

## Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, November 28, 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:

Marcus Cardoso; Colin Whaley

### Administrative Officials Present:

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

### Special Resources For The Meeting:

### Regrets:

Fr. Fred Scinto; 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 6:13 p.m.

#### **1.1 Opening Prayer & Memorials**

The opening prayer was led by J. Jagiellowicz, Board Pastoral Team. Intentions were offered to keep in our prayers our students and staff in Dominican Republic, and the Catholic Church using the new missal.

#### **1.2 Approval of Agenda**

Add items 5.1 Christmas Gifts for Inmates of Grand Valley Institution; and 5.2 Trustee Representation on Southeast Cambridge Accommodation Review Committee

**2011-180** -- It was *moved* by **W. Buchholtz** and *seconded* by **Fr. R. Hetu**:

*THAT the agenda for November 28, 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. day-to-day operational matters from the Ministry of Education that the board is required to do)

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

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

3.1.1 Minutes of Board Meeting of October 24, 2011 – pulled from Consent Agenda and added as item 7.1

3.1.2 Minutes of Special Board Meeting of November 14, 2011 – pulled from Consent Agenda and added as item 7.2

- 3.1.3 Items for Action from previous In-camera Meeting of November 28, 2011
- 3.1.4 Staff Report of
- 3.1.5 Linkages Meeting of November 14, 2011 – pulled from Consent Agenda and added as item 7.3
- 3.1.6 Governance Committee meeting of November 7, 2011
- 3.1.7 Trustee Newsletter meeting of November 7, 2011
- 3.1.8 Pastoral Care Team meeting of November 14, 2011
- 3.1.9 Elementary/Secondary Pathways Task Force of
- 3.1.10 SEAC Minutes – posted on board web page
- 3.1.11 CPIC Minutes – posted on board web page
- 3.1.12 SEAC Membership November 2011

**2011-181** -- It was *moved* by **G. Reitzel** and *seconded* by **W. Buchholtz**:  
*THAT the revised 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)

##### **5.1 Christmas Gift for Inmates of Grand Valley Institution**

M. da Silva reported J. Shewchuk advised the Crime Prevention Committee is donating funds to purchase gifts for the children of the inmates at Grand Valley Institution and has extended an invitation to Senior Administration and Trustees. Those interested should respond directly to J. Shewchuk beginning December 5<sup>th</sup> and he will purchase gifts on their behalf.

##### **5.2 Trustee Representation on Southeast Cambridge ARC**

D. Bennett sent a request for trustees to sit on the Accommodation Review Committee. Trustees were asked to let M. da Silva know by December 2<sup>nd</sup> if they are interested in participating.

#### 6 Actions From Board Committees/Task Forces

##### **6.1 Student Trustee Report**

M. Cardoso reported the coffee house at St. Mary's was a successful event raising \$4000 which will cover the surgery for a student with cancer. The next coffee house is scheduled for March and representatives will be sent to each of the feeder schools inviting them to attend.

Council of Student Presidents will meet to discuss ideas for the board wide event.

##### **6.2 Newsletter Committee – Actions arising from November 7/11 meeting**

J. Anderson advised the work of the committee is strongly related to the Linkages Task Force and the committee would like to combine with the task force and streamline the work.

**2011-182** -- It was *moved* by **Fr. R. Héту** and *seconded* by **A. Piscitelli**:  
*THAT the Board of Trustees agreed to dissolve the Newsletter Committee and roll it into the Linkages Task Force.* --- **Carried by consensus**

##### **6.3 Governance Committee Recommendations**

G. Reitzel advised each of the recommendations on the By-law review would be discussed separately and a decision made.

**2011-183** -- It was *moved* by **A. Piscitelli** and *seconded* by **W. Buchholtz**:  
*THAT the Board of Trustees approved the Governance Committee's recommendations:*  
**Section 3.4:** *reworded as follows – The Committee of the Whole Board, including the Committee of the Whole Board– In-camera and all Committees of the Board meet for the purpose of discussion and debate on any subject before the Board, do not make decisions; they make recommendations to the Board.* --- **Carried by consensus**

**2011-184** -- It was *moved* by **Fr. R. Héту** and *seconded* by **G. Reitzel**:  
*THAT the Board of Trustees approved the Governance Committee's recommendations:*  
**Section 1.16:** *amended by adding the word "Task Force" to the definitions of committee.* --- **Carried by consensus**

**2011-185** -- It was moved by **A. Piscitelli** and seconded by **M. da Silva**:

*THAT the Board of Trustees approved the Governance Committee's recommendations:*

**Sections 3.8.2 and 3.8.3:** add the word "Special" before the term "Committee of the Whole Board" in each section. --- **Carried by consensus**

There was discussion around which recommendation to choose for Section 3.13.

**2011-186** -- It was moved by **A. Piscitelli** and seconded by **J. Jagiellowicz**:

*THAT recommendation D) which includes recommendations B and C be added.* --- **No consensus**

**In Favour:** 4

**Opposed:** 5

**Motion was defeated:** vote of 5 to 4

**2011-187** -- It was moved by **G. Reitzel** and seconded by **Fr. R. Héту**:

*THAT the Board of Trustees use Item 11: Potential Agenda Items as part of the agenda for discussion of shared concerns of the board.*

**2011-188** -- It was moved by **A. Piscitelli** and seconded by **Fr. R. Héту**:

*To amend the original motion by adding the wording – that the Director of Education provide a monthly report on trustee inquiries received during the past month and the resolution of the inquiries.* --- **Carried by consensus**

The amended motion will now read:

*THAT the Board of Trustees use Item 11: Potential Agenda Items as part of the agenda for discussion of shared concerns of the board and that the Director of Education provide a monthly report on trustee inquiries received during the past month and the resolution of the inquiries.* --- **Carried by consensus**

**2011-189** -- It was moved by **W. Buchholtz** and seconded by **M. da Silva**:

*THAT the Board of Trustees approved the Governance Committee's recommendations:*

**Policy Review:** *THAT the board agenda be changed to reflect that two separate decisions are being made. The two processes for every monitoring report are: 9.1 Decision on monitoring report interpretation and compliance, and 9.2 Is there a need to review the policy?* --- **Carried by consensus.**

**2011-190** -- It was moved by **G. Reitzel** and seconded by **A. Piscitelli**:

*THAT the board agenda also be changed to reflect that two separate decisions are being made. The two processes for every monitoring report are 10.1 Decision on monitoring report interpretation and compliance and 10.2 Is there a need to review the policy?* --- **Carried by consensus.**

**2011-191** -- It was moved by **W. Buchholtz** and seconded by **A. Piscitelli**:

*THAT the Board of Trustees approved the Governance Committee's recommendations:*

**Section 9.3:** Reworded as follows:

9.3.1 the CEO or in the absence of the CEO, the Acting CEO together with one of the following:

9.3.2 the CFO/Treasurer of the Board,

9.3.3 the Chair, or,

9.3.4 the Vice-Chair. --- **Carried by consensus**

**2011-192** -- It was moved by **J. Anderson** and seconded by **Fr. R. Héту**:

*THAT the Board of Trustees agreed there is a need for a facilitated session on Section 10.1 to 10.1.3 and Section 3.17 of the bylaw and Roberts Rules of Order and how to deal with motions. The Governance Committee will arrange for the session.* --- **Carried by consensus**

#### **6.4 Pastoral Care Team Committee Recommendations**

Fr. R. Héту read the recommendation of the Pastoral Care Team Committee.

**2011-193** -- It was moved by **J. Jagiellowicz** and seconded by **A. Piscitelli**:

*THAT the Board of Trustees approved the recommendation of the Pastoral Care Team Committee to become a standing committee of the Board and in its new terms of reference there be a guaranteed 15 minutes of sacred time to start each meeting.* --- **Carried by consensus**

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

### **7.1 Minutes of Board Meeting of October 24, 2011** – pulled from Consent Agenda

Trustees discussed revising the wording in Item 7.2 Articles for newspapers. Trustees agreed to add the statement “The will of the board is that the article will be sent to community papers” following the line “There was discussion on sending to all media so as not to favour one media over another”.

**2011-194** -- It was *moved* by **G. Reitzel** and *seconded* by **P. Reitmeier**:

THAT the Minutes of the Board meeting of October 24<sup>th</sup> be approved at amended. --- **Carried by consensus**

### **7.2 Minutes of Special Board Meeting of November 14, 2011** – pulled from Consent Agenda

Trustees discussed revisions to the wording in Item 10.2.5 Early Learning Update.

**2011-195** -- It was *moved* by **Fr. R. Héту** and *seconded* by **J. Jagiellowicz**:

*THAT the Board of Trustees change the wording of the third sentence to read: The Board is responsible for the operation of before and after school programs on-site on a cost recovery basis for students in the Early Learning Program.* --- **Carried by consensus**

### **7.3 Linkages Meeting of November 14, 2011** – pulled from Consent Agenda

Trustees were advised the committee will bring back the mandate after the committee meets.

**2011-196** -- It was *moved* by **W. Buchholtz** and *seconded* by **W. Price**:

*THAT the Board of Trustees receive the November 14, 2011 Linkages minutes.* --- **Carried by consensus**

## 8. Policy Discussion

## 9. Assurance of Successful Board Performance

### **9.1 Board Policy II 004 Board Advocacy and Advertising**

Trustees discussed the policy for compliance.

**2011-197** -- It was *moved* by **G. Reitzel** and *seconded* by **W. Buchholtz**:

*THAT the Board of Trustees find Board Policy II 004 Advocacy and Advertising in compliance.* --- **Carried by consensus**

### **9.2 Trustee Annual Expense Audit Report**

Trustees reviewed the Auditor’s report and the recommendations.

### **9.3 Board Policy II 008 Role of the Chair**

Trustees reviewed the policy. Next month there will be an election of a Chair and Vice-Chair. The Director chairs the meeting until the Chair is elected. The Chair then continues the process for the election of the Vice-Chair.

## 10. Assurance of Successful Director of Education Performance

### **10.1 Monitoring Reports & Vote on Compliance**

#### **10.1.1 Board Policy IV 006 Employee Compensation**

Trustees agreed to use the two decision process when monitoring policy as approved previously in Item 6. Trustees discussed the report.

**2011-198**-- It was *moved* by **W. Buchholtz** and *seconded* by **J. Jagiellowicz**:

*THAT the Board of Trustees accepts the full report on Board Policy IV 006 Employee Compensation, as providing reasonable interpretation and adequate evidence of compliance for all policy provisions with the exception of provision #3 where the CEO has reported non-compliance and excuses the CEO until the next monitoring.* --- **Carried by consensus**

#### **10.1.2 Need to review this policy**

*Trustees agreed there is no need to review the policy.*

#### **10.1.3 Board Policy IV 008 Financial Condition & Activities**

Trustees discussed their concerns regarding provisions 1, 3 and 10. Trustees were asked to send their questions to the Director.

**2011-199** -- It was *moved* by **A. Piscitelli** and *seconded* by **G. Reitzel**:  
*THAT the Board of Trustees agreed to table this item until the December 12<sup>th</sup> board meeting. --- Carried by consensus*

#### **10.1.4 Need to review this policy**

**2011-200** -- It was *moved* by **G. Reitzel** and *seconded* by **P. Reitmeier**:  
*THAT at the Director's request Policy IV 008 Financial Condition & Activities will be sent to Governance and do a worries and values with the Committee of the Whole Board.*

W. Buchholtz made an amendment to the original motion that the Policy just go to the Committee of the Whole Board in January.

The amended motion will now read:

*THAT at the Director's request Policy IV 008 Financial Condition & Activities will be brought back to the Committee of the Whole in January for a discussion on worries and values. --- 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](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):**

- 12.2.1 Dec 5, 7:00 p.m. Annual board Meeting: Election of chair and Vice-Chair
- 12.2.2 Dec 12, 6:00 p.m. Regular Board Meeting
- 12.2.3 Dec 14, 7:00 p.m. SEAC
- 12.2.4 Dec 20, 4:00 p.m. Celebrating Catholic Education
- 12.2.5 Dec 23, 9:30 a.m. Board Office Mass

**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 Community Involvement in Local Schools (Facilities Process)
- 12.3.4 Supporting the use of data
- 12.3.5 BrightLink Technology (Patrick Eby)
- 12.3.6 Use of reserves
- 12.3.7 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

**2011-201**-- It was *moved* by **W. Price** and *seconded* by **G. Reitzel**:

*THAT the meeting be now adjourned.*

The meeting was adjourned by consensus at 8:15 p.m.

---

Chair of the Board

---

Secretary