### Committee of the Whole Meeting

**Date:** January 21, 2013  
**Time:** 6:00 p.m.  
*Committee of the Whole In Camera, if necessary, will precede or follow the Board Meeting, as appropriate.*  
**Location:** St. Louis Adult Learning and Continuing Education, 80 Young Street, Kitchener, ON

#### Attendees:
- **Board of Trustees:** Joyce Anderson, Wayne Buchholtz, Manuel da Silva (Chair), 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

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<thead>
<tr>
<th>ITEM</th>
<th>Who</th>
<th>Agenda Section</th>
<th>Method &amp; Outcome</th>
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<tr>
<td><strong>1. Call to Order</strong></td>
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<tr>
<td>1.1 Opening Prayer &amp; Memorials</td>
<td>Board Chair</td>
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<td>1.2 Approval of Agenda</td>
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<td>1.3 Declaration of Pecuniary Interest</td>
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<td>1.3.1 From the current meeting</td>
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<td>1.3.2 From a previous public or in-camera meeting</td>
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<td><strong>2. Consent Agenda: Director of Education</strong></td>
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<td>(e.g.: operational matters from the Ministry of Education that the Board is required to do; update on the system)</td>
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<td>2.1 <em>Accessibility for Ontarians with Disabilities Act</em></td>
<td>Trustees</td>
<td>pp. 1-4</td>
<td>Approval</td>
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<td>ITEM</td>
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<td>3. Consent Agenda: Board (Minutes of meetings)</td>
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<td>3.1 Approval of Minutes of Regular and Special Meetings</td>
<td>Trustees</td>
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<tr>
<td>3.1.1 Minutes of Meeting of November 19, 2012</td>
<td></td>
<td>pp. 5-8</td>
<td>Information</td>
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<td>4. Delegations:</td>
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<td>4.1 Southeast Galt Accommodation Options</td>
<td>Lindsay Ford</td>
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<td>Information</td>
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<td>4.2 Southeast Galt ARC delegations</td>
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<td>4.1.1 Michael Nie</td>
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<td>pp. 9</td>
<td>Information</td>
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<td>4.1.2 Diane Da Silva</td>
<td>Derek Haime</td>
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<td>Information</td>
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<td>4.1.3 School Council – St. Anne</td>
<td>David DeSantis</td>
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<td>Information</td>
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<td>4.3 International Exchange Program</td>
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<td>4.4 SpeakUp Projects</td>
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<td>5. Ownership Linkage (Communication with the External Environment related to Board’s Annual Agenda; ownership communication)</td>
<td>Trustees</td>
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<td>Discussion</td>
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<td>5.1 Catherine Fife, MPP Visit</td>
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<td>6. Reports from Board Committees/Task Forces</td>
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<td>6.1 Ends Statement Planning Team</td>
<td>Trustees</td>
<td>p. 35</td>
<td>Discussion</td>
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<td>7. Board Education (at the request of the Board)</td>
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<td>8. Policy Discussion (Based on Annual Plan of Board Work)</td>
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<td>9. Assurance of Successful Board Performance</td>
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<td>10. Assurance of Successful Director of Education Performance</td>
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<td>10.1 Monitoring Reports &amp; Vote on Compliance</td>
<td>Anthony Piscitelli</td>
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<td>Discussion</td>
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<td>10.1.1 External Monitoring of Treatment of Staff</td>
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<td>10.2 Advice from the CEO</td>
<td>Larry Clifford</td>
<td>pp. 36-40</td>
<td>Information</td>
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<td>10.2.1 Four Pillars</td>
<td>Shesh Maharaj</td>
<td>pp. 41</td>
<td>Approval</td>
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<td>10.2.2 Budget Development 2014</td>
<td>Larry Clifford</td>
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<td>10.2.3 Student Leadership Conference</td>
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<td>11. Potential Agenda Items</td>
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<td>12. Announcements</td>
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<td>12.1 The following reports are posted on the Board web page:</td>
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<td><a href="http://www.wcdsb.ca">www.wcdsb.ca</a></td>
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<td>a) Minutes of SEAC Meeting of</td>
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<td>b) Minutes of Parent Involvement Committee Meeting of</td>
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<td>12.2 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):</td>
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<td>13. Items for the Next Meeting Agenda</td>
<td>Trustees</td>
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</table>
O Risen Lord, you have entrusted us with the responsibility to help form a new generation of disciples and apostles through the gift of our Catholic schools.

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

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

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

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

Amen

Rev. Charlie Fedy, CR and the Board of Trustees, 2010
Date: January 21, 2013
To: Board of Trustees
From: Director of Education
Subject: Compliance with Accessibility for Ontarians with Disabilities Act

Type of Report: □ Decision-Making
□ Monitoring
X Incidental Information

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

Origin:
Ontarians with Disabilities Act, 2001
Accessibility for Ontarians with Disabilities Act, 2005
Ontario Regulation 429/07 – Customer Service Accessibility Standard
Ontario Regulation 191/11 – Integrated Accessibility Standards
WCDSB Mission: "As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God's world".
WCDSB Vision: "Our Catholic schools: Heart of the community – success for each; a place for all".
Board Policy IV 002 – Treatment of the Public

Policy Statement:

It is the policy of the Waterloo Catholic District School Board to provide an environment in all of its facilities that fosters independence, dignity and respect. The WCDSB is committed to providing services that are free of barriers and biases to our students, parents/guardians, the public and our staff. We strive to ensure that the principle of equity of opportunity is reflected and valued in our learning and working environments. Our conduct will demonstrate our belief in the strength that diversity brings to our communities and the appropriate training will be provided to ensure all staff who deal with members of the public or other third parties and every person who participates in developing the policies, practices and procedures governing the provision of goods or services to members of the public or other third parties complete accessibility training.

We are committed to ensuring that people with disabilities have the same opportunity of access to our services in a similar way as these services are available to all others we serve. We are committed to meeting, in a timely manner, the accessibility needs of people with disabilities in the provision of services including those related to information and communication, employment, and student transportation.

Background/Comments:

Under the Accessibility for Ontarians with Disabilities Act, 2005, the government is developing five accessibility standards to break down barriers for people with disabilities in important areas of everyday life. The new Integrated Accessibility Regulation combines three of those standards (for employment, transportation, and information and communications) into one regulation. The customer service standard has already been implemented and the built
environment standard is pending.

In September, 2012, the WCDSB was the subject of an AODA compliance audit – the affirmative result of which is attached to this report.

In January, 2013, the WCDSB met its requirement to complete and publish the following documents:

Multi-year Accessibility Plan (2012-2017)
Integrated Accessibility Standard
Accessible Information & Communication Standard
Accessible Employment Standard
Accessible Student Transportation Standard

The documents are posted on-line at: http://www.wcdsb.ca/accessibility/index.html

**Recommendation:**
This report is provided as information.

**Prepared/Reviewed By:**

Larry Clifford
Director of Education

John Shewchuk
Chief Managing Officer

*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."
January 8, 2013

Mr. John Shewchuk
Waterloo Catholic District School Board
Catholic Education Centre, UNIT 1 35 Weber St W
Kitchener, ON N2G 4G2

Reference #: 1611312 (please quote on any correspondence)

Dear Mr. John Shewchuk:

RE: File Review – Accessibility for Ontarians with Disabilities Act, 2005

Thank you for providing the information requested in our previous correspondence dated September 24, 2012. We have completed our file review and are satisfied with the information provided. We will not be requesting any further information at this time. This letter therefore concludes our file review process.

We would like to take this opportunity to thank you for helping to make Ontario accessible and notify you of the following:

- It is recommended that your organization amend your accessibility policy to specify that every person who deals with the members of the public or other third parties and every person who participates in developing the policies, practices and procedures governing the provision of goods or services to members of the public or other third parties be required to complete accessibility training. Also, consider including a summary of your training content in your accessibility policy.
• All designated public sector organizations will be required to file an accessibility report in 2013. Reporting opens on January 1. For details on how to file your report, please visit www.ontario.ca/accesson in early 2013.

• E-Wizard is a compliance tool to help organizations such as yours, learn about your responsibilities and get the information you need. You or a member of your organization will simply have to answer a few questions and the tool will tell you which requirements you would have to meet and by when. The tool is located at https://www.appacats.mcgs.gov.on.ca/eadvisor/.

If you have any further questions or concerns regarding accessibility or future requirements, please contact Service Ontario at 1-866-515-2025.

Sincerely,

Alfred Spencer
Director
Outreach and Compliance Branch
Accessibility Directorate of Ontario

cc: Mr. Larry Clifford
Committee of the Whole Meeting

A public meeting of the Committee of the Whole was held on Monday, November 19, 2012 at Monsignor Doyle C.S.S.

**Trustees Present:**
Joyce Anderson; Wayne Buchholtz; Manuel da Silva (Chair); Janek Jagiellowicz; Frank Johnson; Anthony Piscitelli; Wendy Price; 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:**
Peter Reitmeier; Maria Ivankovic; John Shewchuk; Fr. Fred Scinto

**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.

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1. **Call to Order:**
The Chair of the Board called the meeting to order at 6:10 p.m.

1.1 **Opening Prayer & Memorials**
The opening prayer was led by F. Johnson, Board Pastoral Team. Intentions were offered for W. Price’s grandson, Henry Gade, a friend of J. Anderson whose grandson passed away and for M. da Silva’s cousin whose parent passed away.

1.2 **Approval of Agenda**
Add Item 7.2 Leadership
2012-156 -- It was moved by W. Price and seconded by F. Johnson: THAT the agenda for November 19, 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 meeting of October 15, 2012
2012-157 -- 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

4.1 Dr. Katherine Bergman, President, St. Jerome’s University
L. Clifford introduced Dr. Katherine Bergman, President of St. Jerome’s University. K. Bergman was a graduate of our system and is pleased to meet the trustees and work with our Director of Education. St. Jerome’s University is the only Catholic university in the Diocese. The Partnership agreement recently signed recognizes the role of families, parish and school in educating people in the Catholic Christian faith and promoting Catholic education as a lifelong process from kindergarten to university. She advised that leadership development in elementary and secondary is one of the initiatives.

4.2 Special Education Advisory Committee (SEAC)
R. Boisvert introduced Rhonda Ruetz, chair of SEAC and John Spinak. J. Spinak, representing Family & Children’s Services on SEAC, provided background on the roles and responsibilities of SEAC. Membership includes trustees, senior staff and local associations appointed by the Trustees for a four year term. Sections of the Special Education Plan are discussed at each monthly meeting and there are presentations from various departments in the Board.

4.3 Monsignor Doyle – Student successes
Chris Woodcroft, principal, spoke of the successes of students at Monsignor Doyle C.S.S.:
- Overall beliefs – heart of the community, instil hope, strive to see success, building God’s kingdom;
- Every student is a child of God;
- 90% of the students obtain eight credits by end of grade 9 – a good indicator for graduation success;
- EQAO results were good;
- School improvement plans key areas – literacy, numeracy and pathways. Added a healthy schools pillar;
- School community culture that is caring;
- Crisis fund for marginalized students;
- Communication between parents and staff is by-weekly and by e-newsletter;
- Safe schools committee – leaning toward restorative justice;
- Healthy schools to improve overall health;
- Speakup grants to hear student voice;
- Transition meetings, link crew (mentorship), seven up day, day in the life tour;
- Full time student success centre, truancy intervention program, progressive discipline approach, supportive co-op program, home build program, integrated art program, alternative program – connection with St. Don Bosco, use of SALS;

Monsignor Doyle is all about our students and staff.

The meeting recessed at 7:30 pm
The meeting resumed at 7:36 pm

4.4 34 Credits Plus
D. DeSantis advised students are staying in school to take additional credits beyond the required 30 for their Ontario Secondary School Diploma. Funding for credits above 34 is funded at a Continuing Education rate. D. DeSantis to bring back data on the number of students and associated costs to December 17th Board of Trustees’ meeting.

5 Ownership Linkage (Communication with the External Environment)

6 Actions From Board Committees/Task Forces

7 Board Education (at the request of the Board)

7.1 OCSTA AGM Resolutions
A. Piscitelli will draft a resolution regarding three external members to sit on the Audit committee. M. da Silva will email trustees for assistance in drafting two resolutions on the need for differentiated staffing and loss of full funding for students taking additional credits above 34.

7.2 Leadership
M. da Silva advised the annual election of the Chair/Vice-chair is December 3rd. Trustees did not have any concerns.

8. Policy Discussion
9. Assurance of Successful Board Performance
   9.1 Communication on Behalf of the Board
   Trustees received an information package to be used when communicating with associations.

10. Assurance of Successful Director of Education Performance
   10.1 Monitoring Reports & Vote on Compliance

   10.2 Advice from the CEO

   10.2.1 Four Pillars
   L. Clifford reported on the four pillars.

   Catholicy:
   - Amalgamation of Catholic to Catholic. Minister of Education has unilateral power to act on amalgamation.
   - Invitation letters to MPPs have been sent. No formal responses received to date.

   Student achievement:
   - Suspension appeal
   - Expulsion panel

   Quality:
   - Superintendent school visits focus on student achievement and EQAO results
   - Linkages committee – J. Shewchuk to sit on committee
   - Principal retreat
   - Trustee retreat. L. Clifford to confirm date/facility

   Site Improvement:
   - Renaming of schools – positive coverage with St. Kateri Tekakwitha
   - Accommodation Review Committee final report presented Nov 26th.

   10.2.2 Director's Annual Report – Trustee Input
   L. Clifford presented a list of potential topics for the Director’s Annual Report. Trustees requested to email their input before Nov 30th.

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

13. Items for the Next Meeting Agenda/Pending Items
   13.1 Items for the Next Meeting Agenda
       None

   13.2 Pending Items:
       Mental Health Initiative presentation
       Board Policy IV 003 Treatment of Students – values and worries

   The Recording Secretary confirmed the meeting decisions.
15. Motion to Adjourn

2012-158-- It was moved by G. Reitzel and seconded by J. Jagiellowicz:
THAT the meeting be now adjourned.
The meeting was adjourned by consensus at 8:37 p.m.

Chair of the Board

Secretary
Presentation to keep St. Anne Catholic School Open

Spokesperson:

Diane Da Silva – chair of St. Anne School Council and parent of 3 students at St. Anne

I am here for one thing only, and that is for the beset interest of our kids. My name is Diane Da Silva I am a mother of 3 at St. Anne. I am the chair our school council and served on the ARC committee. I am here representing myself and other parents in our community. Although I did serve on the ARC committee I joined later in the process and was not able to vote. Therefore there was only 1 person voting from the St. Anne School community.

I would like to start by saying that I do understand why the ARC committee forms and comes together and evaluated out small school and restructures them. However what I don’t understand is that we have a school like St. Anne Catholic School that already has Bright Links, little toilets and water fountains for younger students. It also has beautiful green land, trees and scenery four our students to enjoy and take in.

We have more than enough potential for expansion with the availability of Alison Park land adjacent to St. Anne. But yet we want to purchase Lincoln Public School a school that was deemed for closure and is landlocked. It was not good enough for the students in the public board so why is it good enough for my children?

As a member of the community I have heard from former students of Lincoln and parents of students about issues of mold, students “tired of having buckets in their classroom from the dripping ceiling”.

I know that St. Anne’s is a better choice!

I would like to thank all of the people that have dedicated their time and energy to the review process. From the Board Staff and trustees; staff and volunteers from each of the schools involved, to the parents and community members who came together to speak out their communities. If anything the review was a vehicle to bring the community together. We all know that connected communities are safer and healthier communities.

We envision great things to come from this process, especially becoming an even stronger unified community as a result. We want you to know that we be honoured to welcome the St. Francis and St.Ambrose school communities to St. Anne.

Thank you very much for your time and for your consideration before you cast your vote next week.
St. Anne Catholic School

The better option.
Our focus is the value to the students and the key factors that make an addition to St. Anne’s the better option for students!
“The school’s value to the student takes priority over the other considerations about the school.”

Ministry of Education
Pupil Accommodation Review Guideline
Value to the Student

• The learning environment
• The ability of the schools physical space to support students
• The ability of the schools grounds to support healthy physical activity and extra curricular activities
• Safety of the school
The learning environment

• Bright classrooms
• Designed for all grades (height of whiteboards, low shelves)
• Great views of trees
• Quiet neighbourhood
• Technology installed
• Outdoor learning opportunities
The ability of the schools’ physical space to support students

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<tr>
<th>St. Anne</th>
<th>Lincoln</th>
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<tr>
<td>built in 1965</td>
<td>Built in 1946</td>
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<tr>
<td>Potential Renewal Costs in the next 5 years</td>
<td>Estimated renewal costs from The Southeast Galt Elementary Schools Pupil Accommodation Review in 2009: $3,438,701</td>
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<td>$ 626 000</td>
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<tr>
<td>Newer addition – 1998 (includes Alison Neighbourhood Community Centre, new gym)</td>
<td>4 separate additions to create specialized classroom for students in grades 7-8</td>
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<tr>
<td>Already a K-8 school</td>
<td>A senior public school</td>
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The ability of the schools grounds to support healthy physical activity and extra curricular activities.
Our connected community helps make it a safer and healthier one.
Soper Park is only 1 block away!
“It has been found that flat, open design of school grounds promoted negative behavior due to boredom, bullying and chasing, and results in more falls and injuries. “

From Toyota Evergreen Learning Grounds
In contrast, naturalized sites provide increased opportunities for imaginative play, learning and social opportunities, leading to a decrease in negative behaviour. “

From Toyota Evergreen Learning Grounds
St. Anne’s versus Lincoln, which is really the preferred option?

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<td>A senior public school</td>
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**St. Anne**

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<th>5.5 acres *potential to purchase the land that was formerly Alison Public School</th>
<th>4.48 acres (landlocked)</th>
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<td>Building Size 2598 m² (larger yard)</td>
<td>Building Size 4319.85 m² (means smaller yard size)</td>
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<td>Estimated costs for addition including 6 classrooms $2.5</td>
<td>Estimated costs for removing one addition and adding 4 classrooms <strong>only 2 Kindergarten classes</strong> (2 ELK currently at St. Anne, 3 ELK at St. Ambrose)</td>
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All information about Lincoln Public School was found in the WRDSB accommodation review on the website or on the WCDSB website as part of the Southeast Galt Accommodation Review.
Costs for Lincoln

• Renewal costs

• Addition (for only 2 kindergarten classes)

• Costs to facilitate safety and learning for students K-6

• Greening projects to create
DESCRIPTION

. Construction requirements:
  . New JK-Gr.8 school east of Dundas St.
  . Additions to Holy Spirit, St. Anne & St. Vincent de Paul.
  . St. Ambrose and St. Francis close.
  . Boundaries change for every school.

ENROLMENT PROJECTIONS

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<tr>
<th></th>
<th>Capacity</th>
<th>2011 TOTAL</th>
<th>2013 TOTAL</th>
<th>2014 TOTAL</th>
<th>2015 TOTAL</th>
<th>2016 TOTAL</th>
<th>2021 TOTAL</th>
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<tbody>
<tr>
<td>Holy Spirit</td>
<td>524</td>
<td>431</td>
<td>466</td>
<td>495</td>
<td>516</td>
<td>528</td>
<td>577</td>
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<tr>
<td>St. Ambrose</td>
<td>360</td>
<td>CLOSED</td>
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<td>443</td>
<td>452</td>
<td>537</td>
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<table>
<thead>
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<th>2011/12</th>
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<tr>
<td>Walkers</td>
<td>1091</td>
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<tr>
<td>Bussed</td>
<td>671</td>
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<tr>
<td>Affected</td>
<td>921</td>
</tr>
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Enrolment projections are estimates based on the number of students living in each boundary as of October 2011. Assumptions are made using the best available information at the time the projections were completed.
Final questions

• Can the extra costs associated with the renovations for Lincoln be justified for only 30 less bussed students?

• Are these 2 schools really equal?

• Can Lincoln Public really provide the greatest value to the students?
St. Anne Catholic School

The better option.
Ends Statement Planning Team Meeting

A meeting of the Ends Statement Planning Team was held on the 7th day of January, 2013 at 6:00 p.m.

Present:

Committee Members:
Wayne Buchholtz, Manuel Da Silva, Frank Johnson, Wendy Price

Administrative Officials:

Regrets:

Next Meeting: To be determined

1. **Welcome and Opening Prayer:**
   Meeting was called to order by W. Buchholtz at 6:00 p.m. Opening prayer was offered by W. Buchholtz.

2. **Purpose of the Meeting**
   The committee of the four people met and will submit to the Board the following:
   
   1. The Board will establish a task force to co-ordinate the work on the Ends statements.
   2. Plan will include a gap analysis of the present Ends and a discussion of the values and worries around the Ends as well as a discussion of how they reflect on why we exist.
   3. There will be a need for a facilitator to assist us in the initial process. The process to include the board and senior administration.
   4. Following this work and development of a revised set of Ends, consultation to be done with a wide range of stakeholders.
   5. Timelines suggested:
      1. Initial work by Board and staff by the end of June 2013.
      2. Consultation by Christmas 2013

3. **Adjournment**
   The meeting was adjourned.
Date: January 21, 2013

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:

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

The budget was presented to the Trustees:  

The required Trustee deliberation period:  

Budget formal approval:  

**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 at the end of January
- Group composition:
  - Director of Education
  - Associate Director of Education
  - Chief Financial Officer
  - Senior Manager, Financial Services
  - Executive Officer of Human Resources
  - 2 Trustees
  - 1 Elementary Administrator
  - 1 Secondary Administrator
  - 2 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)
  - Receipt of submissions/presentations from other stakeholders (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.”*
December 13, 2012

Dear Director of Education,

We are pleased to announce that the 7th Annual Culture of Life Student Leadership Conference for the 2012/2013 school year is planned for Friday, February 8, 2012. Once again, this year’s conference will be open to participants from the six Catholic School Boards in the Diocese of Hamilton.

The conference is being held at the Nicholas Mancini Centre in Hamilton. They have graciously offered to host this spectacular opportunity for Catholic students to collaborate with their peers from other schools and boards as they grow in their knowledge of the Life issues, relative to the value and dignity of the human person from conception to natural death.

This year’s keynote speaker is Reggie Littlejohn. Reggie is Founder and President of Women’s Rights Without Frontiers, an international coalition to expose and oppose forced abortion, gendercide and sexual slavery in China. An acclaimed international expert on China’s One Child Policy, she has testified six times at the United States Congress, twice at the European Parliament, and at the British and Irish Parliaments as well. She will be addressing the Canadian Parliament before coming to the conference to speak to our students on the topic of female gendercide. We are pleased that Bishop Crosby will close the conference by celebrating Mass with the students in the Cathedral of Christ the King.

The planning committee is comprised of representatives from the Halton and Hamilton-Wentworth CDSBs, as well as myself, the Director of the Diocesan Office for Family Ministry. The committee would like to invite nine students and one supervisor from each of your Catholic Secondary Schools to participate in this Catholic Leadership Conference. The cost per student is $20, with supervisors attending at no charge.

More details of the event will follow and these will be sent to the Religion and Family Life consultant in each Board. The conference day will begin at 9:30 am with an opening Liturgy and finish with Mass at 2 pm. You are welcome to attend any part of the day, or the entire conference if time will permit.

At this time, we invite your support of our ongoing efforts to further the work of John Paul II, who tirelessly reached out to youth with his challenge to "love life, serve life, protect life."

Please don’t hesitate to contact me (thartnett@hamiltondiocese.com or 905-528-7988 ext. 2250) for further information or clarification.

Yours sincerely,

Teresa Hartnett
Director Family Ministry
Diocese of Hamilton
Chair, Culture of Life Leadership Conference