning Session at St. Mary's HS 4:30 p.m.
- 11.2.4 April 9 Holy Thursday
- 11.2.5 April 10 Good Friday
- 11.2.6 April 13 Easter Monday
- 11.2.7 April 14 Visioning Session at Board Office 4:30 p.m.

- 11.2.8 April 14 Committee meetings 5:30 pm. and 7:15 p.m.
- 11.2.9 April 16 Visioning Session at Board Office 4:30 p.m.
- 11.2.10 April 20 Committee of the Whole meeting 6:30 p.m.
- 11.2.11 April 24 Board Office Mass at 9 a.m.
- 11.2.12 April 27 Regular Board Meeting 6 p.m.
- 11.2.13 April 28 Accommodation meeting 5 p.m.

11.3 -- Pending Items:

- 11.3.1 Board Leadership
- 11.3.2 Board Policy IV 008 – definition of “current budget”
- 11.3.3 Board Policy IV 004 – provision #6
- 11.3.4 Review of clerical support to the Board
- 11.3.5 Board Policy II 006, Celebration of Excellence
- 11.3.6 Procurement Policies related to Social Justice issues
- 11.3.7 SEAC and statement on inclusion
- 11.3.8 Declining Enrolment Report
- 11.3.9 Audit Committee Mandate
- 11.3.10 Board Policy IV 009, “Asset Protection”
- 11.3.11 Board Policy IV 004, provision #4

12. Items For Next Meeting Agenda

13. Adjournment – confirm decisions made tonight

The Recorder of the Board reviewed the meeting decisions.

14. Motion to Adjourn

2009-37 -- It was *moved* by **M. da Silva** and *seconded* by **Fr. R. Hetu**:
THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 8:14 p.m.

Chair of the Board

Secretary