



Board of Trustees' Board Meeting

Date: June 25, 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 Special Board meeting of May 7, 2012 3.1.2 Minutes of Special Board meeting of May 14, 2012 3.1.3 Minutes of Board meeting of May 28, 2012 3.1.4 Minutes of Special Board meeting June 4, 2012 3.1.5 Items for Action from Previous in-camera meeting of 3.1.6 Staff report of June 21, 2012 3.1.7 Linkages Meeting of June 4, 2012 3.1.8 Pastoral Care Committee meeting of May 14, 2012 3.1.9 Elementary/Secondary Pathways Task Force 3.1.10 Recommendation to Host 2014 OCSTA AGM 3.1.11 Recommendation to Name Guelph Avenue School 3.1.12 SEAC Minutes – posted on board web page 3.1.13 CPIC Minutes – posted on board web page	Trustees Trustees Trustees Trustees Trustees Trustees Trustees Trustees Trustees Trustees Trustees Trustees Trustees	pp. 1-2 pp. 3-4 pp. 5-8 pp. 9-11 --- --- pp. 12-13 pp. 14 p. 15 p. 16	Approval Approval Approval Approval Approval Approval Receipt Receipt Approval Approval
4. Delegations/Presentation			
4.1 Educational Assistants Allocations 4.2 Social Worker, Attendance Counsellor 4.3 Educational Assistants 4.4 Milk Bag Mat	Jarett Kuepfer Lisa Harlock Jeanne Gravelle Cheryl Casselman, Teresa Runions, Ann Marie Macey	pp. 17-24 pp. 25-26 ---	Information Information Information Information
5. Ownership Linkage (Communication with the External Environment)			
5.1			
6. Actions from Board Committees/Task Forces			
6.1 Student Trustee Report and Presentation to Student Trustees 6.2 CPIC Update 6.3 Trustee Budget Update – Quarterly Update 6.4 Annual Reports 6.4.1 Audit 6.4.2 Governance 6.4.3 Awards 6.4.4 Pastoral Care 6.4.5 Linkages Task Force	Joyce Anderson, Wendy Price Peter Reitmeier & Fr. Robert Héту Manuel da Silva Anthony Piscitelli Greg Reitzel Wayne Buchholtz Fr. R. Héту Wayne Buchholtz	--- --- pp. 27-29 pp. 30-35 p. 36 pp. 37-38 pp. 39-40 pp. 41-42	Information Information Information Information Information Information Information
7. Board Education (at the request of the Board)			
7.1			
8. Policy Discussion			
8.1			
9. Assurance of Successful Board Performance			
9.1 Board Policy II 001 General Governance Committee 9.2 Is there a need to review this policy? 9.3 Board Policy II 009 Board Committee Principles 9.4 Is there a need to review this policy? 9.5 Board Policy II 010 Board Committee Structure 9.6 Is there a need to review this policy?	Trustees Trustees Trustees Trustees Trustees	pp. 43-44 --- p. 45 --- p. 46 ---	Approval Discussion Approval Discussion Approval Discussion
10. Assurance of Successful Director of Education Performance			
10.1 Monitoring Reports & Vote on Compliance			
10.1.1 Board Policy IV 007, Financial Planning & Budgeting	Trustees	See budget binder –pink tab	Approval
10.1.2.2012-2013 School Year Budget Motions	Trustees	pp. 47	Approval

ITEM	Who	Agenda Section	Method & Outcome
10.2 Advice from the CEO			
10.2.1			
11. Potential Agenda Items/Trustee Inquiry Report (CEO)			
11.1 Trustee Inquiry Report from the CEO – no report 11.2 Shared concerns	Trustees		
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): August 13, Committee of the Whole August 27, Links For Learning September 4, 6 p.m. 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	<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>
12.4 Pending Items for OCSTA Consideration Audit Committee – three external members			
13. Items for the Next Meeting Agenda	Trustees		
14. Adjournment Confirm decisions made tonight Closing Prayer	Director of Education		
14.1 Motion to Move to Private, Private, Private	Trustees		
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

Special Board of Trustees' Meeting

A special public meeting of the Board of Trustees was held on Monday, May 7, 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

Student Trustees Present:

Administrative Officials Present:

Shesh Maharaj; Jason Connolly

Special Resources For The Meeting:

Regrets:

Recorder:

Wayne Buchholtz

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 8:08 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by M. da Silva, Board Pastoral Team.

1.2 Approval of Agenda

2012-86 -- It was *moved* by **J. Jagiellowicz** and *seconded* by **J. Anderson**:
THAT the agenda for May 7, 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

1.4 Motion to Move to Private, Private

2012-87 -- It was *moved* by **P. Reitmeier** and *seconded* by **J. Anderson**:
THAT the Board of Trustees delegate authority to the Task Force to hire a consultant to facilitate the hiring process for the new Director of Education. --- Carried by consensus.

2012-88 -- It was *moved* by **A. Piscitelli** and *seconded* by **G. Reitzel**:
THAT the Board of Trustees move to a private, private meeting. --- Carried by consensus.

The meeting moved to a private, private meeting at 8:30 p.m.
The meeting resumed at 10:21 p.m.

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****4 Delegations****5 Ownership Linkage (Communication with the External Environment)****6 Actions From Board Committees/Task Forces****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

2012-89 -- It was *moved* by **W. Price** and *seconded* by **J. Jagiellowicz**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 10:35p.m.

 Chair of the Board

 Secretary

Special Board of Trustees' Meeting

A special public meeting of the Board of Trustees was held on Monday, May 14, 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

Student Trustees Present:

Administrative Officials Present:

Shesh Maharaj; Jason Connolly

Special Resources For The Meeting:

Regrets:

Recorder:

Wayne Buchholtz

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 6:05 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by C. Whaley, Board Pastoral Team.

1.2 Approval of Agenda

2012-90 -- It was *moved* by **W. Price** and *seconded* by **G. Reitzel** :
THAT the agenda for May 14, 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

1.4 Motion to Move to Private, Private

2012-91 -- It was *moved* by **J. Anderson** and *seconded* by **Fr. R. Héту**:
THAT the Board of Trustees move to a private, private meeting. --- Carried by consensus.

The meeting moved to a private, private meeting at 6:14 p.m.
The meeting resumed at 10.21p.m.

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

4 Delegations**5 Ownership Linkage (Communication with the External Environment)****6 Actions From Board Committees/Task Forces****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

2012-92 -- It was *moved* by **W. Price** and *seconded* by **Fr. R. Héту**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 10:22 p.m.

Chair of the Board

Secretary

Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, May 28, 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; Peter Reitmeier; Greg Reitzel

*arrived 7:35 p.m.

Student Trustees Present:

Marcus Cardoso; Colin Whaley

Administrative Officials Present:

Rick Boisvert; Gerry Clifford; Derek Haime; Susan Hunt; Maria Ivankovic; Shesh Maharaj; Paul Tratnyek;

Special Resources For The Meeting:

Regrets:

Fr. Fred Scinto, C.R.; 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 6:05 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by C. Whaley, Board Pastoral Team. Intentions were offered for: all individuals affected by the R.I.M. layoffs; Jorge Levesque, uncle of Fr. R. Héту, who passed away; Lydia Herrle; a friend of M Ivankovic; and for all students and their parents.

1.2 Approval of Agenda

Move Item 10.2.1 Trustee Budget Update to 10.1.1 and add Item 10.1.2 Motion to go into Private, Private, Private meeting.

2012-96 -- It was *moved* by **W. Price** and *seconded* by **G. Reitzel**:

THAT the agenda for May 28, 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)

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 April 30, 2012

3.1.2 Items for Action from previous In-camera Meeting of

- 3.1.3 Staff Report of May 24, 2012
- 3.1.4 Linkages Meeting of
- 3.1.5 Governance Committee meeting of
- 3.1.6 Elementary/Secondary Pathways Task Force of
- 3.1.7 SEAC Minutes – posted on board web page
- 3.1.8 CPIC Minutes – posted on board web page

2012-97 -- It was *moved* by **Fr. R. Héту** 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

4.1 Youth Board of Directors for Free the Children

Lorrie Temple, Vice-principal at Monsignor Doyle introduced Lynne Corvaglia, a student, who was accepted for a position on the Youth Board of Directors with Free the Children. Lynn said her teacher was very supportive encouraging her to apply as she could see how much passion she had for these initiatives. Lynn raised \$4,000.00 for the Power of a Girl initiative raising awareness in Kenya, volunteered at We Day and has recently raised \$5,000.00 to go to Africa this summer. Lynn said her whole world has been broadened. This will be my future.

M. da Silva thanked her for her very positive presentation and invited her to come back in the fall to tell the trustees about her experiences in Africa.

4.2 Primary Collaborative Inquiry Model

M. Ivankovic introduced the Literacy/Numeracy coaches and two administrators Janet Foote and Laura Shoemaker. The Literacy/numeracy coaches each cover a family of schools providing support for all the teachers in the schools. Inquiry based learning is at the core of everything. Teachers engage students in inquiry based learning which helps them to develop higher learning thinking. Student led inquiry is more meaningful and engaging making the student responsible for their own learning. The students are engaged because they are teaching each other, learning from each other and collaborating.

The meeting recessed at 7:20 p.m.

The meeting resumed at 7:25 p.m.

5 Ownership Linkage (Communication with the External Environment)

6 Actions From Board Committees/Task Forces

6.1 Student Trustee Report

M. Cardoso explained that due to tight timelines the event did not happen as planned. M. Cardoso and Colin Whaley will share all their background work with the new student trustees, Erin Jamieson and Carlos Valero, should they decide to host the event next year. They will also be providing orientation for the new student trustees.

6.2 CPIC Update

P. Reitmeier reported there was no meeting.

6.3 Trustee Replacement Update

G. Reitzel, W. Price, P. Reitmeier and A. Piscitelli met as a task team to go through the board by-laws and Education Act on the process to replace a trustee. Trustees discussed advertising the position, deadlines for receiving applications and interviewing candidates.

W. Buchholtz arrived at 7:35 p.m.

Trustees were in agreement to advertise in the parish bulletins for the last week of June and in The Record in July. R. Boisvert will work with J. Shewchuk on a media release and will report back to the Committee of the Whole on June 18th.

7 Board Education (at the request of the Board)

8. Policy Discussion

9. Assurance of Successful Board Performance

9.1 Board Policy II 011 Student Representation on the Board

M. da Silva asked trustees if there were any concerns.

2012-98 -- It was *moved* by **G. Reitzel** and *seconded* by **W. Buchholtz**:

THAT the Board of Trustees found Board Policy II 011 Student Representation on the Board in compliance. ---

Carried by consensus

9.2 Is There a Need to Review the Policy?

Trustees were in agreement there is no need to review Policy II 011 Student Representation on the Board.

9.3 Board Policy II 012 Student Trustee Role Description

M. da Silva asked if there were any concerns.

2012-99 -- It was *moved* by **W. Buchholtz** and *seconded* by **A. Piscitelli**:

THAT the Board of Trustees found Board Policy II 012 Student Trustee Role Description in compliance except for provision #1. --- **Carried by consensus**

9.4 Is There a Need to Review the Policy?

Trustees were in agreement to send Policy II 012 Student Trustee Role Description to the Governance Committee to add wording "chair of the committee" when students report their absence from the committee meeting.

9.5 Board Policy III 001 Global Governance-Management Connection

M. da Silva asked if there were any concerns.

2012-100 -- It was *moved* by **A. Piscitelli** and *seconded* by **W. Buchholtz**:

THAT the Board of Trustees found Board Policy III 001 Global Governance-Management Connection in compliance with the exception of provision #4 and excused themselves until the next reporting --- **Carried by consensus**

9.6 Is There a Need to Review the Policy?

Trustees were in agreement there no need to review Policy III 001 Global Governance-Management Connection.

10. Assurance of Successful Director of Education Performance

10.1 Monitoring Reports & Vote on Compliance

10.2 Advice from the CEO

10.1.1 Trustee Budget Update

S. Maharaj presented his report on trustee honorariums.

2012-101 -- It was *moved* by **A. Piscitelli** and *seconded* by **G. Reitzel**:

THAT the Board of Trustees accepts the contents of this report and agrees to send Policy II 013 Cost of Governance to the Governance Committee to update the honorarium amount. --- **Carried by consensus**

10.2.1. Motion to go into Private, Private, Private

Trustees were in agreement to finish items 11, 13 and 14 before motion to move to private, private, private.

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 June 4, 6:00 pm. Special Board Meeting – 2012-13 Budget
- 12.2.2 June 6, 7 p.m. SEAC
- 12.2.3 June 7 – 9 CCSTA AGM, Sudbury
- 12.3.4 June 18, 6 p.m. Committee of the Whole

- 12.3.5 June 21, 6 pm. Audit Committee
- 12.3.6 June 25, 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

Bill 13 – this will be added as information for Committee of the Whole June 18/12

14. Adjournment – Confirm decisions made tonight. Closing Prayer

The Recording Secretary confirmed the meeting decisions.

2012-102 -- It was *moved* by **W. Buchholtz** and *seconded* by **W. Price**:
THAT the Board of Trustees move to a private, private, private session. --- Carried by consensus

The meeting moved to private, private, private at 8:06 p.m.
 The meeting resumed at 9:28 p.m.

15. Motion to Adjourn

2012-103-- It was *moved* by **G. Reitzel** and *seconded* by **W. Buchholtz**:
THAT the meeting be now adjourned.
 The meeting was adjourned by consensus at 9:29 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, June 4, 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

*left the meeting at 7:00 p.m.

Student Trustees Present:

Marcus Cardoso

Administrative Officials Present:

Rick Boisvert; Gerry Clifford; Derek Haime; Susan Hunt; Maria Ivankovic; Shesh Maharaj; Paul Tratnyek

Special Resources For The Meeting:

John Shewchuk

Regrets:

Colin Whaley; Fr. Fred Scinto, C.R.

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 6:34 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by Fr. R. Héту, Board Pastoral Team. Intentions were offered for the repose of the soul of Monsignor Kerr; M. Ivankovic's grandmother and a friend undergoing surgery; Sue Benedetto a teacher at St. Mary's; father of Maura Quish who passed away; for all bereavements and births of staff and those suffering from illness.

1.2 Approval of Agenda

Add item 14.1 Motion to Move to Private, Private, Private

2012-104 -- It was *moved* by **Fr. R. Héту** and *seconded* by **J. Anderson**:

THAT the agenda for June 4, 2012 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 conflict of interest with Item 10.1.1 as his son is a teacher

1.3.2 From a previous public or in-camera meeting – W. Buchholtz declared an indirect pecuniary conflict

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

3.1.2 Items for Action from Previous in-camera meeting of

3.1.3 Staff report of

3.1.4 Minutes of Linkages meeting – May 7, 2012 – add Fr. Foote to Linkages minutes

2012-105 -- 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

5 Ownership Linkage (Communication with the External Environment)

6 Actions From Board Committees/Task Forces

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

10.1.1 Board Policy IV 007 Budgeting: Draft 2012-2013 School Year Budget

S. Maharaj presented the draft budget. He advised the budget process began in February with consultation and a Budget Advisory Committee consisting of senior staff, trustees and principals. The Budget Advisory Committee provided assistance to management in the development of the budget. The budget must be balanced and is due to the Ministry on June 29th.

J. Anderson left at 7:00 p.m.

He reviewed the results of the online survey questions. He spoke about the major changes to the budget, the challenges in preparing the budget and advised they took a very conservative approach due to declining enrolment. This is a balanced budget with no use of reserves.

He reviewed the Budget Dashboard Report – summary of financial results, enrolment, and staffing.

S. Hunt, M. Ivankovic and P. Tratnyek provided an overview of Learning Services which comprises 80% of the entire budget allocation. Some of the areas of focus for next year are: Catholic Graduate Expectations, School Effectiveness Framework, Learning for All, Growing Success, inquiry based learning, monitoring and increasing success of students on IEP's and ESL, assistive technologies, literacy, numeracy and graduation rates. Three key Ministry priorities are: high levels of student achievement reduced gaps in student achievement and increased public confidence in public education.

S. Hunt reviewed the levels of support for students and the allocation of educational assistants and Child and Youth Care Workers. Data indicates students who need assistance with self-regulation and support for resolving conflict is key for student success. We have shifted staff allocations to provide the support of a CYCW to work with students on resolving conflicts and social skills. 13 schools were selected to work with this model of support for students. There will be a reduction of educational assistants at elementary and secondary and an increase in CYCWs.

P. Tratnyek reviewed Continuing Education advising we have an increase in adult ESL students despite provincial decline. Programs are continually monitored to ensure they are cost recovery. There will be a re-location of programs offered at St Joseph K.

Trustees will have the opportunity for questions on the budget and a survey will be available until June 22nd to provide feedback on the budget process.

10.2 Advice from the CEO

11. Potential Agenda Items

11.1 Trustee Inquiry Report from the CEO – no report

11.2 Shared 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):

13. Items for the Next Meeting Agenda

14. Adjournment – Confirm decisions made tonight. Closing Prayer

The Recording Secretary confirmed the meeting decisions.

14.1 Motion to Move to Private, Private, Private Meeting

2012-106 -- It was *moved* by **W. Buchholtz** and *seconded* by **W. Price**:
THAT the Board of Trustees move to a Private, Private, Private meeting. --- Carried by consensus

The meeting moved to a private, private, private session at 7:50 p.m.
 The meeting resumed at 8:09 p.m.

15. Motion to Adjourn

2012-107 -- It was *moved* by **G. Reitzel** and *seconded* by **W. Price**:
THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 8:10 p.m.

Chair of the Board

Secretary



Linkages Task Force Meeting

A meeting of the Linkages Task Force was held on the 4th day of June, 2012 at 5:00 p.m.

Present:

Committee Members:

Wayne Buchholtz (Chair) , Anthony Piscitelli, Peter Reitmeier, Marcus Cardoso

Administrative Officials

Gerry Clifford

Other Attendees:

Manuel da Silva, Wendy Price

Regrets:

Janek Jagiellowicz, Colin Whaley

Next Meeting:

2012-2013 School Year

1. Welcome and Opening Prayer:

Meeting was called to order by Wayne Buchholtz at 5:05 p.m. Opening prayer was offered by Wayne.

2. Approval of Agenda

Motion: Peter Reitmeier

Seconded: Anthony Piscitelli

3. Declared Pecuniary interest

NIL

4. Approval of May 7, 2012 Minutes

Motion: Anthony Piscitelli

Seconded: Peter Reitmeier

5. Discussion Items

5.1 Community Groups Common Message

- Return to the message that is being used as part of the School Council visits (eg. What is a Trustee?)
- Start by asking the question "What is your impression of your local Catholic school?"
- Be proactive as possible in our messaging about Catholic education
- Add to our common message depending on the issues of the day (eg. amalgamation)
- Bring this issue back to the Committee of the Whole in June
- Manuel and Wayne will work on a common message over the summer

5.2 Rev. Foote Deanery Report

- Report from Peter – great meeting. Rev. Foote was very open to meeting with us
- In the future Rev. Foote will share Deanery information with the Trustees
- Rev. Foote wants to strengthen the connection between Home-School-Parish
- Wants to build on the Bishop's positive direction
- Possible social with the Trustees in the fall

5.3 Follow-up to Meeting with Politicians

- Met with John Milloy on May 11th
- Will be meeting with Mike Harris and possibly Rob Leone on Monday, June 11th
- Will use the same topics from the meeting with John Milloy with the following changes:
 - Delete the questions on Waste Management and the Audit Committee Membership
 - Add in questions
 - 1) What are your thoughts on amalgamation?
 - 2) Who else should we be talking to?
 - 3) Give them the opportunity to ask the Trustees questions?

5.4 Articles for the Newsletter

- Manuel will continue to work on his articles
- Janek's profile is complete
- Wayne completed the Community Partner and Chair Award, New Trustee and Director Search Articles
- Peter completed the update on School Councils
- All submissions need to be in to John Shewchuk by the middle of June

Next Agenda:

-

6. Adjournment

The meeting adjourned.

Pastoral Care Team Committee Meeting

A meeting of the Pastoral Care Team Committee was held on May 14, 2012

Present:

Committee Members:

Manuel da Silva; Fr. Robert Héту (Chair); Janek Jagiellowicz; Colin Whaley

Administrative Officials:

Regrets:

Marcus Cardoso; Fr. Fred Scinto, C.R.

Next Meeting:

TBD

1. Welcome and Opening Prayer:

Fr. Robert Héту called the meeting to order at 5:05p.m. Opening prayer was lead by Fr. Robert for the intentions of Kathy Zettle, the engagement of Manuel's daughter and the new director search.

2. Approval of Agenda

Motion: Colin Whaley

Seconded: Manuel da Silva

Approved by consensus

3. Declared Pecuniary interest

NIL

4. Approval of April 16, 2012 Minutes as corrected

Remove Colin as being present.

Motion: Janek Jagiellowicz

Seconded: Manuel da Silva

Approved by consensus

5. Discussion Items

5.1 The prayer schedule was reviewed. The students will lead prayers in May (Janek will cover when students are not present) and Fr. Robert will lead prayers in June.

5.2 Fr. Robert will use the dialogue Our Father for the June Caucus and the Geese video clip for the June Board meeting.

5.3 Committee members discussed what to include in the annual report for June.

6. Closing Prayer Committee members prayed the Board's Prayer

7. Adjournment

Motion to adjourn: 5:30 p.m.

Motion: Colin Whaley

Seconded: Manuel da Silva

Approved by consensus



Memorandum

TO: Board of Trustees
CC:
FROM: Committee of the Whole
DATE: June 18, 2012
SUBJECT: Host 2014 OCSTA AGM/Conference

Recommendation to be added to the Consent Agenda: Board of Trustees for June 25, 2012:

THAT the Board of Trustees apply to host the 2014 OCSTA AGM/Conference with clarification on the role of our trustees.



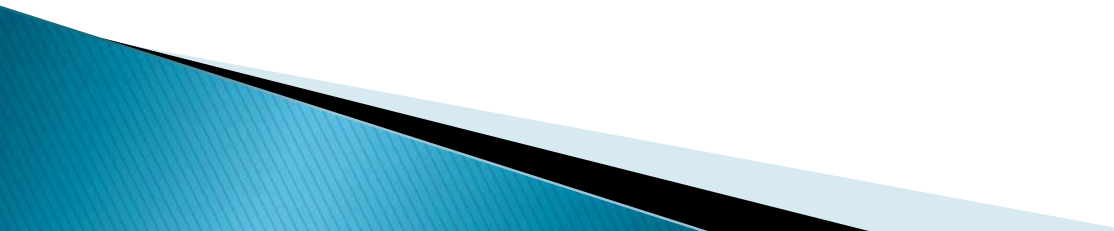
Memorandum

TO: Board of Trustees
CC:
FROM: Committee of the Whole
DATE: June 18, 2012
SUBJECT: Name of Guelph Avenue School

Recommendation by Peter Reitmeier seconded by Wayne Buchholtz to be added to the Consent Agenda: Board of Trustees for June 25, 2012:

THAT the Board of Trustees accept the recommendation of the School Naming Committee to name the new school to be built on Guelph Avenue in Cambridge (Hespeler) for an Archangel and messenger of God. The school to be named St. Gabriel Catholic School. The school name will be forwarded to Bishop Crosby at the Diocese of Hamilton for final approval.

Introduction

- ▶ The Association of Professional Student Services Personnel represents a very lean group of Professionals providing service to our entire system.
 - ▶ We are the Attendance Counsellors, Psycho-Educational Consultants, Social Workers and Speech Language Pathologists.
 - ▶ APSSP represents 19.5 FTE
- 

Why we are here:


Proposed staffing reduction of:

- ▶ 1 FTE Attendance Counsellor
- ▶ .5 FTE Social Worker

- ▶ This results in a 17.6% cut in overall service focusing on mental health, anxiety, attendance and family crisis by the Attendance Counsellors and Social Workers.

What we do:

Social Workers:

- ▶ Respond to student crisis with mental health issues, suicidal ideation or self-harming behaviour
 - ▶ Act as a liaison and support for families in accessing appropriate, and often difficult to navigate, community programs and services
 - ▶ Involved with students and families regarding pregnancy, sexual assault, poverty, violence and threat risk assessment, child abuse and system wide response to trauma
 - ▶ Consult and intervene around complex behavioural issues including explosive and disruptive behaviour and bullying
 - ▶ Act as a resource to teachers, administrators and senior management for issues and policy related to mental health, families in distress and Board protocols.
- 

What we do:

Attendance Counsellors

- ▶ Determine factors causing absenteeism through a comprehensive assessment of the student, family, the resources of the school/board support services and community agencies (ACCESS) that may assist with the attendance difficulties.
- ▶ Meet with students and families on an ongoing basis to provide support – often including home visits.
- ▶ As per the Education Act, must investigate every referred case of a compulsory school aged child's failure to attend school, intervene and give written warning of the consequences to the parent and the child.
- ▶ Mandatory involvement in the Habitually Absent Process (Education Act)
- ▶ Coordinate the Supervised Alternative Learning Process
- ▶ Act as a resource on the Education Act

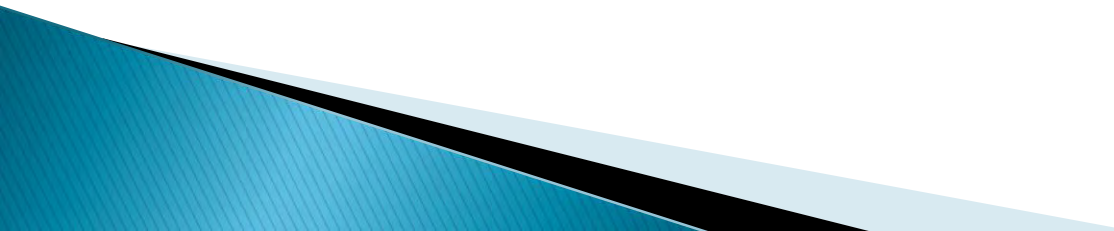
Impact on Students, Families and Schools²¹

Attendance Counsellors:

- ▶ Currently three Attendance Counsellors work with students in JK – Grade 12 as referred by Principals
- ▶ Reduction to two means a ratio of 1:10,500 students
- ▶ The Attendance Counsellors report that their experience indicates there are many students in the system who miss more than a month of school each year.

Impact on Students Families and Schools²²

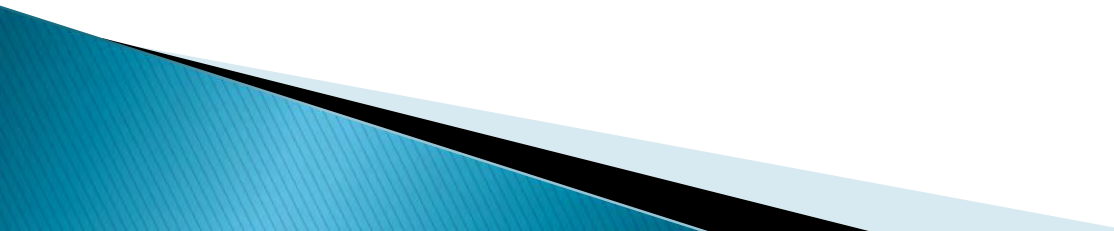
Social Work

- ▶ Each social worker acts as a consultant to a family of schools and approximately 4000 students and their families
 - ▶ A .5 SW reduction will inevitably mean that current staff will have to be redeployed possibly resulting in an interruption or change in service.
- 

Financial Impact

- ▶ Attendance Counsellors generate revenue!
- ▶ An Attendance Counsellor, according to Education Act Regulations, MUST be involved in order for a student to remain on the School Register.
- ▶ This year that amount = \$1,170,000!
- ▶ A/C's facilitate the Supervised Alternative Learning which also allows students to remain on the Register – this year SAL's generated another \$400,000
- ▶ Approximate Revenue Generated – \$1,570,000

Conclusion

- ▶ For the first time in our Board's history, Mental Health has been included in the Board Improvement Plan.
 - ▶ As mentioned, APSSP (representing Professional Support Services in our Board), provides critical front line services to support our students and families. Given the already scarce resources, ANY reductions in this area would have a significant impact on this marginalized population.
- 

As Catholics we always have and must continue to look out for the marginalized.

My son has Autism, and as with many other high-functioning Autistic children, he is able to be successful within an integrated classroom environment – he just needs a bit of help.

He has had full time EA support throughout JK and SK and I can't even begin to tell you the difference it has made in his school experience. But I will give you one simple example that I believe demonstrates the importance of EAs beyond the supporting the physical and safety needs of children.

Anthony went into JK as a smart little boy who was incredibly uncomfortable in crowds and speaking with strangers. One of the needs we discussed with his EA was support during circle time.

At first this support meant simply sitting beside him to ensure that he was able to sit with the class during circle and not wander off or disrupt the **class. It didn't take long before the EA was able to transition slowly away,** increasing her distance and Anthony was able to sit with the other children without her support.

The issue then became participation. When called upon to answer questions, even when he knew the answers he would shake his head and become very agitated. The classroom teacher allowed him to go whisper the answer to the EA instead of responding to the entire class. Eventually he was able to first whisper to the EA then repeat the answer to entire class. The important thing is that they never stopped pushing him. He was always encouraged (taking cues from his comfort level) to become more and more independent.

If you could see him in class now, you would never believe it was the same boy who could barely sit with his classmates. He is constantly participating during class, lifting his hand and offering intelligent, well thought-out answers. That success would have been impossible without EA support. A classroom teacher simply does not have the time to constantly focus so much attention on a single child.

And this is only one example. There are dozens more success stories I could tell you that have occurred in the last two years.

The most important thing to me about this story is that the EA support was given *when* he needed it, he now has an important skill (answering in class) to help him in the years of schooling to come. Had he remained uncomfortable speaking in front of his class, and not encouraged to grow beyond that, the issues would have only compounded as he moved through the grades.

He continues to need EA support. But differently now than he did two years ago. And that is key for children like Anthony. In a couple years he **will be independently successful in a classroom, but I'm convinced that** success will be impossible without *timely* EA support. Without that, rather than being an active participant in the classroom, you would get the exact opposite: negative behaviours that disrupt the class and take more and more time from classroom teachers which would impact the education of the entire classroom.

It is in the best interest of *everyone* to ensure that special needs kids are given the support they require.

Date	Professional Development 3170 31 6 600 001	Other Travel Expenses (non mileage) 3520 31 6 600 001	Catering 3510 31 6 600 001	Mileage within Region 3630 31 6 600 001	Mileage outside Region 3631 31 6 600 001	Phone 4050 31 6 600 001	Office 4100 31 6 600 001	Legal Fees 6520 31 6 600 001	Other Contracts 6540 31 6 600 001	Board Membership 7010 31 6 600 001	Trustee Awards 7040 31 6 600 001	Miscellaneous 7250 31 6 600 001
	(9,000.00)	(20,000.00)	(700.00)	(10,000.00)	(3,000.00)	(50.00)	(250.00)	(7,500.00)	(5,000.00)	(73,860.00)	(500.00)	(2,000.00)
9/8/2011				22.37								
9/27/2011	858.14											
9/27/2011										73,859.00		
9/28/2011	1,175.00											
10/6/2011	(125.00)			149.72								
10/12/2011			107.27									
10/12/2011											299.33	
10/12/2011											97.05	
10/16/2011									2574.46			
10/18/2011	(125.00)			239.62	423.93							
10/20/2011				137.10			41.43					
10/25/2011							75.00					
10/25/2011								65.00				
10/25/2011			134.22									
10/27/2011				198.54								
10/31/2011	791.06											
10/31/2011		430.29										
10/31/2011	113.01											
10/31/2011		52.40										
10/31/2011		37.83										
10/31/2011												
10/31/2011		391.61										
10/31/2011		345.30										
10/31/2011		13.90										
11/1/2011									1,915.50			
11/8/2011	919.44											
11/8/2011												60.00
11/10/2011				290.88	192.29							
11/10/2011				225.39			21.44					
11/10/2011				71.61								
11/10/2011				102.52								
11/17/2011	298.34											
11/21/2011	35.75											
11/23/2011				196.82								
11/23/2011		157.95		73.23								
11/28/2011												20.43
11/28/2011										102.16		
11/30/2011		37.33										
11/30/2011		16.34										
11/30/2011		180.73										
11/30/2011	135.62											
12/5/2011												140.00
12/6/2011	2370.11											
12/6/2011				359.24	80.56		84.64					
12/7/2011				176.97								
12/7/2011				238.91								
12/14/2011				324.74	66.18							
12/14/2011	148.76			140.36								
12/14/2011				251.42								
12/14/2011				128.46								
12/14/2012					(142.32)							

Date	Professional Development 3170 31 6 600 001	Other Travel Expenses (non mileage) 3520 31 6 600 001	Catering 3510 31 6 600 001	Mileage within Region 3630 31 6 600 001	Mileage outside Region 3631 31 6 600 001	Phone 4050 31 6 600 001	Office 4100 31 6 600 001	Legal Fees 6520 31 6 600 001	Other Contracts 6540 31 6 600 001	Board Membership 7010 31 6 600 001	Trustee Awards 7040 31 6 600 001	Miscellaneous 7250 31 6 600 001
12/16/2011								408.64				
12/20/2011			250.00									
12/20/2011									612.96			
12/21/2011				82.90								
12/23/2011		148.77										
12/31/2011				(94.00)								
1/11/2012				140.98								
1/12/2012				132.72			58.2					
1/18/2012	163.46											
1/19/2012								1532.40				
1/19/2012									5108.00			
1/23/2012				182.98								
2/2/2012		290.76		81.01	61.48		17.48					
2/2/2012		84.99		163.44	72.69							
2/7/2012		137.92		41.58	18.08							
2/3/2012		(20.00)										
2/3/2012		(142.00)										
2/3/2012		(142.00)										
2/3/2012		(117.51)										
2/8/2012		148.76			65.10							
2/15/2012				94.83								
2/15/2012								2329.96				
2/16/2012				236.13	86.80							
2/27/2012		159.61		48.10	72.34		39.75					
2/27/2012				85.63								
2/29/2012		148.77										
2/29/2012		32.10										
2/29/2012		23.51										
2/29/2012		142.00										
3/1/2012				203.60	389.47							
3/1/2012				41.95								
3/5/2012									245.18			
3/6/2012		148.77		201.42	77.76							
3/7/2012	4436.81											
3/27/2012				108.67								
3/27/2012			52.11									
3/30/2012	97.38											
4/3/2012				133.80								
4/3/2012			62.44									
4/4/2012				28.93								
4/4/2012				65.09								
4/5/2012				243.01								
4/10/2012	80.00											
4/10/2012									5108.00			
4/12/2012	158.35											
4/30/2012	56.95											
5/1/2012	40.00											
5/3/2012	(100.00)			173.58	250.24							
5/9/2012				242.29								
5/9/2012	(175.15)	426.02		240.42	318.24							
5/9/2012	175.15											
5/9/2012		284.01		222.94	275.56							
5/10/2012		468.00		125.85	269.42							
5/10/2012		326.01		228.69	120.64							
5/10/2012								4699.36				
5/14/2012				265.52								
5/15/2012	1130.00											
5/15/2012				269.77								
5/31/2012	542.45											



Date: June 25, 2012
To: Board of Trustees
From: Anthony Piscitelli, Chair, Audit Committee
Subject: Annual Report to the Board of Trustees

Type of Report: Decision-Making
 Monitoring
 Incidental Information

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

Origin:

Board Policy II 010 *Board Committee Structure*

Policy Statement:

Board Policy II 010 *Board Committee Structure*

- 2 – Trustees who are assigned to chair a Board of Trustee committee will:
(f) Facilitate the performance review of the committee and its work

Background/Comments:

Audit Committee Members

The Audit Committee is composed of the following members:

- Anthony Piscitelli – Chair
- Janek Jagiellowicz and Greg Reitzel – Trustees
- Ben Baidoe-Ansah (until January 6), Tim Southern, and Courtney Smith – Community Members

Highlights for 2011-2012

The Audit Committee met on the following dates – October 4th, November 7th, January 9th, February 8th, April 2nd, and June 26th (meeting still to take place). Following are some highlights of the work of the committee over the 2011-2012 school year:

- Election of Anthony Piscitelli as Chair of the Audit Committee
- Completed the annual review of the Audit Committee Terms of Reference (see attached)
- Reviewed the 2010-2011 audited financial statements and recommended approval to the Board of Trustees
- Received and reviewed the 2010-2011 annual Internal Audit Report
- Reviewed the quarterly dashboard reports from management
- Reviewed the work performed by the Internal Audit Officer including the audits on Finance and Facility Services
- Discussion and recommendation to the Board of Trustees regarding reserve and contingency funds
- Oversaw the request for proposal process in the selection of the external auditors
- Began implementing the WCDSB Ethics Line
- Reviewed and provided input on the Board's risk assessment to develop the Internal Auditor's annual audit plan.

- Met with the Regional Internal Audit Team and discussed alignment of RIAT's plan with our Internal Auditor's plan to prevent duplication of efforts.
- Reviewed the RIAT's Budget and Financial Reporting report

Work for 2012-2013:

- Review of Grant Thornton's year-end audit plan (June 2012)
- Completion of the Audit Committee self-evaluation (Summer 2012)
- Submission of the annual report to the Board of Trustees and Ministry of Education (December 2012)
- Annual review of the Audit Committee Terms of Reference and approval by the Board of Trustees (October 2012)
- Complete implementation of the WCDSB Ethics Line (Summer 2012)

Recommendation:

1. This report is provided as monitoring information for the Board of Trustees
2. THAT the Board of Trustees authorizes the Chair of the Audit Committee to submit this report to the Ministry of Education on behalf of the Board of Trustees

Prepared/Reviewed By:

Anthony Piscitelli,
Chair, Audit Committee

Waterloo Catholic District School Board

Board Committee Terms of Reference Audit Committee 2011-2012

Mandate

1. To ensure compliance with the Ministry of Education Act (253.1(1)) and Ontario Regulation (361/10) and provide independent oversight to the Board of Trustees in the areas of:
 - a. Financial Reporting
 - b. External Audit Process
 - c. Risk Management and Internal Controls
 - d. Compliance Matters

Membership

2. The Audit Committee will be comprised of the following members:
 - a. Three Trustees who are appointed by the Chair of the Board of Trustees
 - b. Two external community members recommended by the selection committee
3. External Community members are identified by a selection committee as potential candidates for appointment to the Audit Committee. The selection committee shall be comprised of at least:
 - c. Chair of the Board of Trustees or Trustee designated by the Chair
 - d. Director of Education
 - e. Superintendent of Corporate Services and Treasurer or designated alternate

The selection committee shall recommend to the Board of Trustees the external community members as potential candidates. The Board of Trustees approves the appointment of the external community members.

4. An external community member appointed to the Audit Committee must:
 - f. Hold an appropriate accounting designation (CA, CMA, CGA)
 - g. Not an employee or officer of the WCDSB
 - h. Not have a parent, child or spouse employed or be an officer of the WCDSB
 - i. Support the values of the Catholic school system
5. External community members are volunteers and will not receive any remuneration. Any incidental expenses (mileage, parking, etc) will be reimbursed in accordance with Board processes.

6. The term of office of a Trustee who is member of the audit committee shall be determined by the Board but shall not exceed four years.

The term of office of an external community member shall be a period of three years. External community members may be reappointed no more than two terms unless:

- a. WCDSB advertised the position for at least 30 days, and
- b. After 30 days, the selection committee did not identify any potential candidates

When the term of an external community member expires, they continue to be a member of the audit committee until a successor is appointed or the external community member is reappointed.

7. At the first meeting of the audit committee in each fiscal year, the Audit Committee shall elect the Chair of the committee of the board from among the board members appointed to the committee. If at any meeting of the audit committee the chair is not present, the members present may elect a chair for that meeting. The Chairperson will set the agenda of the meetings based on the work plan developed by the Audit Committee.
8. The Internal Audit Officer, reporting directly to the Audit Committee *for audit matters*, will act as its primary resource. The Director of Education and the Superintendent of Corporate Services and Treasurer will also be resources to the Audit Committee, where required.
9. Any vacancy of a member of the Audit Committee shall be filled as soon as possible in accordance with the Audit Committee Terms of Reference. A person who is appointed to fill a vacancy shall hold the position for the remainder of the term of the member whose position became vacant.

Responsibilities

Financial Reporting

10. Review the Board's annual financial statements, quarterly financial reports, and all other financial monitoring reports required by the Board, Ministry of Education, or other agencies.
11. Recommend to the Board, if the Audit Committee considers it appropriate to do so, that the Board approve the annual audited financial statements and any other financial monitoring report.

External Audit Process

12. Recommend to the Board the appointment of the external auditor for a term not exceeding five years. The selection process must also be in accordance with Board procurement procedures.
13. Review the external auditor's audit plan and audit findings, including:
 - a. The external auditor's engagement letter and independence letter
 - b. Any management representations made to the external auditor and those representations not obtained from management, if any
14. Meet on a regular basis with the external auditor to discuss any matters that the audit committee or the external auditor believes should be discussed.

15. Review at least once in each fiscal year the performance of the external auditor and make recommendations to the board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor.
16. Resolve any disagreements between management and the external auditor about financial reporting.
17. Recommend to the Board the pre-approval of all audit and non-audit services to be performed by the external auditor.

Risk Management and Internal Controls

18. As the primary resource to the Audit Committee, the Internal Audit Officer shall ensure the Audit Committee:
 - a. Reviews the overall effectiveness of the Board's internal controls
 - b. Understands the inherent risk of fraud and error in the Board
 - c. Understands the Board's significant risks, the internal controls that mitigate these risks, and management's policies for risk assessment and risk management and to assess the steps management have taken to manage such risks, including the adequacy of insurance for those risks.
 - d. Understands the accounting policies used in the preparation of the annual financial statements.
19. Review and recommend to the Board the content of the annual Internal Audit Plan as prepared by the Internal Audit Officer.
20. Review at least once in each fiscal year the performance of the internal auditor and provide the board with comments regarding his or her performance.
21. Meet on a regular basis with the internal auditor and management to discuss any matters that the audit committee or internal auditor believes should be discussed, including:
 - e. Significant findings and recommendations by the Internal Audit Officer and responses of the management
 - f. Any significant changes the internal auditor made to the audit plan in response to issues that were identified during the audit.
 - g. Any difficulties encountered in the course of the internal auditor's work, including any restrictions or limitations on the scope of the internal auditor's work or on the internal auditor's access to required information

Compliance Matters

22. Review the effectiveness of the Board's system for monitoring compliance with legislative requirements and with the Board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by management to address the non-compliance.
23. Review any significant findings of regulatory entities, and any observations of the Internal Audit Officer or external auditor related to those findings.
24. Review the board's process for communicating any codes of conduct that apply to board members or staff of the board to those individuals and the board's process for administering those codes of conduct.

25. Obtain regular updates from management and legal counsel regarding compliance matters.
26. Obtain confirmation by management that all statutory requirements have been met.

Meetings

27. The Audit Committee will meet at least four times per year. Additional meetings may be scheduled at the call of the Chairperson if deemed necessary to carry out its responsibilities effectively and efficiently.
28. Minutes will be taken at each meeting and will be presented to the Board of Trustees as part of a consent agenda.
29. Quorum is achieved when a majority of the members of the Audit Committee are present, one of which must be external community members. At least one staff member shall be present for each meeting.
30. Each Audit Committee member has one vote, unless a member has declared a direct or indirect pecuniary interest in an agenda item. In the event of a tie vote, the Chairperson is entitled to cast a second vote.

Reporting and Communication

31. The Audit Committee is accountable to the Board of Trustees representing the interests of all stakeholders.
32. Maintain an effective communications policy, including disclosure of the Audit Committee's Terms of Reference.
33. Annually, the Audit Committee will report to the Board of Trustees an evaluation of the performance of the Audit Committee's duties.
34. The Audit Committee shall submit to the Board of Trustees an annual report that includes:
 - a. The annual Internal Audit Plan prepared by the Internal Audit Officer
 - b. Description of any changes made to an Internal Audit Plan since the last report of the Audit Committee
 - c. A summary of the work performed by the Internal Audit Officer since the last annual report of the Audit Committee, together with a summary of the work the auditor expected to perform during the period
 - d. A summary of risks identified and findings made by the Internal Audit Officer
35. The report received by the Board as described in section 33, shall also be submitted to the Minister of Education in each fiscal year on or before a date specified by the Minister of Education.



Date: June 15, 2012
To: Board of Trustees
From: Greg Reitzel
Subject: Governance Committee Annual Report

- Type of Report:**
- Decision-Making
 - Monitoring
 - Incidental Information
- Type of Information:**
- Information for Decision Making
 - Monitoring Information
 - Information Only

Origin:
Board Policy II 010, "Board Committee Structure"

Policy Statement:
2. Trustees who are assigned to chair a Board of Trustee committee will:
f) Facilitate the performance review of the committee and its work

Background/Comments:
For the 2011-2012 school year the governance committee consisted of the following trustees:
Sept-Dec 11,2011 Anthony Piscitelli (Chair); Wayne Buchholtz, Manuel da Silva, Greg Reitzel
Dec 11 – present Joyce Anderson, Wayne Buchholtz, Manuel da Silva, Greg Reitzel(Chair)

The governance committee was not given a mandate by the board for the 2011-2012 school year and as such only completed items as assigned by the board of trustees.

- A summary of tasks completed by the committee are listed below:
- a) Governance in-services with Marion Thomson Howell and Sue Radwan
 - b) Reviewed and made recommendations to the board on updating the Board Bylaws
 - c) Recommended separate agenda items for evaluating monitoring reports and need to review policy
 - d) Reviewed and recommended changes to board policies IV 010, II 003, II 007, II 008, II 015 & III 004
 - e) Received legal opinion that having trustees as part of SO hiring committees was not in conflict with Bill 177

- Outstanding items:
- a) That Board Policy II 005 "Consultation" be reviewed by the entire board with respect to what are the values and worries of the board with respect to this policy.
 - b) review policy II-012 sentence 1 in regards to reporting to chair of committee if a meeting will be missed.

Recommendation:
That all committee/taskforce mandates are reviewed and updated in September for the new school year.



Date: June 25, 2012
To: Board of Trustees
From: Wayne Buchholtz, Chair, Awards Committee
Subject: Annual Report to the Board of Trustees

Type of Report: Internal Monitoring
 External
 Direct Inspection

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

Origin:
Board Policy II 010, "Board Committee Structure"

Policy Statement: Board Policy II 010 -- Board Committee Structure

2. Trustees who are assigned to chair a Board of Trustee committee will:
- f) Facilitate the performance review of the committee and its work

Background/Comments:

The Awards Committee is composed of the following trustee: Wayne Buchholtz
Mandate – 2011-2012 School Year

To facilitate the distribution and review the applications for the Chairs, Community Partner and Distinguished Graduate and Awards.

Action Item Outcome(s):

- 2.1 To ensure that, yearly, the nomination process has been completed for:
 - 2.1.1 Chairs Award, nomination request out in February. Submissions are to be received by March 31st.
 - 2.1.2 Community Partner Award, nomination request out February. Submissions are to be received by March 15th.
 - 2.1.3 Distinguished Graduate Award, nomination request out by May 1st. Submissions are to be received by May 30th.

Consultation Requirement(s):

- 3.1 The system and, where appropriate, parishes and community partners.

Highlights

The awards committee was responsible for three awards this year. The Distinguished Graduate Award was presented to Sister Barbara Paleczny, SSND who works teaching in Africa. The award was presented at the St. Mary's graduation ceremony last October.

At the recognition evening, May 15/11 we presented the Chair's Award to Bruce Cameron, who is retiring from St. Mary's High School this June, in recognition for an outstanding career in the arts both at the school and at the system level. The Community Award was presented to Junior Achievement of Waterloo Region in recognition of the work they do in our schools both elementary and secondary.

Recommendation:

This report is provided as monitoring information for the Board of Trustees

Prepared/Reviewed By: Wayne Buchholtz, Chair



Date: June 25, 2012
To: Board of Trustees
From: Fr. Robert Héту, Chair
Subject: Pastoral Care Team Committee Annual Report

- Type of Report:**
- Decision-Making
 - Monitoring
 - Incidental Information
- Type of Information:**
- Information for Decision Making
 - Monitoring Information
 - Information Only

Origin:
Board Policy II 010, "Board Committee Structure"

Policy Statement:
2. Trustees who are assigned to chair a Board of Trustee committee will:
f) Facilitate the performance review of the committee and its work

Background/Comments:

The Pastoral Care Team Committee is composed of the following trustees: Manuel da Silva, Fr. Robert Héту (Chair), Janek Jagiellowicz, Marco Cardoso (student), and Colin Whaley (student).

Mandate – 2011-2012 School Year

(These are the non-calendar year specific 'Action Items Outcomes' taken from the Board Committee Terms of Reference Pastoral Care Team 2009 – 2010.)

- 2.1 Introducing creative and meaningful prayers, with deeper reflection.

Committee members were assigned the responsibility to lead prayer at the Committee of the Whole meetings and board meeting from December to June.
- 2.3 Create a schedule to invite other groups, churches and schools to take part in prayer with us.

Through SEAC the Buddy Choir lead prayer at a board meeting this year. They were well received.
- 2.4 Maintain prayer binder.

Nothing new added this year.
- 2.5 Update reading materials and CDs in the trustees lounge.

Nothing new added this year.

Outstanding items:

1. We need to update the mandate of the committee as a standing committee.

Recommendation:

1. That the committee members make attendance at meetings a priority.
2. That the committee members make greater effort to invite outside groups to lead prayer. (The committee suggested that maybe a rotation of a couple of parishes a year—from the Kitchener, Waterloo, Cambridge and the townships and a couple of schools each year—one elementary and one secondary be invited to lead prayer.)
3. That the Board of Trustees pursue in September a re-evaluation of the Trustee/Senior Administration retreat. Perhaps a follow-up retreat.
4. This report is provided as monitoring information for the Board of Trustees.

Prepared/Reviewed By: Fr. Robert Héту
Chair 2011-2012

*Bylaw 5.2 “where the Board of Trustees receives from the Director of Education a monitoring report that flows from a responsibility delegated to the Director under Board Policy – *except where approval is required by the Board of Trustees on a matter delegated by policy to the Board* - the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the Director, subject in all instances to what otherwise actually occurred.”



Date: June 25, 2012
To: Board of Trustees
From: Wayne Buchholtz, Chair, Linkages Task Force
Subject: Annual Report to the Board of Trustees

Type of Report: Internal Monitoring
 External
 Direct Inspection

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

Origin:
Board Policy II 010, "Board Committee Structure"

Policy Statement: Board Policy II 010 -- Board Committee Structure

2. Trustees who are assigned to chair a Board of Trustee committee will:
- f) Facilitate the performance review of the committee and its work

Background/Comments:

The Linkages Task Force is composed of the following trustees: Wayne Buchholtz (Chair), Anthony Piscitelli, Peter Reitmeier, Marcus Cardoso

Mandate – 2011-2012 School Year:

To ensure that the Board of Trustees communicates effectively with its various owners and customers and solicit information that may affect future Board directions

Objectives:

1. assisting trustees with learning about linkages, e.g. school councils, community groups, board-to-board, alliances
2. assisting trustees with developing a communications plan through a communication model and discussion and discernment
3. ensure any communication plan incorporates professional development in communications for trustees
4. assist trustees with linkages with ownership, customers, partners, community
5. assist the Board to provide individual trustees on behalf of the Board opportunities to communicate and share with members of the public.
6. solicit Trustees for input for their preferred linkages methods
7. provide the Board of Trustees with options for Linkages

Highlights:

The Linkages Committee was resurrected this year to meet the needs of the Board. As a result of this decision, the committee worked at the second round of contact with school councils developing the message and establishing the format for this contact. This round has been very successful with the results being collated and information being returned to school councils this fall. The committee also worked on contacts with the local MPPs meeting John Milloy and the

Conservative members from the Region. Lastly, the Committee assumed responsibility for items for the newsletters developed through John Shewchuk.

Recommendation:

This report is provided as monitoring information for the Board of Trustees

Prepared/Reviewed By: Wayne Buchholtz, Chair

Number: II 001
Subject: Global Governance Commitment

Approval Date: September 29, 2008

Effective Date: September 29, 2008

Revised: May 31, 2010

Policy Statement:

On behalf of the Catholic ratepayers of Waterloo Region, the board will govern the Waterloo Catholic District School Board with a faith-filled future focused perspective while achieving appropriate results at an appropriate cost and avoiding unacceptable actions and situations

Governing Style: The board will govern with an emphasis on a) outward vision rather than an internal preoccupation, b) encouragement of diversity of viewpoints, c) strategic leadership more than administrative detail, d) clear distinction of board and chief executive roles, e) collective rather than individual decisions, f) future rather than past or present, and g) proactivity rather than reactivity.

Board Job Description: The work of the board is to serve as trustees for the Catholic ratepayers of Waterloo Region in determining and ensuring appropriate organizational performance. To distinguish the board's own unique work from the work of its staff, the board will plan and detail its work annually concentrating its efforts on the following outputs: (1) The link between the organization and the Catholic ratepayers of Waterloo Region. (2) Clarity of values and vision in written governing policies which, at the broadest levels of all organizational decisions and situations, address: *Aims/Ends:* Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which people and needs, at what cost), *Governance Process:* Description of how the board conceives, carries out and monitors its own work, *Board-Director of Education Relationship:* Delegation of power and its proper use monitored; the Director of Education role, authority and accountability, *Executive Limitations:* Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place. (3) The assurance of Director of Education performance as described in all board policies and detailed in legal responsibilities.(4) Advocacy for positive change to legislation and government policy that impact the organization.

Advocacy and Advertising: The Board of Trustees has a responsibility to act as advocates on behalf of the owners. Advocacy involves telling our story with the purpose of soliciting support for our students, system and Catholic Education. As per Ministry of Education directive, advocacy activities will not use students, report cards or annual reports as vehicles for Board or school advocacy to the public, education partners or government. The Board will not expend Board funds for specific political party events, recruit students from other boards, provide inaccurate information, or use paid advertising or communications with parents, teachers, or students for the sole purpose of advocating the government or other education partners.

Action however may, result from the activities of the members of the Board of trustees directly, or indirectly through supporting the activities of groups like the Ontario Catholic School Trustees Association (OCSTA), the Ontario Catholic Supervisory Officers Association (OCSOA) or the Ontario Catholic School Business Officials (OASBO).

Consultation: The Board of Trustees values a culture that holds consultation at its core. Consultation occurs to gain different perspectives. We believe that meaningful consultation is planned, purposeful, and equitable and that it contributes to enhanced decision making. Consultation occurs because the views and experiences of our owners and stakeholders are valued and informs the work of the board.

Celebration of Excellence: As a Board that appreciates and recognizes the achievements of our staff and students and the contributions made by stakeholders in our Catholic education system, we wish to foster a culture of celebration of excellence.

Board Members' Code of Conduct: The key to better board governance lies in the working relationships among Trustees and between Trustees and staff. The social dynamics of board interaction and the integrity of individual Trustees reflect their responsibilities as leaders in the system. The trustees shall not cause or allow conditions, procedures, actions or decisions that are undignified, unprofessional or contrary to the preservation and promotion of Catholic values and teachings and to a positive image of the Board.

The Role of the Chair: The work of the Chair is primarily to be the Chief Governance Officer of the Board, assuring the integrity of the board's process and, secondarily, occasionally representing the board to outside parties. The Chair is first among equals and accords no special privileges or knowledge over other members of the board.

Board Committee Principles: The Board of Trustees specifies the roles of committees and its relationship to them. It uses committees to facilitate effective and efficient governance. Committees do not do the work of the Board nor compromise the Board of Trustee integrity, authority and responsibility. Board of Trustee committees will be used sparingly and time limited and will be created to reinforce the wholeness of the board's job and to never interfere with delegation from the Board to Director.

Board Committee Structure: A committee is a Board committee only if its existence and charge comes from the Board, regardless of whether Board members sit on the committee. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

Student Representation on the Board: It is the policy of the Waterloo Catholic District School Board that the interests of pupils be represented on the Board through the position of student trustee.

Student Trustee Role Description: The position of Student Trustee of the Waterloo Catholic District School Board has three distinct roles; as members of the Board of Trustees, as school and student representatives and as leaders within the system.

Cost of Governance: Because poor governance costs more than learning to govern well, the board will invest in its governance capacity.

Trustee Expenses: The Waterloo Catholic District School Board is committed to an organizational culture that operates with integrity and promotes responsibility, excellence and accountability with respect to decisions and practices. The Board recognizes the need to reimburse trustees for expenses reasonably incurred in carrying out their role as trustee. Therefore, it is a policy of the Waterloo Catholic District School Board that trustees shall be reimbursed for travel and out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a trustee.

Number: II 009
Subject: Board Committee Principles

Approval Date: September 29, 2008

Effective Date: September 29, 2008

Revised:

Policy Statement:

The Board of Trustees specifies the roles of committees and its relationship to them. It uses committees to facilitate effective and efficient governance. Committees do not do the work of the Board nor compromise the Board of Trustees integrity, authority and responsibility. Board of Trustees committees will be used sparingly and time limited and will be created to reinforce the wholeness of the board's job and to never interfere with delegation from the Board to Director.

Accordingly:

1. Board committees will work under a specified terms of reference and timelines so that the duties and mandate of the committee are clearly understood.
2. Committee terms of reference will be carefully stated in order to avoid conflicting with authority delegated to the CEO.
3. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes.
4. Board committees may facilitate the use of resources, expert opinion and data information necessary to fully prepare the board on the topic before the committee.
5. Non-Board of Trustees Committees are committees that have been created and mandated by organizations, other than the Board of Trustees, where trustee representation has been requested. Board involvement provides opportunity for connecting with the community and bringing new information and understanding to the Board of Trustees. Involvement on Non-Board of Trustees Committees is subject to the following considerations:
 - a) availability of a trustee to participate
 - b) relevance of the committee work to the current work of the Board of Trustees
 - c) contribution that the Board and/or the individual trustee can bring to the committee
 - d) opportunity to foster on-going partnerships and community relationships
 - e) ability to raise the profile of the board
 - f) annual review of membership to ensure that involvement continues to be meaningful

Number: II 010
Subject: Board Committee Structure

Approval Date: September 2, 2008.

Effective Date: October 1, 2008.

Revised:

Policy Statement:

A committee is a Board committee only if its existence and charge comes from the Board, regardless of whether Board members sit on the committee. Unless otherwise stated, a committee ceases to exist as soon as its task is complete.

1. The Board of Trustees will assess the contribution of and need for each committee, reviewing committee terms of reference, objectives and work plans.
2. Trustees who are assigned to chair a Board of Trustee committee will:
 - a) oversee the activities delegated to the committee
 - b) ensure committee work adheres to board policy and committee terms of reference
 - c) schedule all meetings of the committee and prepare agendas
 - d) provide sufficient time during meetings to discuss adequately the agenda items
 - e) ensure committee minutes are completed
 - f) facilitate the performance review of the committee and its work



Memorandum

TO: Board of Trustees
CC:
FROM: Shesh Maharaj, Superintendent of Corporate Services and Treasurer
DATE: June 25, 2012
SUBJECT: 2012-13 Budget Motions

Moved by: **Seconded by:**
THAT the Board of Trustees approve an operating budget of \$226,059,518 for the 2012-2013 school year.

Moved by: **Seconded by:**
THAT the Board of Trustees approve a capital budget of \$18,091,703 for the 2012-2013 school year.

Moved by: **Seconded by:**
THAT the Board of Trustees directs Administration to file a balanced budget with the Ministry of Education before the deadline of June 29, 2012.