



Board of Trustees' Board Meeting

Date: April 30th 2012

Time: 6:00 p.m. *
** Committee of the Whole In Camera, if necessary, will precede or follow the Board Meeting, as appropriate.*

Location: Board Room, Catholic Education Centre, 35 Weber Street, Kitchener

Attendees:

Board of Trustees:
Joyce Anderson, Wayne Buchholtz, Manuel da Silva, Fr. Robert Héту, Janek Jagiellowicz, Anthony Piscitelli, Wendy Price, Peter Reitmeier, Greg Reitzel.

Student Representatives:
Marcus Cardoso, Colin Whaley

Senior Administration:
Rick Boisvert, Gerry Clifford, Derek Haime, Susan Hunt, Maria Ivankovic, Shesh Maharaj, Paul Tratnyek.

Special Resource:
Fr. Fred Scinto, CR; John Shewchuk

Recording Secretary:
Barb Pilsner

ITEM	Who	Agenda Section	Method & Outcome
1. Call to Order	Board Chair		
1.1 Opening Prayer & Memorials	Board Pastoral Team		-----
1.2 Approval of Agenda	Board of Trustees		Approval
1.3 Declaration of Pecuniary Interest	Individual Trustees		
1.3.1 From the current meeting			
1.3.1 From a previous public or in-camera meeting			
2. Consent Agenda: Director of Education (eg: day –to – day operational matters from the Ministry of Education that the Board is required to do)			

ITEM	Who	Agenda Section	Method & Outcome
3. Consent Agenda: Board (Minutes of meetings, staff report)			
3.1 Approval of Minutes of Regular and Special Meetings			
3.1.1 Minutes of Board meeting of March 26, 2012	Trustees	pp. 1-4	Approval
3.1.2 Minutes of Special Board meeting of April 16, 2012	Trustees	pp. 5-6	Approval
3.1.3 Items for Action from Previous in-camera meeting of April 30 th , 2012	Trustees	---	Approval
3.1.4 Staff report of April 24, 2012	Trustees	---	Approval
3.1.5 Linkages Meeting of April 10, 2012	Trustees	pp. 7-8	Receipt
3.1.6 Governance Committee meeting of			
3.1.7 Elementary/Secondary Pathways Task Force of April 12, 2012	Trustees	p. 9	Receipt
3.1.8 SEAC Minutes – posted on board web page			
3.1.9 CPIC Minutes – posted on board web page			
4. Delegations/Presentation			
4.1 Safe Environment for Students in Catholic Schools	Justin Grundy		Information
4.2 Safe Environment for Students in Catholic Schools	Spencer Small		Information
4.3 Safe environment for Students in Catholic Schools	Rachel Gordon		Information
4.4 Staff Presentation	Jonathan Wright		Information
5. Ownership Linkage (Communication with the External Environment)			
6. Actions from Board Committees/Task Forces			
6.1 Student Trustee Report	Marcus Cardoso, Colin Whaley		
6.2 CPIC Update	Peter Reitmeier & Fr. Robert Héту		
6.3 South East Galt Accommodation Review Committee Update	Dave Bennett	pp. 10-15	Information
7. Board Education (at the request of the Board)			
7.1			
8. Policy Discussion			
8.1 Trustee Report	Fr. Robert Héту & Manuel da Silva		Information
9. Assurance of Successful Board Performance			
9.1 Board Policy II 015 Ownership Linkage	Trustees	p. 16	Approval
9.2 Is there a need to review this policy?	Trustees	-	Discussion
10. Assurance of Successful Director of Education Performance			
10.1 Monitoring Reports & Vote on Compliance			
10.1.1			
10.2 Advice from the CEO			
10.2.1 St. Paul Child Care Centre	Dave Bennett	pp. 17-18	Approval
11. Potential Agenda Items/Trustee Inquiry Report (CEO)			
11.1 Trustee Inquiry Report from the CEO – no report			
11.2 Shared concerns	Trustees		

ITEM	Who	Agenda Section	Method & Outcome
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): May 2 Bishop's Banquet May 6-12 Catholic Education Week May 7 6 p.m. Governance Committee May 9 7 p.m. SEAC May 14 5 p.m. Pastoral Care Team May 15 Staff Recognition Evening May 22 6 p.m. Committee of the Whole May 28 6 p.m. Regular Board Meeting May 30 6 p.m. CPIC			
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 Use of reserves 12.3.4 Board Policy IV 003 “Treatment of Students” 12.3.5 Trustee Telephone Log 12.3.6 Bill 177 12.4 Pending Items for OCSTA Consideration Audit Committee – number of external members	<u>Committee/Task Force</u> Board Board C of W. Board C of W Board C of W Board Board	<u>Due Date</u> Fall 2012 Apr 23/12 Mar 19/12 Feb 21/12 March 2012	<u>Action Taken</u>
13. Items for the Next Meeting Agenda		Trustees	
14. Adjournment Confirm decisions made tonight Closing Prayer	Director of Education		
15. Motion to Adjourn	Board of Trustees	Motion	Approval

CLOSING PRAYER

O Risen Lord, you have entrusted us with the responsibility to help form a new generation of disciples and apostles through the gift of our Catholic schools.

As disciples of Christ, may we educate and nurture hope in all learners to realize their full potential to transform God's world.

May our Catholic schools truly be at the heart of the community, fostering success for each by providing a place for all.

May we and all whom we lead be discerning believers formed in the Catholic faith community; effective communicators; reflective and creative thinkers; self-directed, responsible, life-long learners; collaborative contributors; caring family members; and responsible citizens.

Grant us the wisdom of your Spirit so that we might always be faithful to our responsibilities.
 We make this prayer through Christ our Lord.

Amen

Rev. Charlie Fedy, CR and the Board of Trustees, 2010

Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, March 26, 2012 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

*attended electronically

Student Trustees Present:

Marcus Cardoso; Colin Whaley

Administrative Officials Present:

Rick Boisvert; Gerry Clifford; Shesh Maharaj

Special Resources For The Meeting:

Regrets:

Fr. Robert Héту; Derek Haime; Susan Hunt; Maria Ivankovic; Paul Tratnyek; 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 6:07 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by J. Jagiellowicz, Board Pastoral Team. Intentions were offered for Reverend Monsignor Vincent Kerr and for all who suffer from cancer.

1.2 Approval of Agenda

Move Item 2.1 2012-13 School Year Calendar from consent agenda to Item 7.1, add Item 7.2 Resolutions for OCSTA AGM, Item 6.4 Trustee Budget 2012-13, and Item 9.7 Is There a Need to Review Policy III 002 Unity and Control

2012-58 -- It was *moved* by **W. Buchholtz** and *seconded* by **J. Anderson**:

THAT the agenda for March 26, 2012 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)

2.1 2012-2013 School Year Calendar moved to item 7.1

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 February 21, 2012

3.1.2 Minutes of Board meeting of February 27, 2012

3.1.3 Items for Action from previous In-camera Meeting of March 26, 2012

- 3.1.4 Staff Report of March 20, 2012
- 3.1.5 Linkages Meeting of
- 3.1.6 Governance Committee meeting of
- 3.1.7 Elementary/Secondary Pathways Task Force of
- 3.1.8 SEAC Minutes – posted on board web page
- 3.1.9 CPIC Minutes – posted on board web page
- 3.1.10 Recommendation from March 19th, 2012 Committee of the Whole that the Board is compliant re: Section III 002

2012-59 -- It was *moved* by **P. Reitmeier** and *seconded* by **J. Anderson**:

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

4 Delegations

4.1 St. Louis Valedictorians

Paul Cox introduced Veronica and Pat Neary, chosen by their class to be the valedictorians at graduation, to tell how St. Louis made a difference in their lives.

Pat said when he and Veronica went back to get their grade 12 at St. Louis it was overwhelming at first and then became one of their most enjoyable experiences. He spoke of how they left school at 16 taking jobs in the textile and shoe industry and then opened a business. While taking courses at St. Louis Pat worked full time and Veronica worked part time. Veronica praised their teachers for their support, and understanding, working with us to keep us on track. They both have their grade 12 now and realize that education is what you need to get ahead in life.

M. da Silva thanked them for their presentation.

4.2 Bright Link Technology Update

Sandra Quehl advised the goal was to provide interactive technology in every class/teaching area. The budget was approved and a request for proposal sent out to acquire and install the BrightLink projectors. The project included BrightLink installation, PA and telephone system upgrade. As of now we have seven schools left to install the projectors and are at various stages with the PA and telephone system upgrades.

Patrick Eby advised that he provides the curriculum support for teachers. As projectors are installed teachers are provided with basic training and then trained in RM Easiteach software. Training is expected to be completed in every school by the end of May. He also does lunch and learns, weekly newsletters, PD day and after school sessions.

Through a CODE project the principal at each school chose three teachers who worked creating interactive lessons by grade and subject with RM Easiteach. The resources are available online and a database will be created with over 200 lessons developed by teachers.

5 Ownership Linkage (Communication with the External Environment)

6 Actions From Board Committees/Task Forces

6.1 Student Trustee Report

C. Whaley advised P. Tratnyek approved the board wide event planned for Friday of Catholic Education Week. The event celebrates the 175th anniversary of Catholic education and has both a live music and dance component. M. Cardoso advised an update on the event will be provided at a future meeting. The student led Celebrating Catholic Education committee plans to go to all parishes during Catholic Education Week to discuss the impact this school board has had on students. He advised they are continuing discussions with the principal to have a student representative on the council from St. Don Bosco.

6.2 CPIC Update

P. Reitmeier advised there is no update at this time.

6.3 Trustee Budget Quarterly Update

M. da Silva presented the quarterly update on the budget.

6.4 2012-13 Trustee Budget

M. da Silva highlighted the proposed changes to the 2012-13 trustees' budget.

2012-60 -- It was *moved* by **W. Buchholtz** and *seconded* by **P. Reitmeier**:
THAT the Board of Trustees approved the adoption of the 2012-13 trustees' budget. --- Carried by consensus

7 Board Education (at the request of the Board)

7.1 School Year Calendar 2012-13

G. Clifford advised no modifications are needed for the 2012-13 school year calendar. Representatives from several groups were asked to provide input and consultation with the WRDSB took place in the development of the 2012-13 calendar.

2012-61 -- It was *moved* by **G. Reitzel** and *seconded* by **J. Jagiellowicz**:
THAT the Board of Trustees approved the School Year Calendar 2012-13 as presented. --- Carried by consensus

7.2 Resolutions for OCSTA AGM

Trustees discussed each of the resolutions for the 2012 OCSTA AGM.

Trustees recommended that discussion on the Drummond Report and a resolution be added to the Committee of the Whole agenda April 23/12.

8. Policy Discussion

9. Assurance of Successful Board Performance

9.1 Board Policy II 008 Role of the Chair

M. da Silva asked if there were any concerns.

2011-62 -- It was *moved* by **P. Reitmeier** and *seconded* by **G. Reitzel**:
THAT the Board of Trustees found Board Policy II 008 Role of the Chair in compliance. --- Carried by consensus

9.2 Is There a Need to Review the Policy?

Trustees in agreement to refer Policy II 008 Role of the Chair to Governance committee for discussion on communicating information.

9.3 Board Policy II 013 Cost of Governance

Trustees discussed the policy for compliance.

2011-63 -- It was *moved* by **W. Buchholtz** and *seconded* by **J. Jagiellowicz**:
THAT the Board of Trustees found Board Policy II 013 Cost of Governance in compliance. --- Carried by consensus

9.4 Is There a Need to Review the Policy?

Trustees discussed the timeline in setting the amount of the honorariums. No need for further review.

9.5 Board Policy II 014 Trustee Expenses

Trustees discussed the policy for compliance.

2011-64 -- It was *moved* by **J. Jagiellowicz** and *seconded* by **J. Anderson**:
THAT the Board of Trustees found Board Policy II 014 Trustee Expenses in compliance. --- Carried by consensus

9.6 Is There a Need to Review the Policy?

No need to review further.

9.7 Is There a need to Review Policy III 002 Unity of Control

No need to review further.

10. Assurance of Successful Director of Education Performance

10.1 Monitoring Reports & Vote on Compliance

10.2 Advice from the CEO

11. Potential Agenda Items

11.1 Trustee Inquiry Report from the CEO

11.2 Shared Concerns

No concerns.

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 April 2, 6 p.m. Audit Committee
- 12.2.2 April 10, 6 p.m. Linkages
- 12.2.3 April 11, 7 p.m. SEAC
- 12.3.4 April 12, 6 p.m. Elementary/Secondary Pathways
- 12.3.5 April 16, 5 p.m. Pastoral Care Team
- 12.3.6 April 23, 6 p.m. Committee of the Whole
- 12.3.7 April 25-28 OCSTA AGM, Kingston
- 12.3.8 April 30, 6 pm. 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 Use of reserves
- 12.3.4 Board Policy IV 003 “Treatment of Students”
- 12.3.5 Trustee Telephone Log
- 12.3.6 Bill 177

12.4 Pending Items for OCSTA Consideration

- 12.4.1 Audit Committee – third external member

13. Items for the Next Meeting Agenda

- 13.1 Discussion on the Drummond report
- 13.2 Student Trustee Update on Board-wide event during Catholic Education week.

14. Adjournment – Confirm decisions made tonight. Closing Prayer

The Recording Secretary confirmed the meeting decisions.

15. Motion to Adjourn

2012-65-- It was *moved* by **G. Reitzel** and *seconded* by **J. Jagiellowicz**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 8:04 p.m.

Chair of the Board

Secretary

Special Board of Trustees' Meeting

A special public meeting of the Board of Trustees was held on Monday, April 16, 2012 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; Greg Reitzel

*arrived at 6:28 p.m.

Student Trustees Present:

Colin Whaley

Administrative Officials Present:

Shesh Maharaj

Special Resources For The Meeting:

Jason Connolly

Regrets:

Peter Reitmeier; Rick Boisvert; Gerry Clifford; Derek Haime; Susan Hunt; Maria Ivankovic; Paul Tratnyek; Fr. Fred Scinto; John Shewchuk; Marcus Cardoso

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 6:02 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by Fr. R. Hetu, Board Pastoral Team. Intentions were offered for all the priests changing parishes in the Diocese, and for all families affected by the weather in the U.S.

1.2 Approval of Agenda

2012-72 -- It was *moved* by **W. Buchholtz** and *seconded* by **W. Price**:
THAT the agenda for April 16, 2012 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 Special Board meeting of March 28, 2012
- 3.1.2 Minutes of Special Board Meeting of April 2, 2012

2012-73 -- It was *moved* by **W. Price** 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

5 Ownership Linkage (Communication with the External Environment)

6 Actions From Board Committees/Task Forces

6.1 CEO Search

M. da Silva presented proposed timelines for the appointment of a new director of education for trustees input. A. Piscitelli arrived at 6:28 p.m. Following discussion the timelines were adjusted. Trustees discussed striking a task force for the interview process/questions. W. Buchholtz, W. Price and J. Jagiellowicz agreed to be on the task force.

2012-74 -- It was *moved* by **A. Piscitelli** and *seconded* by **G. Reitzel**:

THAT the Board of Trustees strike a task force which shall meet in-camera with the mandate of developing the interview process and questions. Be it further resolved this task force will be empowered to consult with individuals as needed and shall report back to the Board with the draft interview process and questions by no later than May 14th. ---

Carried by consensus

7 Board Education (at the request of the Board)

8. Policy Discussion

9. Assurance of Successful Board Performance

10. Assurance of Successful Director of Education Performance

10.1 Monitoring Reports & Vote on Compliance

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):

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

2012-75 -- It was *moved* by **Fr. R Héту** and *seconded* by **W. Price**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 7:08 p.m.

Chair of the Board

Secretary

Linkages Task Force Meeting

A meeting of the Linkages Task Force was held on the 10th day of April, 2012 at 5:10 p.m.

Present:

Committee Members:

Wayne Buchholtz (Chair), Anthony Piscitelli, Peter Reitmeier, Colin Whaley,

Administrative Officials:

Gerry Clifford, Rick Boisvert (5:20 p.m.)

Regrets:

Marcus Cardoso, Janek Jagiellowicz, Wendy Price, Joyce Anderson, Greg Reitzel

Other Attendees:

Manuel da Silva (5:29 p.m. to 6:00 p.m.)

Next Meeting:

To be determined

1. Welcome and Opening Prayer:

Meeting was called to order by Wayne Buchholtz at 5:11 p.m. Opening prayer was offered by Peter Reitmeier.

2. Approval of Agenda

Committee members will still discuss item 5.1 in Fr. Foote's absence.

3. Declared Pecuniary interest

N/A

4. Approval of January 16th Minutes

Accepted as presented

5. Discussion Items

5.1 Rev. William Foote, Deanery

- Fr. Foote was unable to attend due to Mass at 5:00 p.m.
- The next meeting date will be chosen to allow him to attend (possibly May 7 at 7:00 pm.). Peter Reitmeier will contact him concerning a date

5.2 Linking with politicians

- Barb Pilsner will contact John Milloy and Elizabeth Witmer about meeting dates. Dates will be brought back to the Board.
- use the budget as a conversation piece
- talk about stormwater management
- the Drummond Report concerning education shall be mentioned
- we should meet with the Municipal politicians
- focus on partnerships "what can we do together?"
- what kind of opportunities can exist in the future?

5.3 Catholic School Council visit updates

- all school council visits have gone very well and councils were happy we returned to visit as promised
- there was a disconnect between Catholic and Secondary school

- mechanisms should exist to track which students attend. Talk to the students who didn't attend grade 8 night
- by Grade 8 the decisions are typically made
- we need to converse with students much earlier to try to bring them to our system
- remind people that the information they receive must be sent to Vikki Zabel
- the next meeting should be "here's how you can help"
- student involvement – have students talk next year and share what's happening at high school

5.4 Newsletter

- yearend newsletter – June edition
- Trustee Profile - Janek
- yearend message from the Chair - Manuel
- public consultation on French Immersion in WCDSB Schools - Derek
- it's a conversation that's never happened
- article on school council visits – Peter
- update on a director's search – Wayne, Manuel
- thank you to student trustee(s) and welcome to the new trustee(s)
- Information on Community Partner and Chair's Award recipients - Wayne
- Committee of the Whole meetings at schools – the school visits

Next agenda:

- Fr. Foote
- Newsletter items
- MPP visits – what kind of questions

6. Adjournment

Motion to adjourn: Anthony Piscitelli



Elementary/Secondary Pathways Task Force Meeting

A meeting of the Elementary/Secondary Pathways Task Force was held on the 12th day of April, 2012 at 5:30 p.m.

- Present:** Committee Members:
Greg Reitzel, Sherry Peeples, Rick Boisvert, Janek Jagiellowicz, Paul Tratnyek, Shesh Maharaj, Wendy Price, Mike Sitko
- Regrets:** Paul Smith, Chris Woodcroft, Paul Lacalamita, John Dietrich
- Next Meeting:** June 7, 2012 5:30 – 7:30 p.m.

1. Welcome and Opening Prayer:

Meeting started at 5:30 p.m.

2. Approval of Agenda

Agenda was approved

3. Declared Pecuniary Interests

4. Approval of Minutes

Minutes of January 31, 2012 were approved

5. Discussion Items

5.1 Review Draft Elementary Attraction Strategies

- Overview on draft elementary attraction strategies was provided to committee and reviewed.

5.2 Draft Report of Data and Recommendations

- Committee members reviewed the draft report of data and recommendations.

5.3 Discuss Next Steps

- Committee members identified the next steps and issues for consideration and discussion for future direction.

Next Steps:

- I. Present report and recommendations to Director of Education.
- II. Present report and recommendations to Board of Trustees at In-camera meeting.
- III. Present report and recommendations to Rev. Con O'Mahony, Vicar for Education.

6. Adjournment

Motion: Meeting adjourned at 7:30 p.m.

Date: April 30, 2012
To: Board of Trustees
From: Director of Education
Subject: Southeast Galt School Closure Review – Process Update #1

Type of Report: Decision-Making
 Monitoring
 Incidental Information

Type of Information: Information for Decision Making
 Monitoring Information
 Information Only

Origin:

WCDSB Capital Plan January 2008

Policy Statement:

Executive Limitation IV 010 “Facilities/Accommodation” ... the CEO shall not:

1. Allow material changes to facilities, boundary changes, or the closure of existing facilities to occur without established procedures ...

APF008 “Pupil Accommodation Review Process”

Background/Comments:**Timeline/Process**

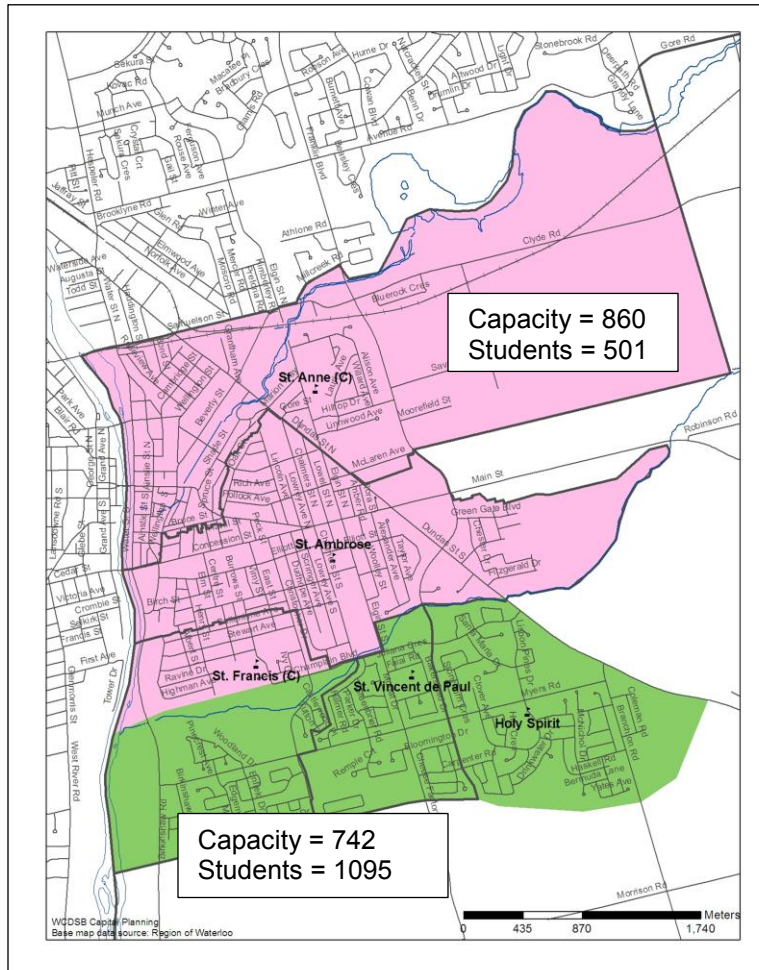
- On November 14, 2011, the WCDSB Board of Trustees initiated an Accommodation Review for the Southeast Galt area of Cambridge. This review follows the School Closure Review process outlined in APF008 Part B.
- At the end of November 2011 presentations were given to each school council to share background information, to discuss the review process and to solicit parent volunteers for the Accommodation Review Committee (ARC).
- The ARC has toured each of the five schools, held 5 committee meetings, and 2 public consultation sessions to date.
- The first public consultation session was held on February 28, 2012 at St. Francis to present background information and School Information Profiles.
- The second public consultation session was held on April 24, 2012 at St. Ambrose to present preliminary options.

Goals of the Southeast Galt School Closure Review

- Determine the ideal long-term location and size for each Southeast Galt school.
- Determine long-term enrolment boundaries within the Southeast Galt Planning Area to balance enrolment amongst the schools.
- Explore the long-term sustainability of the schools in Southeast Galt with particular focus on the impact of small schools.
- Establish the boundary and size of a new elementary school east of Dundas Street.
- Address site size and/or facility issues at St. Ambrose, St. Francis and St. Vincent de Paul.
- Determine how the full day kindergarten program can be fully implemented by 2014.

- Maximize the number of walkers.

The map below illustrates the difference between the built capacity of the five southeast Galt schools and where students are living. Generally speaking there are 350 more students than available capacity in the south end of the study area and 350 surplus pupil places in the north end of the study area. Many of the goals of this review strive to address this imbalance.



Public Consultation Sessions

- 17 people attended the public consultation session held February 28, 2012, not including ARC members or Trustees. The breakdown in attendance was: Holy Spirit – 1, St. Ambrose – 3, St. Anne – 0, St. Francis – 8, St. Vincent de Paul – 4, Other – 1
- 57 people attended the public consultation session held April 24, 2012, not including ARC members or Trustees. The breakdown in attendance was: Holy Spirit – 17, St. Ambrose – 18, St. Anne – 0, St. Francis – 7, St. Vincent de Paul – 12, Other – 3
- In total, 10 comment sheets and 16 email comments have been submitted.

Notification & Advertising

- The Communications Update (Appendix A) lists all advertising and communication to parents and the public.
- The board's website has also been updated regularly throughout the review process.
- A notification email is sent out with each website update to those who have signed up to receive notifications.

Background Information & School Information Profiles

- The ARC has completed a School Information Profile for each of the five schools. The following table summarizes the positives and challenges of each school that were identified by the ARC.

	Positives	Challenges
Holy Spirit	<ul style="list-style-type: none"> Newest school in the area. Adequate site size with adjacent parkland. 	<ul style="list-style-type: none"> Enrolment projected to increase. 2 additional kindergarten rooms required for full day kindergarten. 6 portables currently on site. Portables obstruct the view of the yard.
St. Ambrose	<ul style="list-style-type: none"> Enrolment has remained fairly stable. Partnership with Dolson Pool St. Ambrose Parish shares the site Full day kindergarten program implemented. 	<ul style="list-style-type: none"> Inadequate administration and staff resource space. Small site size (approximately half the size it should be for a school of its capacity). Very little green play space.
St. Anne	<ul style="list-style-type: none"> Size of playground adequate for the size of school. Classroom and gymnasium addition (1998). Partnership with Alison Park Neighbourhood Association. Full day kindergarten program implemented. 	<ul style="list-style-type: none"> Enrolment significantly below capacity. Low enrolment impacts programs such as extra-curricular activities. A portion of the property is wooded, which reduces the amount of available play area (also creates issues for inappropriate evening use).
St. Francis	<ul style="list-style-type: none"> Gym size adequate for the size of school. New parking lot. 	<ul style="list-style-type: none"> Small site. Declining enrolment. Inadequate administration and staff resource space. Open concept classrooms. Interior supervision extremely difficult. 1 additional kindergarten room required for full day kindergarten.
St. Vincent de Paul	<ul style="list-style-type: none"> Large site for the size of the school. Large gymnasium. 	<ul style="list-style-type: none"> Enrolment has been increasing and is projected to continue. Over 100 out of boundary students. 6 portables currently on site.

Preliminary Boundary and School Closure Options

- The ARC has developed preliminary options consisting of the following scenarios:
 - boundary changes only (no closures),
 - one school closure,
 - two school closures and
 - three school closures.
- These options also consider the construction of a new school east of Dundas Street in a new residential community.
- The ARC has also examined options to move students from the southeast Galt area to St. Peter, which has surplus space. This option was discarded by the ARC.
- The ARC also examined the possibility of converting Holy Spirit to a JK-Grade 6 school and relocating grade 7 and 8 students to a new JK-Grade 8 school east of Dundas Street. This option has been discarded by the ARC.
- The three closure option relies on the purchase and use of Lincoln Avenue Public School, which is scheduled to close at the end of this school year. WCDSB has not yet begun discussions with WRDSB. Lincoln Avenue would provide an alternative to St. Anne and/or St. Ambrose. The response at the public consultation session to this option was generally favourable.

Preliminary Observations

- Due to the high concentration of students in the south end, Holy Spirit will remain a large school and may require an addition.
- It is extremely difficult to close St. Vincent de Paul given the large concentration of students living in the south end as well as the small site sizes at surrounding schools (St. Francis & St. Ambrose).
- The construction of a new school would require an offsetting reduction in capacity through the closure of an existing school.
- Many of the closure options would require additions to existing schools that would remain open.

Funding

- Many of the options rely on capital projects and funding from the Ministry of Education or use of the Proceeds of Disposition reserve.
- The Ministry will not accept the submission of business cases for capital priority funding where those projects are in the midst of an accommodation review. Consequently, none of the proposed southeast Galt capital projects would be submitted in 2012. It is anticipated that any projects coming out of the accommodation review would be submitted to the Ministry in the spring of 2013.

Recommendation:

THAT the Board of Trustees receive the Southeast Galt School Closure Review – Process Update #1 report for information.

Prepared/Reviewed By:

Lindsay Ford
Property/Planning Officer

Dave Bennett
Senior Manager - Capital Planning

Shesh Maharaj
Chief Financial Officer

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2011-12 Southeast Cambridge (Galt) School Closure Review Communications Update to April 16, 2012

November 14, 2011 – The Board of Trustees formally approved a school closure review of Catholic elementary schools in southeast Cambridge (Galt). The schools involved in the review are St. Francis, St. Anne, St. Ambrose, St. Vincent de Paul and Holy Spirit Catholic Elementary Schools

November 14, 2011 – A news release announcing the review was issued directing public to the Board's website (www.wcdsb.ca) for regularly-updated information. The release was sent via email to:

- ✓ All local media outlets
- ✓ All WCDSB staff and Trustees
- ✓ All Waterloo Region parishes
- ✓ All Waterloo Region municipal Mayors
- ✓ All local MPPs & MPs
- ✓ The Chief Administrative Officer of Cambridge

November 14, 2011 – A link to the southeast Cambridge review report (as provided in the November 14, 2011 Special Board Meeting agenda package) was relayed to users via the WCDSB Twitter feed.

November 15, 2011 – A special web page devoted to the review was opened to the public. The review news release was web-posted and relayed to users via the WCDSB Twitter feed. In addition, a special flyer was sent home with students in all five schools.

November 17, 2011 – The Waterloo Region Record published a story on the southeast Cambridge review and potential joint venture project with WRDSB and City of Cambridge (*Lots of options for community centre in southeast Galt*). A link to the story was relayed to users via the WCDSB Twitter feed.

November 22, 2011 – A special presentation regarding the review was made by board staff to the St. Vincent de Paul CES school council.

November 22, 2011 – A special presentation regarding the review was made by board staff to the St. Anne CES school council.

November 23, 2011 – A special presentation regarding the review was made by board staff to the St. Francis CES school council.

November 28, 2011 – A special presentation regarding the review was made by board staff to the St. Ambrose CES school council.

November 29, 2011 – A special presentation regarding the review was made by board staff to the Holy Spirit CES school council.

January 18, 2012 – First meeting of the ARC held at Holy Spirit CES.

January 20, 2012 -- A link to the southeast Cambridge review web page was relayed to users via the WCDSB Twitter feed.

January 23, 2012 -- A news release announcing the dates of the southeast Cambridge review public consultation meetings was issued. The release was sent via email to:

- ✓ All local media outlets
- ✓ All WCDSB staff and Trustees
- ✓ All Waterloo Region parishes

- ✓ All Waterloo Region municipal Mayors
- ✓ All local MPPs & MPs
- ✓ The Chief Administrative Officer of Cambridge

January 23, 2012 -- A flyer announcing the dates of the southeast Cambridge review public consultation meetings was sent home with students in all of the review schools. The flyer was also web-posted.

January 23, 2012 – The Cambridge Times published a story titled *Catholic Board sets school review dates*. The story provided the dates and locations of all the public consultation meetings.

January 25, 2012 – The Waterloo Region Record published a story titled *Catholic Board announces meetings to consult over school closing review*. The story provided the dates and locations of all the public consultation meetings.

January 25, 2012 -- Links to the Cambridge Times & Waterloo Region Record news stories published on January 23 & 25 were relayed to users via the WCDSB Twitter feed.

January 26, 2012 – The flyer announcing the public consultation meeting dates was translated into Spanish and Portuguese, distributed to the schools and web-posted.

February 15, 2012 -- Second meeting of the ARC held at St. Anne CES.

February 28, 2012 – 17 people attended the first public consultation meeting at St. Francis CES.

March 20, 2012 -- Third meeting of the ARC held at St. Francis CES.

April 3, 2012 -- Fourth meeting of the ARC held at St. Ambrose CES.

April 10, 2012 -- A news release announcing the date of the April 24th public consultation meeting was issued. The release was sent via email to:

- ✓ All local media outlets
- ✓ All WCDSB staff and Trustees
- ✓ All Waterloo Region parishes
- ✓ All local MPPs & MPs
- ✓ The Mayors and COO's of Cambridge and North Dumfries

April 10, 2012 – A flyer written in English, Spanish & Portuguese announcing the April 24th public consultation meeting date was distributed to the schools, web-posted and relayed to users via the WCDSB Twitter feed.

April 16, 2012 -- A reminder notice re: the April 24th public consultation meeting at St. Ambrose CES was relayed to users via the WCDSB Twitter feed.

Number: II 015
Subject: Ownership Linkage

Approval Date: November 29, 2010

Effective Date: November 29, 2010

Revised:

Policy Statement:

It is the job of the Board of Trustees of the Waterloo Catholic District School Board to be the link between the organization and the Catholic ratepayers of Waterloo Region. As such, the Board of Trustees will ensure that opportunities exist for communication with the ratepayers for the purposes of determining community values and vision for the school system, demonstrating accountability for what has been achieved, and to build on-going support for Catholic education.

Such opportunities will include, but not be limited to:

1. **An Annual Report Card:** to be prepared and distributed to the Catholic ratepayers annually in January. The annual report card will reflect legislative requirements and demonstrate the progress being made in achieving Board Ends and plans for future work.
2. **Conversation with Committees:** at a minimum of once per year, the Chairs' of the SEAC, PIC, and Audit committees will be invited to a conversation on the work of the committees and how it relates to the work of the Board.
3. **Opportunities for Engagement:** items of deliberation and policy development before the Board of Trustees will include a process for survey/input from the ownership to determine owner values on the issue.

Date: April 30, 2012
To: Board of Trustees
From: Director of Education
Subject: Potential Child Care Centre – St. Paul, Kitchener

Type of Report:

- Decision-Making
- Monitoring
- Incidental Information concerning day-to-day operations

Type of Information:

- Information for Board of Trustees Decision Making
- Monitoring Information of Board Policy **XX XXX**
- Information only of day-to-day operational matters delegated to the CEO

Origin (cite: Education Act and/or Board Policy or other legislation)

Executive Limitation IV-008: Financial Conditions and Activities ... the CEO shall not:

3. Use any reserves
8. Acquire, encumber or dispose of real property.
9. Enter into any financial agreements over 5 years.

Executive Limitation IV-010: Facilities / Accommodations ... the CEO shall not:

3. Fail to explore available financing options and public sector partnerships
4. Fail to engage in partnerships only with board approval

Policy Statement and/or Education Act/other Legislation citation:

Background/Comments:

- As of August 31, 2012 St. Joseph (K) will be closed and the existing uses in the building will be relocated.
- The YWCA currently operates a child care centre at St. Joseph and they have been notified that this site will no longer be available to them as of the end of August.
- WCDSB received Best Start funding through the Region of Waterloo to pay for capital improvements to St. Joseph to accommodate the child care centre. As part of the agreement with the Region the WCDSB will be required to reimburse the Region, on a pro-rated basis, for these capital costs. As of August 31, 2012 the amount to be reimbursed would be approximately \$387,500.
- The Capital Planning department has been working with the YWCA to determine whether an alternate suitable location could be found for the child care centre at one of the existing elementary schools in Kitchener.
- The YWCA identified that they would need a minimum of 5 classrooms to provide a child care program consisting of an infant room, a toddler room and 2 pre-school rooms. The only school that has sufficient surplus space to meet these needs is St. Paul Catholic Elementary School.
- St. Paul has capacity for 420 students with a current (2011/12) enrolment of 245 total students (223.5 FTE).
- Over the next 10 years enrolment at the school is projected to fluctuate between 230 and 250 students.
- Converting five classrooms to a child care centre would lower the overall capacity of the school by 115 students for a revised capacity of 305 students. The revised capacity is expected to be adequate to accommodate the projected enrolment.
- The internal layout of the child care centre can be configured such that parents and staff will have a separate entrance to the child care and internal divisions can be created to provide security for the students and staff of the

school.

- The site has adequate parking available and dedicated play space can be created to accommodate the child care centre.
- The construction of the child care centre would be completed during the summer of 2012 and could be completed in conjunction with other renovations being done to implement full day kindergarten at St. Paul for September.

Capital Cost & Funding

- The cost to renovate the five classrooms for a child care centre has been conservatively estimated at \$500,000 however it is possible that the work could be completed for less.
- Under the terms of the existing Best Start agreement with the Region of Waterloo the WCDSB is committed to contributing approximately \$387,500 towards the renovations. The YWCA would be responsible for any amounts in excess of the amount owed by the WCDSB.
- The YWCA would enter into a license agreement with the WCDSB, with a five year term, which would generate an annual revenue stream of approximately \$27,825.
- It is proposed to fund the entire amount of the child care renovations through the Proceeds of Disposition reserve and that revenue generated by the license fee would be deposited in the Proceeds of Disposition reserve to recover the capital costs. The use of Proceeds of Disposition funds will require Ministry of Education approval as well.
- The YWCA would also pay a proportionate amount of the annual operating costs of the school including utilities, maintenance, snow clearing, waste disposal, inspections, etc. which would be returned to the school operations budgets.

Summary

- The presence of a child care centre is often seen as a benefit to parents and may have a positive impact on enrolment at the school.
- The child care centre would help to utilize a large amount of surplus space in the school and will help to offset the costs of operating a partially filled building.
- The WCDSB must repay a portion of the Best Start funding to the Region regardless and this proposal allows the Board to have a positive outcome and a chance to recover those capital costs.

Recommendation:

THAT the Board of Trustees authorizes staff to enter into a license agreement with the YWCA which would allow for the creation of a child care centre at St. Paul Catholic Elementary School; and

THAT the Board of Trustees approves the use of up to \$500,000 from the Proceeds of Disposition reserve to fund the renovation costs associated with the child care centre.

Prepared/Reviewed By: Rick Boisvert
Acting Director of Education

Shesh Maharaj
Chief Financial Officer

Dave Bennett
Senior Manager – Capital Planning

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