



Board of Trustees' Board Meeting

Date: December 17, 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, Janek Jagiellowicz, Frank Johnson, Anthony Piscitelli, Wendy Price, Peter Reitmeier, Greg Reitzel.

Student Representatives:

Erin Jamieson, Carlos Valero

Senior Administration:

Larry Clifford, Rick Boisvert, Gerry Clifford, Derek Haime, David DeSantis, Maria Ivankovic, Shesh Maharaj,

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 (e.g.: day -to -day operational matters from the Ministry of Education that the Board is required to do)			
2.1			

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 November 26, 2012 3.1.2 Minutes of AGM December 3, 2012 3.1.3 Items for Action from In-camera meeting of Dec 17, 2012 3.1.4 SEAC Membership December 2012	Trustees Trustees Trustees Trustees	pp.1-4 pp. 5-6 -- pp.7-8	Approval Approval Approval Approval
4. Delegations/Presentation			
4.1 V.I.P. Awards: 4.1.1 Sarah Seabrook, St. Agatha 4.1.2 Kathleen Medeiros, Christ the King 4.1.3 Michaela Quirk, Holy Rosary 4.2 Annual Christmas Card 4.3 Southeast Galt – Questions of Clarification 4.4 Southeast Galt Accommodation – delegations 4.4.1 4.4.2 4.5 Co-op Programs 4.6 34 Credits Plus Update	Janek Jagiellowicz Manuel da Silva Frank Johnson Larry Clifford Lindsay Ford Diane DaSilva Robert Gutcher Steve Tangney/ Jo-Ann McCabe David DeSantis	-- -- -- -- pp. 9-11 pp. 12-27 ----	Presentation Presentation Presentation Acknowledgement Information Information Information Information Information
5. Ownership Linkage (Communication with the External Environment)			
5.1 Task Force – Ends Statements	Wayne Buchholtz	--	Information
6. Reports from Board Committees/Task Forces			
6.1 Student Trustee report 6.2 Governance Committee 6.3 Pastoral Care Team 6.4 Linkages Committee 6.5 CPIC 6.6 Audit Committee 6.7 2012-13 Trustee Quarterly Budget Update	Erin Jamieson/ Carlos Valero Wayne Buchholtz	-- pp. 28	Information Information
7. Board Education (at the request of the Board)			
7.1 OCSTA AGM Resolutions (Pending Items 12.4) 7.2 OCSTA Labour Relations Seminar	Trustees Wayne Buchholtz	pp.29	Approval Discussion
8. Policy Discussion			
9. Assurance of Successful Board Performance			
9.1 Board Policy II 005 Consultation 9.2 Is There a Need to Review This Policy?	Trustees Trustees	pp. 30 --	Approval 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 Revised Estimates 10.2.2 Budget Development 2014	Shesh Maharaj Shesh Maharaj	pp. 31-33 pp. 34-40	Approval Decision

ITEM	Who	Agenda Section	Method & Outcome
11. Potential Agenda Items/Trustee Inquiry Report (CEO)			
11.1 Trustee Inquiry Report from the CEO 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): Jan 9 7:00 p.m. SEAC Jan 14 5:30 p.m. Audit Committee Jan 14 7:00 p.m. Governance Committee Jan 15 5:00 p.m. Linkages Committee Jan 15 6:30 p.m. Pastoral Care Team Committee Jan 17 Labour Relations Seminar Jan 18/19 OCSTA PD Seminar Jan 21 6:00 p.m. Committee of the Whole, St. Louis K Jan 28 6:00 p.m. Board of Trustees Meeting Jan 30 6 p.m. CPIC			
12.3 Pending Items: 12.3.1 Definition of Equity – Guiding Principles (AP) 12.3.2 Use of reserves 12.3.3 Board Policy IV 003 “Treatment of Students” 12.3.4 Bill 177	<u>Committee/Task Force</u> Board Board Board C. of Whole Board C of W	<u>Due Date</u> April 23/12 Sept 24/12 Feb 21/12 During 11/12	<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		
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

Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, November 26, 2012 at the Waterloo Region Catholic Education Centre.

Trustees Present:

Joyce Anderson; Wayne Buchholtz; Manuel da Silva (Chair); Frank Johnson; Anthony Piscitelli; Wendy Price; Peter Reitmeier; Greg Reitzel

Student Trustees Present:

Erin Jamieson, Carlos Valero

Administrative Officials Present:

Larry Clifford; Rick Boisvert; Gerry Clifford; David DeSantis; Derek Haime; Shesh Maharaj

Special Resources For The Meeting:

Regrets:

Janek Jagiellowicz; Maria Ivankovic; 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 6:02 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by M. da Silva, Pastoral Team. Intentions were offered for Sr. Barbara Frank, former principal of St. Mary's high school whose funeral was today, and for the continued recovery of Fr. Frank Ruetz.

1.2 Approval of Agenda

Add 10.1.1 Student Trustee Conference with Bishop

2012-159 -- It was *moved* by **W. Price** and *seconded* by **J. Anderson**:

THAT the agenda for November 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 – G. Reitzel declared a pecuniary interest with respect to his employment

2. Consent Agenda: Director of Education (e.g. day-to-day operational matters from the Ministry of Education that the board is required to do)

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

3.1 Approval of Minutes of Regular and Special Meetings

3.1.1 Minutes of Board meeting of October 29, 2012

3.1.2 Minutes of Special Board of Trustees Nov 12/12

3.1.3 Minutes of Pastoral Care Team Committee Oct 22/12

- 3.1.4 Minutes of Linkages Committee Nov 5/12
- 3.1.5 Minutes of Governance Committee Nov 5/12
- 3.1.6 Staffing Report as of Nov 21/12

2012-160 -- It was *moved* by **G. Reitzel** and *seconded* by **W. Buchholtz**:

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

4 Delegations

4.1 VIP Awards

- 4.1.1 W. Price presented the award to Amadeus Fernandes, a student at Blessed Mother Teresa
- 4.1.2 F. Johnson presented the award to Jennifer Bean, a student at Our Lady of Lourdes
- 4.1.3 A. Piscitelli presented the award to Meaghan Roach, a student at St. Boniface
- 4.1.4 G. Reitzel presented the award to Marie Kerr, a student at St. Aloysius
- 4.1.5 J. Anderson presented the award to Everett Rester, a student Monsignor Haller
- 4.1.6 P. Reitmeier presented the award to Laura Viscardi, a student at St. Benedict C.S.S.

The meeting recessed at 6:28 p.m.

The meeting resumed at 6:31p.m.

4.2 Southeast Galt Accommodation Review Committee (ARC) Recommendation

L. Ford advised the trustees initiated the Southeast Galt School Closure Review on November 14, 2011 involving Holy Spirit, St. Ambrose, St. Anne, St. Francis and St. Vincent de Paul. The goals of the review were to determine the ideal long-term location and size for each school, determine long-term enrolment boundaries within the planning area to balance enrolment amongst the school, explore the long-term sustainability of the 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 and maximize the number of walkers. She presented the Southeast Galt Accommodation Review Committee's recommendations for the Board's consideration. Trustees asked questions.

The full report as well as agendas/minutes from the ARC meetings and public consultation sessions has been posted to the website: <http://www.wcdsb.ca/about/accom/SEGalt/index.html>

Trustees were asked to email their questions to L. Ford which will be brought back to the December 17th Board meeting.

4.3 Southeast Galt Accommodation - delegation

Michael Nie, parent of two children who attend St. Francis presented his questions and concerns around the review and his reasons why he feels the ARC's recommendations should not happen. Trustees had the opportunity to ask questions.

5 Ownership Linkage (Communication with the External Environment)

6 Actions From Board Committees/Task Forces

6.1 Student Trustee Report

E. Jamieson and C. Valero met with the council of student reps today.

Under the Four Pillars:

E. Jamieson reported on the Cambridge schools:

Catholicity – Monsignor Doyle's Christmas mass is mid-December and Advent readings are beginning. On December 6 Hoops for Heart will be held and Anti Bullying week has been wrapped up. St. Benedict has also wrapped up Anti bullying week and is commencing their firefighter hamper drive.

Student achievement – M. Doyle has posted \$1000 profit from their homecoming week, sent delegation of students to WE day and now planning on partnering to raise further money. St. Benedict's haunted house was a great success.

Quality – St. Benedict had a successful Dancing with the Stars event, a delegation from WE Day to talk about clean water and a Fall Fair day.

Site improvement – Flags have been purchased, however the mascot has been delayed. Eco schools received a grant to make their school more ecofriendly.

C. Valero reported on the Kitchener-Waterloo schools

Catholicity – All schools ran bully awareness campaigns, sent delegates to WE Day, and also to the Dominican to raise funds for families in need

Student achievement – Resurrection and St. Mary's grade 8 information nights are coming up. Students attended Ontario Leadership Conference to learn how to bring effective leadership

Quality – St. David and Resurrection had homecoming and their theatrical presentation is coming up.

Site improvement – St. Mary's has purchased spirit wear for all students to purchase.

6.2 Governance Committee Recommendations

G. Reitzel advised the committee is working on a revised terms of reference and presented the changes to policy for approval.

2012-161 -- It was *moved* by **J. Anderson** and *seconded* by **W. Price**:

THAT the Board of Trustees approve the full report with the exception of Policy II 002 which will be sent back to Governance for further review. --- Carried by consensus

6.3 Pastoral Care Team Recommendation

M. da Silva presented the terms of reference for approval.

2012-162 -- It was *moved* by **P. Reitmeier** and *seconded* by **W. Buchholtz**:

THAT the Board of Trustees approve the Pastoral Care Team Terms of Reference for 2012 as outlined. --- Carried by consensus

6.4 Linkages Committee Recommendations

P. Reitmeier advised the committee reviewed each line of the Terms of Reference.

2012-163 -- It was *moved* by **F. Johnson** and *seconded* by **W. Buchholtz**:

THAT the Board of Trustees approve the Linkages Committee Terms of Reference for 2012 as outlined. --- Carried by consensus

6.5 CPIC

P. Reitmeier advised all school council chairs meet on the same night as CPIC and will have one trustee at each of the meetings. He advised it is the mandate of CPIC to be involved in the school council chairs' meeting.

6.6 Audit Committee

A. Piscitelli advised the committee has dealt with most of the initiatives.

7 Board Education (at the request of the Board)

8. Policy Discussion

9. Assurance of Successful Board Performance

9.1 Board Policy II 004 Advocacy and Advertising

M. da Silva advised the correct acronym for Ontario Catholic School Business Officials is OCSBOA. The policy will be changed and reposted. Trustees discussed the policy for compliance.

2012-164 -- It was *moved* by **W. Buchholtz** and *seconded* by **G. Reitzel**:

THAT the Board of Trustees has reviewed Policy II 004 Advocacy and Advertising and finds itself in compliance. --- Carried by consensus

9.2 Is There a Need to Review This Policy?

Trustees agreed there is no need to review this policy.

10. Assurance of Successful Director of Education Performance**10.1 Monitoring Reports & Vote on Compliance****10.1.1 Student trustee Conference with Bishop**

L. Clifford advised our student trustees have been invited to attend a day-long session about Catholic education with the Bishop on Feb 1st 2013. They will bring back a report on this special event.

10.2 Advice from the CEO**10.2.1****11. Potential Agenda Items****11.1 Trustee Inquiry Report from the CEO****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):

- 12.2.1 Dec 3 7:00 p.m. Inaugural – Election of Chair/Vice-chair
- 12.2.2 Dec 4 6:00 p.m. St. David Family of Schools – school councils
- 12.2.3 Dec 5 7:00 p.m. SEAC
- 12.2.4 Dec 11 5 p.m. Linkages Committee
- 12.2.5 Dec 11 7:00 p.m. Governance Committee
- 12.2.6 Dec 17 6:00 p.m. Board of Trustees Meeting
- 12.2.7 Dec 21 9:30 a.m. Board Office Mass/Christmas Luncheon
- 12.2.8 Dec 22 – Jan 6 Christmas Break

12.3 Pending Items:

- 12.3.1 Definition of Equity – Guiding Principles (AP)
- 12.3.2 Use of reserves
- 12.3.3 Board Policy IV 003 “Treatment of Students”
- 12.3.4 Bill 177
- 12.3.5 Mental Health Screening

12.4 Pending Items for OCSTA Consideration

- 12.4.1 Audit Committee – third external member

13. Items for the Next Meeting Agenda

January OCSTA Labour Relations Seminar – Dec 17, 2012 agenda.

14. Adjournment – Confirm decisions made tonight. Closing Prayer

The Recording Secretary confirmed the meeting decisions.

15. Motion to Adjourn

2012-165-- It was *moved* by **W. Price** and *seconded* by **F. Johnson**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 8:18 p.m.

Chair of the Board

Secretary

Board of Trustees' Annual General Meeting

A public meeting of the Board of Trustees was held on Monday, December 3, 2012 at the Waterloo Region Catholic Education Centre.

Trustees Present:

Joyce Anderson; Wayne Buchholtz; Manuel da Silva; Janek Jagiellowicz; Frank Johnson; Anthony Piscitelli; Wendy Price; Peter Reitmeier; Greg Reitzel

Student Trustees Present:

Erin Jamieson; Carlos Valero

Administrative Officials Present:

Larry Clifford; Rick Boisvert; Gerry Clifford; David DeSantis; Derek Haime; Maria Ivankovic; Shesh Maharaj

Special Resources For The Meeting:

Fr. Fred Scinto

Regrets:

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 Secretary of the Board called the meeting to order at 7:41 p.m.

2. Roll Call

All trustees were present.

3. Election of the Chair

3.1 Election of the Chair

The Secretary asked for nominations for Chair of the Board.

2012-01 -- It was *moved* by **W. Price** and *seconded* by **G. Reitzel**:
THAT W. Buchholtz is nominated to be Chair of the Board of Trustees.

*The Secretary asked if there were further nominations for Chair of the Board.
No further nominations were received.*

Wayne Buchholtz was elected as Chair of the Board.

4. Election of the Vice-Chair

4.1 Election of the Vice-Chair

The Chair asked for nominations for Vice-chair of the Board.

2012-02 -- It was *moved* by **J. Jagiellowicz** and *seconded* by **A. Piscitelli**:
THAT J. Anderson is nominated to be Vice-chair of the Board of Trustees.

The Chair asked if there were further nominations for Vice-chair of the Board.

2012-03 -- It was *moved* by **M. da Silva** and *seconded* by **P. Reitmeier**:
THAT G. Reitzel is nominated to be Vice-chair of the Board of Trustees

The Chair asked if there were further nominations for Vice-chair of the Board.

No further nominations were received.

The Chair asked trustees to vote by show of hands for one nominee.

J. Anderson received three votes

G. Reitzel received six votes

Greg Reitzel was elected as Vice-chair of the Board.

5. Inaugural Remarks by the Chair of the Board

The Chair gave his inaugural remarks.

6. Appreciation for Fr. Fred Scinto, C.R.

The Chair spoke of his appreciation for all Fr. Fred does for the board as Spiritual Animator.

7. Motion to Adjourn

2012-04 -- It was *moved* by **M. da Silva** and *seconded* by **A. Piscitelli**:
THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 7:53 p.m.

Chair of the Board

Secretary



Memorandum

TO: Special Education Advisory Committee Membership Update

CC:

FROM: Director of Education

DATE: December 11, 2012

SUBJECT: Special Education Advisory Committee Membership Update

ORIGIN

Education Act, Regulation 464-97: Special Education Advisory Committee

BACKGROUND

Regulation 464-97 sets out the membership criteria, qualifications and mandate of the Special Education Advisory Committee.

COMMENT

An updated list of SEAC members and alternates along with affiliation are listed below:

Name	Organization
Joyce Anderson	WCDSB Trustee
Ella Blazewicz	Community Living Cambridge
John Gilbert	Waterloo Regional Police
Lori Maloney-Young	Waterloo Regional Down Syndrome Society
TBA	Autism Ontario Waterloo Region, <i>Alternate</i>
Vacant	CNIB Southwest Region
Anne O'Donoghue	Family and Children's Services of Waterloo Region, <i>Alternate</i>
TBA	Autism Ontario Waterloo Region
TBA	Ontario Federation for Cerebral Palsy
Peter Reitmeier	WCDSB Trustee <i>Alternate</i>
Greg Reitzel	WCDSB Trustee
Rhonda Ruetz	Easter Seals
Vacant	Mosaic Counselling & Family Services
John Spinak	Family and Children's Services of Waterloo Region
Jeanne Gravelle	Waterloo Region Family Network
TBA	Association for Bright Children of Ontario
TBA	Learning Disabilities Association
TBA	W-W Voice for Hearing Impaired Children
Randy Penny	Mental Health of Lutherwood

RECOMMENDATION

This report is provided as monitoring information to the Board of Trustees with the following recommendation:

THAT the Board of Trustees approve the appointments to SEAC, as outlined above, for the term January 2013 – November 2014.

Moved by:
Seconded by:

PREPARED/REVIEWED BY: Rick Boisvert, Associate Director of Education, Student Services
Larry Clifford, Director of Education

Date: December 17, 2012
To: Board of Trustees
From: Director of Education
Subject: Southeast Galt – Questions of Clarification from Trustees

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)

APF008: Pupil Accommodation Review Process
 Board Report: Southeast Galt School Closure Review – Final Report

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

Executive Limitation IV 008, “Financial Condition and Activities” ... “the CEO shall not:

8. “Acquire, encumber or dispose of real property.

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

1. “Allow material changes to facilities, boundary changes, or the closure of existing facilities to occur without established procedures that includes the board appointing one trustee as a non-voting member of the Accommodation Review Committee.”

Background/Comments:

The following answers are provided in response to questions that were posed by the Board of Trustees at and following the November 26, 2012 board meeting regarding the Southeast Galt School Closure Review.

Grandparenting

What would be the implications of grandparenting students in areas G and H?

- During the 2011-2012 school year, there were 38 students living in area G and 56 students living in area H. These numbers are expected to increase to 42 and 81 by 2016, respectively.
- Should these students be grandparented to Lincoln Avenue P.S. and not move to the new school in Phase 3, then the implication would be a greater number of portables remaining on Lincoln Avenue’s site. The portables will already be on site through Phase 1 and Phase 2 and this grandparenting provision would simply extend the use of portables at Lincoln Avenue.

Contingency Plan

If the Board is unable to implement the recommended option or one of its various phases or determines that a portion of the option is not feasible, what would be “Plan B”?

- The Recommended Option has been divided into three phases.
- Phase 1: If Lincoln Avenue P.S. does not become available or should it be determined that the building or site is not suitable to meet the needs of WCDSB, St. Anne would remain open and an addition would be required to

accommodate all of the students from St. Ambrose.

- Phase 2: If the Board does not receive funding approval or cannot otherwise proceed with the addition to St. Vincent de Paul, then St. Francis would remain open. Upgrades to St. Francis may be necessary.
- Phase 3: If the Board does not receive funding approval to build a new school then a boundary change would be necessary to direct students away from Holy Spirit.

What changes would be required to the St. Anne site should it remain open? Could the site be reconfigured to allow for needed play space while providing adequate parking, bus access and egress at a reasonable cost?

- St. Anne would require an addition of approximately 6 classrooms. A detailed design of this addition has not yet been completed. Conceptually, an addition could extend from the previous addition and wrap around the library to connect to the main entrance. Alternatively, an addition could extend directly out from the previous addition. However, this would bisect the site.
- The former Alison Park P.S. site abuts the St. Anne site and potentially could be purchased to expand the property. WRDSB circulated the land under Ontario Regulation 444/98 in 2010 and WCDSB did not express an interest. WRDSB has not yet sold the property. However, the Board does not currently have surplus funds to acquire additional land.

Transportation

How would the Lincoln Avenue P.S. site accommodate busses?

- There is no on-site bus drop-off.
- Buses stop on-street in front of the school. After dropping off or picking up students on Lincoln Avenue, the buses make a left onto Oak Street.

What is the cost of one bus? Will one bus be eliminated as a result of selecting Lincoln Avenue P.S. over St. Anne?

- The cost of one bus depends on its ability to complete multiple runs. Student Transportation Services of Waterloo Region (STSWR) estimates that it costs approximately \$18,000 per run per year assuming that current routing efficiencies can be maintained.
- It cannot be determined at this time whether a bus would be eliminated with the selection of Lincoln Avenue P.S. over St. Anne. Based on the number and distribution of 2011-2012 students, both sites would require the same number of busses.

Ministry

What is the role of the Ministry in the review process? Specifically, what are their requirements for funding approvals and closing schools?

- The Ministry of Education does not have a direct role in the accommodation review process. However, its policies, funding framework, guidelines and directives influence the review process.
- The Ministry Pupil Accommodation Review Guidelines provide a general framework for school closure processes. These are guidelines only. They speak specifically to the review process and do not comment on funding or provide any direction regarding when a school closure should be considered.
- The Ministry requires boards to submit capital priorities (e.g. new schools, additions, etc.) on a yearly basis. Capital projects are assessed across the province and funding is granted at the discretion of the Ministry based on their interpretation of needs province-wide.
- There are no set criteria that guarantee Ministry funding approval. Capital priorities are generally assessed based on enrolment growth (enrolment vs. capacity) and facility condition (renewal).
- The Ministry tends to favor projects that are recommended by Accommodation Review Committees (ARC's) or where facility partnerships are proposed, especially partnerships with other school boards.

Recommendation:

That the Board of Trustees receives this report for information.

Prepared/Reviewed By: Larry Clifford
Director of Education

Shesh Maharaj
Superintendent of Corporate Services

Lindsay Ford
Manager of Planning, Admissions & Enrolment

*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.”

Robert Gutcher

S.E. Galt **ARC** member as
Parent Representative - St. Anne School

Adding to St. Anne **vs.** Restoring Lincoln

If the recommendation to purchase Lincoln Avenue P.S. is approved then WCDSB staff would complete a full assessment of the costs as part of their due diligence process. If this assessment determines that the purchase and renovation of Lincoln Avenue P.S. is not viable or fiscally responsible then a decision could be made to build onto St. Anne and keep that school open.

Is Lincoln Ave. is a viable alternative?

A building "boom" downtown is adding over a thousand new residences in the boundary, and there are plans for 500 more on record.


-see Appendix A and Map on slide 4.

Lincoln Ave. at 4.5 acres is not a viable size for more than 401 pupils. - Ministry guideline

Staff provided the ARC with projections that did not increase over time, but instead kept enrollment always at just slightly under 400.

New Downtown Residential Units


- St. Ambrose
- St Francis
- Lincoln Ave.
- Alison Park
- St. Anne




155 Water S. - 182 Units




Ainslie & Main - 60 Units



25 Concession - 50 Units



Water N. - 230 Units



Harris, Grosvenor & Whitehall - 85 Units




Wellington - 300 Units




79 Spruce - 24 Units

Galtaco Foundry & Lots - up to 500 Units


Other "Lofts" Not Shown on Map:




26 Ainslie - 66 Units



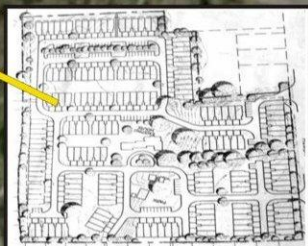
35 Water S. - 54 Units



36 Water S. - 24 Units



55 Kerr - 12 Units



Elgin Oaks - 170 Units

These abandoned factories on 15 Acres could be next!

St. Anne is the viable alternative

If St. Anne's were the preferred option, there is the possibility of purchasing Allison Park. If the Board purchased Allison Park, there is the potential of severing and selling the land we do not require. Allison is approximately 3.5 acres. - Lindsay Ford, Minutes of the A.R.C. Meeting 25/09/2012

Not necessary to purchase Allison Park, however, it would be a tight site without the purchase. In order to make the decision of whether to purchase Allison Park, the Board would have to look at the cost and whether it would be beneficial. - Lindsay Ford, Minutes of the A.R.C. Meeting 25/09/2012

Is Lincoln Avenue Fiscally Responsible?

Key assumptions which are false:

- 1- The cost of purchasing Lincoln Avenue would be offset by the sale of St. Anne.
- 2- The cost to renovate Lincoln Avenue and the cost to build an addition to St. Anne is similar.
- 3-Renewal Costs for Lincoln Avenue are unknown.
 - Final Report of the ARC

1- The cost of purchasing Lincoln Avenue would be offset by the sale of St. Anne.

Assuming both equal renewal and construction costs, the land value must be equal for a responsible trade.

However, the WRDSB places a 50% premium* on Alison Park's property, although it is smaller.

Lincoln is valued at \$600K Alison at \$900K

-WRDSB S.E.Galt ARC 2009

These figures were never presented to our ARC.

*Note that Lincoln Ave. is in the boundary of the Heritage Association which has reported citizens' concerns about the redevelopment of this site.

2- The cost to renovate Lincoln Avenue and the cost to build an addition to St. Anne is similar.

St. Anne was built in 1965 with one recent addition of a gym, a community centre, and six classrooms.

Lincoln Ave. was built in 1945 with additions built on to it in 1958, 1965, 1967 and again in 1981. Such projects often incur unexpected expenses.

Teachers have suggested that "everything needs to be lowered; water fountains, whiteboards, coat hooks, shelving, toilets and sinks. Furthermore, 2 kindergarten classrooms would not suffice, St. Anne already has 2, St Ambrose has 3, + St. Francis and the downtown."

-These were not in the budget presented.

3-Renewal Costs for Lincoln Avenue are unknown.

According to the WRDSB ARC in 2008
5-Year Renewal Costs were \$3.5 Million.

-WRDSB S.E.Galt ARC 2009

It was then slated for demolition so now
5-Year Renewal Costs will be much more.

St. Anne's Renewal Costs are <\$1 Million.

St. Anne is the Responsible Choice

1- The cost of purchasing Lincoln Avenue should NOT be offset by the sale of St. Anne.
It's not a good trade.

2- The cost to renovate Lincoln Avenue and the cost to build an addition to St. Anne is NOT similar.
Lincoln is far more likely to cost much more.

3-Renewal Costs for Lincoln Avenue are NOT unknown.
They were at least \$2.5M more five years ago.

None of these figures were brought to the committee.

Is Lincoln Ave. the preferred option?

The site contains slopes and a woodlot which limits the usability of the playground .-Final Report

However,

"Lincoln Ave. playground suffers from ponding lasting more than 48 hours."

<http://www.wrdsb.ca/planning/files/2012/04/Lincoln-Avenue-PS-Valuation.pdf>

Flat open school grounds provide uninteresting outdoor learning environments for students and also put them at risk from exposure to the harmful effects of wind and sun. It has been found that the flat, open design of school grounds promotes negative behaviour due to boredom, bullying and chasing, and results in more falls and injuries.

-Codes and Safety Standards - Toyota Evergreen Foundation

"Furthermore, the site is not laid out in an efficient manner and the parking and drop-off areas take up a substantial portion of the site, whereas Lincoln follows the edge of the property." -Final Report

St. Anne also follows the edge of the property, and it has a circular driveway, which is perhaps slightly inefficient but is safer to use than backing up in their parking lot or parking on the street. This is what is done at Lincoln Ave. **which does not even have a pick-up and drop-off location.**

<http://www.wrdsb.ca/planning/files/2012/04/Lincoln-Avenue-PS-Valuation.pdf>

St. Anne's setting is more natural, attractive, motivating, spiritually inspiring. The air from the one acre wood-lot is healthy and cooling. The hills are also healthy and fun to play on.

St. Anne



Lincoln Ave.



Lincoln also lacks St. Anne's baseball diamond, basketball court and separate kindergarten yard.

Is Lincoln Ave. the preferred option?

"Lincoln Avenue building would offer a new start for everyone." -Final Report

However,

A survey was conducted of St. Ambrose's parents which indicated that they preferred that their children attend St. Anne rather than to Lincoln. Also, a majority of comments were in support of keeping St. Anne open. More parents from St. Anne attended our last public consultation, and our last public meeting, than any other group of parents. They presented a petition and even rallied on the street in front of our meeting. In contrast, when the WRDSB held their own ARC in which they determined to close Lincoln Ave. not one comment was heard in opposition to it, their report notes.

<http://www.wrdsb.ca/planning/files/2012/04/SEGaltAccommReview.pdf>

Under Issues Raised: "Students proposed to attend Lincoln Avenue P.S. will be getting an older facility while students in the south end will be getting new schools." -Final Report

Please consider whether this is "fair for everyone":

Holy Spirit - New in 2001 an addition in 2005 and now another new addition is being proposed.

St. Vincent - The estimated cost of the renovation and major addition is only slightly less than the cost to build a new school. From a long term perspective, it may make sense to rebuild the entire school rather than adding a permanent addition to a non-permanent school. - Final Report

S.E. Galt New School - New school adjacent to a new Cambridge Library

In stark contrast is Lincoln Avenue - 1945 Slated for demolition.

St. Anne is the only viable, fiscally responsible and preferred option.

I urge you to reject the recommendation to purchase Lincoln Ave. and to examine the feasibility of building at St. Anne and also of purchasing the Alison Park school property.
Thank you for your time, and Merry Christmas!

Appendix A - A Boom Downtown

Recently Completed (after 2010)

Main and Wellington Sts. 2-Four story buildings (approx. 300 units)

Harris Grosvenor Whitehall Lanes. (84 Units)

Ainslie and Main Sts. (approx. 60 Units)

170 Water Street North, Waterscape Building I (115 units)

Total **559** Units

In Development

150 Water Street North, Waterscape Building II (115 units)

155 Water Street South, Options for Homes, 2 buildings 7-9 storeys, (182 units)

125-129 Water Street N. corner of Simcoe St. and Water St. (8 units)

27 & 31 Cambridge Street, 4 storey building, (19 units)

Total **324** Units

CONTINUED ON PAGE 2

Appendix A - Boom Downtown Pg.2

Recent Brownspace Projects

79 Spruce St., Spruce Garden Lofts, former George Hancock Textile Factory (24 Units)

26 Ainslie St. S., Heartwood Place, former Cambridge Reporter – 2012 (66 Units)

25 Concession at Water St., 19th century factory – 2011 (49 Units)

35 Water St. N. Tiger Brand Knitting Co. – 2008 (54 Units)

150 Water St. S. historic building known as Southbridge (approx. 6 Units)

36 Water St. S. historic building (approx. 20 Units)

Total **218** Units

Proposed Brownspace Projects

Shade & Kerr Streets, numerous proposals submitted over a number of years (100 units)

Galtaco foundry, land area .934 ha. @250 u/ha would equal (233 units)

The smaller site at 50 Kerr St. has an area of .64 ha @250 ha would result in (160 units)

55 Kerr St. corner of Beverly St. former Galt Chemical Co. building (12 units)

Total **505** Units

Waterloo Catholic District School Board

MOVED BY: Anthony Piscitelli

SECONDED BY:

TOPIC: **Audit Committee**

WHEREAS: the Audit Committee's role is to aid the Board of Trustees in decision making; and

WHEREAS: non-Board members Audit Committee members provide financial expertise and credentials that are not always among the elected Trustees; and

WHEREAS: Audit Committees should be independent of management and seen to be independent of management; and

WHEREAS: the Ministry of Education has the power to amend Education Act Regulations.

THEREFORE BE IT RESOLVED THAT:

OCSTA petition the Ministry of Education to amend Ontario Regulation 361/10 Audit Committees to provide school boards the option to have three members of the audit committee who are not trustees;

OCSTA petition the Ministry of Education to amend Ontario Regulation 361/10 Audit Committees to increase the number of Trustees on selection committees from one to three;

OCSTA petition the Ministry of Education to amend Ontario Regulation 361/10 Audit Committees to allow non-trustees members of the audit committee to chair the audit committee.

Number: II 005
Subject: Consultation

Approval Date: September 29, 2008
Effective Date: September 29, 2008
Revised: May 31, 2010, February 28, 2011

Policy Statement:

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.

1. The Board of Trustees and associated advisory committees will confirm that meaningful consultation occurs on matters of importance that affect the WCDSB. Matters of importance shall include but not be limited to:
 - a. Establishment or amendment of Board policies affecting one or more groups.
 - b. Matters which specifically require a board decision.
2. Consultation may be formal or informal.
3. All consultations will provide feedback to participant groups/individuals



REPORT

Date: December 17, 2012
To: Board of Trustees
From: Director of Education
Subject: 2012-2013 Revised Estimates

Type of Report:

- Decision-Making
- Monitoring
- Incidental Information

Type of Information:

- Information for Decision Making
- Monitoring Information
- Information Only

Origin:

School boards in Ontario prepare 2 budgets each school year. The first budget, called the Estimates is prepared and approved each June based on a projection of enrolment and attendant revenue. The second budget is prepared in December, shortly after an official enrolment count date (October 31st). This second budget is called the Revised Estimates. Actual enrolment numbers are used to recalculate revenues, and expenditures are updated for known changes. The budget is rebalanced and submitted to the Ministry for their records. The Revised Estimates are not normally approved by the Trustees. This year, because of the implementation of Bill115 "Putting Students First Act", and the number of changes that could have come out of the legislation, the Ministry of Education has asked that Trustees approved the changes made to the June budget. This report outlines the changes made to the June budget and contains a necessary motion to formalize the approval of the same.

Policy Statement:

N/A

Background/Comments:

The following chart summarizes our changes to enrolment, the primary driver of revenues:

	Elementary	Secondary	Total
6/30/2012	13,501.0	6,537.0	20,038.0
10/31/2012	13,431.0	6,577.5	20,008.5
Variance	(70.0)	40.5	(29.5)

While the change in secondary enrolment was favourable, the Budgetary Advisory Committee was hoping for upside on the elementary enrolment figure that they approved. Actual registrations were used as the basis for the projection which was believed to be extremely conservative. The school board is now not meeting even actual registration numbers. The loss in enrolment has created a revenue pressure, and to compound the problem, teaching staff were required to support the additional students in secondary. There have been some positive developments in the budget, the most obvious one being an increase in the number of international students attending our programs. This revenue increase is noted below, along with details on the other changes made to the budget.

Change	Rationale
\$ 450,000	Additional revenue from international students
250,000	Facility Services – Removal of storm water fees from budget
245,000	Facility Services reductions – contracts, deferral of staffing open positions
181,000	Allocation of existing staff to EPO grants
100,000	Reductions to benefit premiums
134,000	Program reductions
35,000	Removal of annual fee for Student Achieve software
(370,000)	Net change to GSN – enrolment, transportation changes
(330,000)	Secondary teachers due to PTR requirements
(280,000)	Additional ESL sections for International students
(163,000)	Planning time teachers
(130,000)	Change in continuing education forecast
(52,000)	CUPE staff – collective agreement staffing ratios
(50,000)	Allowance for HR contracts
(20,000)	Bill 115 implementation – overtime, temporary help
\$ 0	

Recommendations:

That the Board of Trustees approves the changes made to the June 2012 Estimates budget.

Prepared/Reviewed By:

Larry Clifford
Director of Education

Shesh Maharaj
Superintendent of Corporate Services and Treasurer

Laura Isaac
Senior Manager, Financial Services

*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: December 17, 2012
To: Board of Trustees
From: Director of Education
Subject: 2013-2014 Budget Consultation Plan

Type of Report: Decision-Making
 Monitoring
 Incidental Information

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

Origin:

In order for the Board to meet Ministry deadlines for budget submission annually in June, the staff must carefully plan the timing of the budget preparation and approval process. Board Executive Limitation IV007 dictates criteria to which staff must adhere in the preparation, planning and presentation of the budget. Budget planning typically commences in January and concludes with the presentation of the budget to the Trustees in early June. Administration requires an approved budget by the end of June in order to file the budget with the Ministry on time.

Policy Statement:

Board Policy IV 007 "Financial Planning/Budgeting"

"The CEO shall not...

1. Develop a budget without conducting a formal process for soliciting input on the needs and priorities of the system
5. Present a budget that has not met the criteria of timely, open, two-way sharing, and allowing sufficient time for decision-making

Background/Comments:

In the past, the Board has engaged in stakeholder surveys in order to determine how, who and when the upcoming budget consultation should take place.

For the 2012-2013 budget, the following 4 phases of consultation occurred:

1. Trustee and Stakeholder Consultation

- **Purpose:** to ensure that Trustees and stakeholders would agree on the consultation process
- Stakeholders consisted of:
 - i. Elementary & Secondary Administrators
 - ii. Senior Administrative staff
 - iii. PIC, SEAC committee members
 - iv. Parent council representatives
 - v. Union and employee group representatives
- **February 21st** : Initial meeting with Trustees to formally approve the public consultation process for consulting on the upcoming budget
- **February 22nd – March 20th**: Consultation on consultation questionnaire open
 - i. Appendix A: questionnaire sent to Stakeholders
 - ii. Appendix B: results of questionnaire

2. Development of Public Consultation Survey

- **March 22nd**: Final public consultation questions, audience & methods approved by Budget Advisory Committee (BAC) based on results of first consultation process:
 - i. Online survey only for 2012-2013
 - ii. Small stakeholder groups were identified as important but not feasible
 - iii. Targeted questions posed by budget holders to ensure that stakeholder input could reasonably be incorporated into budget

3. Public Budget Consultation Survey

- **March 26th – April 10th**: Consultation survey open to all stakeholders

4. Analysis of Results

- **April 12th**: Results distributed to budget holders

Beyond consultation, the Budget Advisory Committee (BAC) met to discuss timely budget items. The composition and meeting dates were as follows:

Committee Members	Meeting dates
Director of Education	August 31, 2011
Chief Financial Officer	October 26, 2011
2 Superintendents of Learning	November 30, 2011
Senior Manager, Finance	February 1, 2012
Senior Manager, Facility Services	March 22, 2012
Chief Information Officer	April 4, 2012
Executive Officer of Human Resources	May 3, 2012
2 Trustees	May 23, 2012
2 Elementary Principals	
Secondary Principal	

The budget was presented to the Trustees: **June 5, 2012**
 The required Trustee deliberation period: **June 5 – 24, 2012**
 Budget formal approval: **June 25, 2012**

Proposal for 2013-2014 Budget Consultation:

The feedback from the prior year's 'Consultation on Consultation' is still valid. Stakeholders prefer an on-line survey and if necessary, small focus groups. On October 29th, a Trustee indicated a desire for more opportunities to connect with parents on the budget. Accordingly, the following is proposed:

1. Development of budget consultation survey
 - Engage budget holders **mid-January** to pre-determine questions for survey
2. BAC finalization of budget consultation questions and methods: **February 11-15, 2013**
3. Public budget consultation survey
 - Online questionnaire open **February 18 – March 18, 2013**
 - Other consultation to occur as determined by BAC or at the direction of Trustees (small groups)
4. Analysis of Results
 - **March 20, 2013**: distribution of survey results to budget holders
 - **April 5, 2013**: budget holder indication of incorporation of results into budget

Budget Advisory Committee

- Meetings to commence mid-January
- Group composition:
 - Director of Education
 - Associate Director of Education
 - Chief Financial Officer
 - Senior Manager, Financial Services
 - Senior Manager, Facility Services
 - Executive Officer of Human Resources
 - Chief Information Officer
 - 4 Trustees
 - 2 Elementary Administrators
 - 2 Secondary Administrators
 - 1 Educational Assistant or School Administrative Assistant
 - 2 Teachers
 - 1 Custodian or Maintenance Worker
 - 4 Parents

Other tentative steps:

- Provide BAC with updates as follows:
 - Provide an overview of budget process to BAC members (January)
 - Receive feedback from BAC on budget process or areas to be reviewed (January)
 - Projections of enrolment and revenue (February) for discussion
 - Identification of areas under review based on initial projections (February)
 - New positions requested and current staffing allocation (March)
 - Planning Assumptions (March)
 - GSN announcement highlights (April)
 - Consultation Survey updates and results (April)
 - Enrolment determination (April)
 - Challenges faced (May)
 - Budget risks (May)
 - Initial Revenue Estimation (April)
 - Initial Expense Determination (April)
 - Over/under budget (May)
- Report back to the full Board as directed by BAC on areas that need to be highlighted during the budget development phase, minimally monthly starting in March 2013.
- Formal budget presentation: **June 3, 2013**
- Budget deliberation period: **June 4 – 23, 2013**
- Budget approval: **June 24, 2013**
- Ministry submission: **June 28, 2013**

Recommendations:

That the Board of Trustees approves the above noted methods of consultation, the composition of the Budget Advisory Committee, and the proposed budget timelines set forth in this report.

Prepared/Reviewed By: Larry Clifford
Director of Education

Shesh Maharaj
Superintendent of Corporate Services and Treasurer

Laura Isaac
Senior Manager, Financial Services

*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."

Appendix A: Initial Stakeholder Consultation

Budget Consultation Input

If it is determined that a consultation of stakeholders is appropriate:

Who should be consulted?	How would you like us to consult?
<ul style="list-style-type: none"> <input type="checkbox"/> Parents <input type="checkbox"/> Students <input type="checkbox"/> Employees (teachers/support staff) <input type="checkbox"/> Principals & VP's <input type="checkbox"/> Trustees <input type="checkbox"/> Senior Management <input type="checkbox"/> Community members <input type="checkbox"/> General public <input type="checkbox"/> Other: _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> Online survey <input type="checkbox"/> Public consultations <ul style="list-style-type: none"> o If so how many? __ <input type="checkbox"/> Small stakeholder groups <input type="checkbox"/> Information bulletin sent home with students <input type="checkbox"/> Other: _____

What feedback do you would like us to solicit from Stakeholders during the survey?

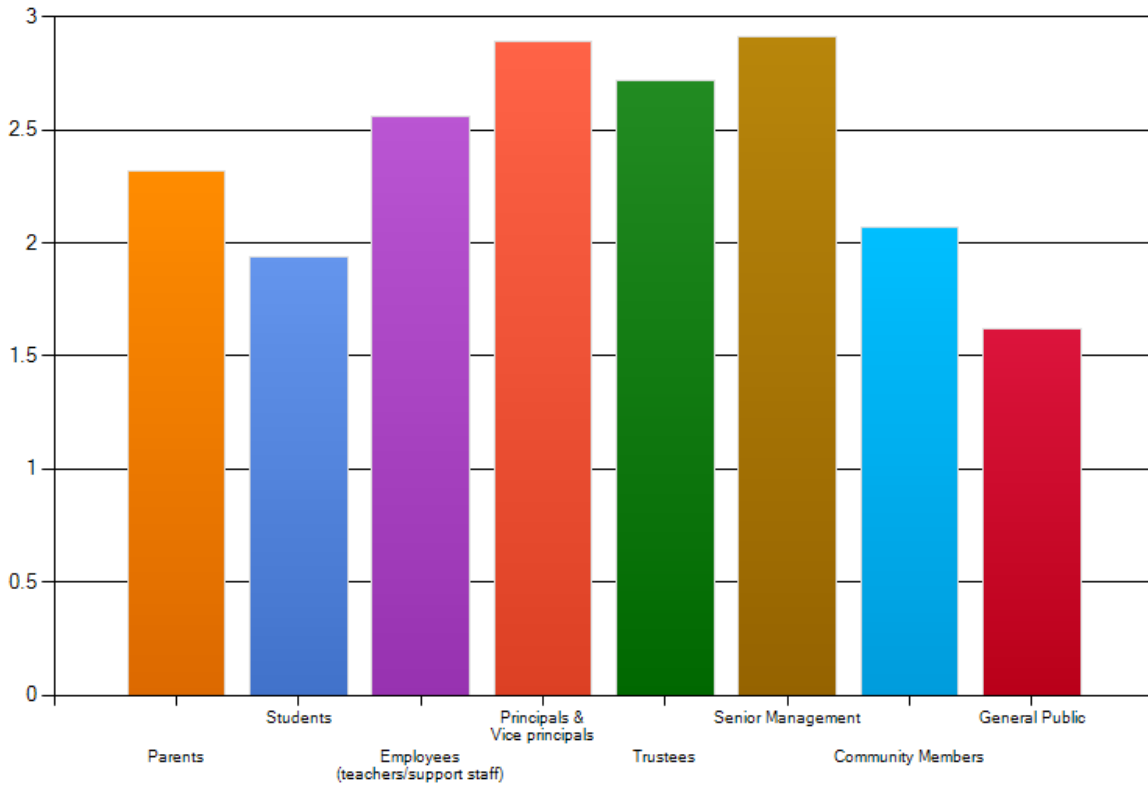
1. _____
2. _____
3. _____
4. _____
5. _____

Please indicate at least 3 specific questions that you feel should be asked in the online survey?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Appendix B: Initial Stakeholder Consultation Results

Please indicate the importance of who the Board should consult with regarding the budget?



What do you feel is the most effective method to consult with stakeholders?

