

## Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, June 27, 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; Rick Boisvert; Gerry Clifford; Maria Ivankovic; Shesh Maharaj; Bruce Rodrigues

### **Special Resources For The Meeting:**

Fr. Fred Scinto; John Shewchuk

### **Regrets:**

Paul Tratnyek

### **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 A.M. Hayman and C. Matlock, Board Pastoral Team. Intentions were offered for A. M. Hayman's aunt, all those who are ill and prayers for a family friend for a healthy and safe pregnancy; pray for all priests and teachers who are being transferred; for those retiring; for a safe summer vacation for all students; for all secondary students who finished exams; for all special needs students; and prayers for a friend of P. Reitmeier's daughter.

### **1.2 Approval of Agenda**

Move Item 10.1.5 to follow 4.2; Items 10.1.2 and 10.1.3 will follow 10.1.5; Item 6.7.1 Audit is for approval; Item 10.2.1 OSSLT EQAO Results should be 10.2.2

**2011-121 -- It was moved by W. Buchholtz and seconded by P. Reitmeier:**

***THAT the agenda for June 27, 2011 as amended be now approved. -- Carried by consensus.***

### **1.3 Declaration of Pecuniary Interest**

- 1.3.1 From the current meeting – W. Buchholtz declared an indirect pecuniary interest with Item 10.1.2, and the operating budget motion #1 in 10.1.3 as his son is a teacher; P. Reitmeier declared an indirect pecuniary interest with Item 10.1.2, and the operating budget motion #1 in 10.1.3 as his wife is a supply teacher.
- 1.3.2 From a previous public or in-camera meeting – A. Piscitelli declared a conflict with Item 10.2.1 as he is a member of the OMERS pension plan.

## 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 Special Board Meeting of June 20, 2011
- 3.1.2 Minutes of Meeting of May 30, 2011
- 3.1.3 Items for Action from In-camera Meeting of June 27, 2011
- 3.1.4 Staff Report of June 27, 2011

**2011-122** -- It was *moved* by **G. Reitzel** 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 Educational Assistants and the 2011-12 Budget**

Jarett Kuepfer thanked the board for the opportunity to present this evening. He spoke highly about his daughter's education and the support she received from her educational assistant. He feels overall that education for all students will be diminished as the teacher would have to focus on all students if there were fewer educational assistants. He said the criteria for students to receive support will now be based on physical, medical, and safety factors. Trustees asked questions of clarification.

#### **4.2 Educational Assistants and the 2011-12 Budget**

Sonya Knipfel also thanked the board for the opportunity to speak this evening about the positive effect educational assistants have made on her son's education. Since her son's transfer to our system this past year he has made incredible improvements even though he missed many days of school due to illness.

M. da Silva thanked both delegations for their presentations.

#### **4.3 Board Policy IV 008, Financial Condition – Quarterly Report**

S. Maharaj presented the quarterly report advising declining enrolment has negatively impacted our grant revenues. Expenses for Educational Assistants, CYCW, utility costs and supply teacher costs have exceeded the budget allocations. While some of the expenses have been offset we are projecting a deficit and requesting the use of operating reserves.

**2011-123**-- It was *moved* by **W. Buchholtz** and *seconded* by **Fr. R. Héту**:

*THAT the Board of Trustees approve the use of up to \$1.5M from the Operating Expenditure Reserve for the 2010-2011 school year to assist in managing cost pressures as identified in the March and June Quarterly Monitoring -- Carried by consensus.*

Trustees asked to have use of reserves added to the pending items for the fall.

#### **4.4 Notice of Motion**

A. Piscitelli moved option A of the notice of motion.

##### **Option A:**

**2011-124**-- **A. Piscitelli** and *seconded* by **G. Reitzel**:

*THAT Board Policy IV 007, "Financial Planning/Budgeting", be amended for the 2011-12 school year by adding as provision #7:*

*THAT the Board of Trustees approve the use of up to \$770,000 from the accumulated reserve fund to be used for Educational Assistants and/or Child and Youth Workers in the 2011-12 School Year Budget.*

*Further that the Board of Trustees direct staff to search efficiencies with the ongoing monitoring of the 2011-2012 School Year Budget to limit the impact on the accumulated reserve fund.*

**2011-125**-- It was *moved* by **J. Anderson** to amend the wording to the second statement of the motion and *seconded* by **Fr. R. Héту**:

*Further that the Board of Trustees direct staff to search efficiencies for the school year 2011-12 budget and report back to trustees by October 2011 to limit the impact on the accumulated reserve fund.*

The amended motion now reads:

**2011-126--** It was *moved* by **A. Piscitelli** and *seconded* by **G. Reitzel**:

*THAT the Board of Trustees approve the use of up to \$770,000 from the accumulated reserve fund to be used for Educational Assistants and/or Child and Youth Workers in the 2011-12 School Year Budget.*

*Further that the Board of Trustees direct staff to search efficiencies for the school year 2011-12 budget and report back to trustees by October 2011 to limit the impact on the accumulated reserve fund.*

The Chair asked if there was consensus on the amended motion and there was a request to have a vote.

Vote:

**In Favour:** G. Reitzel, W. Price, A. Piscitelli, J. Jagiellowicz, Fr. R. Héту, J. Anderson, M. da Silva

**Opposed:** none

MOTION CARRIED: 7 - 0

Trustees requested to add to OCSTA resolutions to look at the formula funding for special education.

#### **4.5 2011-12 School Year Budget**

**2011-127--** It was *moved* by **J. Anderson** and *seconded* by **G. Reitzel**:

*THAT the Board of Trustees approve the proposed operating budget of \$228,518,945 for the 2011-2012 school year.*

-- **Carried by consensus**

**2011-128--** It was *moved* by **W. Buchholtz** and *seconded* by **P. Reitmeier**:

*THAT the Board of Trustees approve the proposed capital budget of \$17,909,138 for the 2011-2012 school year. --*

**Carried by consensus**

**2011-129--** It was *moved* by **G. Reitzel** and *seconded* by **W. Buchholtz**:

*THAT the Board of Trustees directs Administration to file a balanced budget with the Ministry of Education before the deadline of June 30, 2011. -- **No consensus***

Vote:

**In Favour:** G. Reitzel, P. Reitmeier, W. Price, A. Piscitelli, Fr. R. Héту, W. Buchholtz, M. da Silva

**Opposed:** J. Anderson, J. Jagiellowicz

MOTION CARRIED: 7 to 2

The meeting recessed at 7:51 p.m.

The meeting resumed at 8:03 p.m.

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

#### 6. Reports From Board Committees/Task Forces

##### **6.1 Student Trustee Report and Presentation to Student Trustees**

C. Matlock and A.M. Hayman presented their closing report. A.M. Hayman reported they wrote a mandate for the student council, held two board wide events and raised money for Toonies for Tuition. C. Matlock reported on the Ontario Student Conference in Ottawa, visited most of the grade 10 Civics classes and laid the framework for a productive student council next year.

J. Anderson spoke on behalf of A.M. Hayman thanking her for how engaged she was in the conversations, for her input and for bringing her perspective as a student. W. Price spoke about the pleasure of having C. Matlock at the board meetings and for how engaged she was even though her academic life was so busy. C. Matlock will be the president of student council next year.

##### **6.2 Trustee Budget Quarterly Update**

Trustees did not have any questions on the quarterly budget update.

### **6.3 Governance Committee Meeting**

### **6.4 Pastoral Care Team Meeting of March 7, 2011**

Fr. R. Héту reported the minutes of March 7<sup>th</sup> will be on the Pastoral Care Team agenda in September for approval as there was no quorum at the June meeting.

### **6.5 Trustee Newsletter**

### **6.6 SEAC**

### **6.7 Annual Reports**

#### **6.7.1 Audit**

G. Reitzel highlighted the recommendations of the Audit committee. He advised one of the committee members term has expired and she has agreed to sit for a second term if appointed. The terms of reference for 2010-11 were also recommended for approval.

**2011-130** -- It was *moved* by **W. Buchholtz** and *seconded* by **J. Jagiellowicz**:

*THAT the Board of Trustees appoint Courtney Smith to the WCDSB Audit Committee for a three-year term. -- Carried by consensus*

**2011-131** -- It was *moved* by **Fr. R. Héту** and *seconded* by **J. Jagiellowicz**:

*THAT the Board of Trustees approve the Audit Committee Terms of Reference for 2010-11. -- Carried by consensus*

#### **6.7.2 Governance**

A. Piscitelli thanked the Director for his assistance in completing the report.

#### **6.7.3 Awards**

G. Reitzel left the meeting at 8:16 p.m.

Trustees did not have any questions regarding the report.

#### **6.7.4 Pastoral Care**

Fr. R. Héту reviewed the recommendations in his annual report.

#### **6.7.5 Trustee Newsletter**

J. Anderson submitted the annual report. There were no questions.

#### **6.7.6 Elementary/Secondary Pathways Task Force**

J. Jagiellowicz thanked R. Boisvert for his assistance in preparing the report.

#### **6.7.7 Accommodation Review Task Force**

M. da Silva thanked D. Bennett and L. Ford for their assistance in preparing the report.

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

### **7.1 Follow-up to International Policy Governance Association Conference**

A. Piscitelli and M. da Silva attended the IPGA conference. A. Piscitelli presented his report on the conference. Trustees in agreement that further professional development is necessary and will have further discussion in September. M. da Silva to contact Sue Radwan and Marion Thomson Howell for dates they would be available to provide professional development for trustees and report back in September.

## 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**

### **10.1.1 Board Policy IV 007, Financial Planning and Budgeting**

Trustees discussed the broadest policy provision.

G. Reitzel returned to the meeting at 8:33 p.m.

Trustees reviewed provision #1, found the Director in compliance and agreed to send the provision to Governance. Trustees found provisions #2 – #4 in compliance. Trustees agreed to send provision #5 to Governance to provide more specific guidelines.

**2011-132--** It was *moved* by **W. Buchholtz** and *seconded* by **G. Reitzel**:  
*THAT the meeting be extended by 45 minutes. -- Carried by consensus.*  
*The meeting was extended at 8:54 pm.*

**2011-133--** It was *moved* by **W. Buchholtz** and *seconded* by **P. Reitmeier**:  
*THAT the Board of Trustees accept the full report on Board Policy IV 007 with the exception of provision #5 as providing a reasonable interpretation and adequate evidence of compliance for all policy provisions. -- Carried by consensus.*

**2011-134--** It was *moved* by **G. Reitzel** and *seconded* by **Fr. R. Héту**:  
*THAT the Board of Trustees agree to send Policy IV 007 Provision #1 and #5 back to Governance. -- Carried by consensus.*

**10.1.2 Notice of Motion** – moved to Item 4.4

**10.1.3 2011-12 School Year Budget** – moved to Item 4.5

### **10.1.4 Board Policy IV 003, Treatment of Students**

R. Lawler presented a revised operational definition for the broad as directed by the Trustees on May 30/11.

**2011-135--** It was *moved* by **A. Piscitelli** and *seconded* by **W. Buchholtz**:  
*That the Board of Trustees accept the full report on Board Policy IV 003 as providing a reasonable interpretation and adequate evidence of compliance for all policy provisions -- Carried by consensus.*

**2011-136--** It was *moved* by **A. Piscitelli** and *seconded* by **G. Reitzel**:  
*THAT Policy IV 003 be referred to a future Committee of the Whole meeting. -- Carried by consensus*

**10.1.5 Board Policy IV 008, Financial Condition – Quarterly Report** – moved to Item 4.3

## **10.2 Advice from the CEO**

### **10.2.1 Clarification of term “Council of Student Presidents”**

Trustees were advised this was the name originally given to the council. Trustees agreed to send it to Governance for a decision on the name. Policy II 012 refers to Council of Student Representatives.

### **10.2.2 OSSLT EQAO Results**

B. Rodrigues advised the participation rate and success rate for our Board were the same as the Province. Trustees discussed the data.

## 11. Potential Agenda Items

## 12. Announcements

**12.1 The following reports are posted on the Board web page: [www.wcdsb.ca](http://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):**

### **12.3 Pending Items:**

- 12.3.1 Msgr. Gleason – surplus to our needs
- 12.3.2 Living Wage (AP)

- 12.3.3 Definition of Equity – Guiding Principles (AP)
- 12.3.4 Risk Management – discussion
- 12.3.5 Follow-up to Treatment of Staff Survey
- 12.3.6 Community Involvement in Local Schools (Facilities Process)
- 12.3.7 Supporting the use of data
- 12.3.8 BrightLink Technology
- 12.3.9 Board of Trustees discussion on Governance
- 12.3.10 Process for identifying EAs needs to serve 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

14. Adjournment – Confirm decisions made tonight. Closing Prayer

The Recording Secretary confirmed the meeting decisions.

15. Motion to Adjourn

**2011-137--** It was *moved* by **W. Price** and *seconded* by **W. Buchholtz**:  
*THAT the meeting be now adjourned.*

The meeting was adjourned by consensus at 9:32 p.m.

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Chair of the Board

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Secretary