

Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, March 18, 2013 at the Waterloo Region Catholic Education Centre.

Trustees Present:

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

Student Trustees Present:

Erin Jamieson; Carlos Valero

Administrative Officials Present:

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

Special Resources For The Meeting:

John Bigelow; Jason Connolly; Lindsay Ford

Regrets:

Maria Ivankovic; Fr. Fred Scinto, C.R.

Recorder:

Barb Pilsner, Executive Administrative Assistant

NOTE ON VOTING: Under Board by-law 5.7 all Board decisions made by consensus are deemed the equivalent of a unanimous vote. A consensus decision is therefore deemed to be a vote of 9-0. Under Board by-law 5.11 every Trustee "shall vote on all questions on which the Trustee is entitled to vote" and abstentions are not permitted.

1. Call to Order:

The Chair of the Board called the meeting to order at 6:02 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by M. da Silva. Intentions were offered for our new Pope Francis, two centenarians from Cambridge who passed away, a family involved in an accident over the weekend, and families travelling on our highways.

1.2 Approval of Agenda

Item 4.4 Accommodation Review Process is for information; add Items 7.1 OCSTA Regional Meeting Topics and 10.2.5 St. Boniface, Maryhill Update, Item 12.2 April 15th Committee of the Whole will be at Langs on Concession Drive **2013-63** -- It was *moved* by **M. da Silva** and *seconded* by **J. Anderson**:
THAT the agenda for March 18, 2013 as amended be now approved. --- Carried by consensus.

1.3 Declaration of Pecuniary Interest

- 1.3.1 From the current meeting – NIL
- 1.3.2 From a previous public or in-camera meeting – NIL

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

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

3.1 Approval of Minutes of Regular and Special Meetings

- 3.1.1 Minutes of Board meeting of February 25, 2013
2013-64 -- It was *moved* by **M. da Silva** and *seconded* by **J. Jagiellowicz**:

*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 P. Reitmeier presented the award to Jasper Podhornik, a student from St. David
- 4.1.2 J. Anderson presented the award to Laura Aguiar, a student from St. John

4.2 St. Agatha Boundary Change

4.2.1 Cathy Mallick

Cathy Mallick is the Chair of the school council and a mother of four. Communication stated senior administration can change boundaries where no/or few students are affected but she feels all students and the community are affected. She was concerned the decision was made without consultation or the opportunity for parents to discuss how the decision would affect them.

4.2.2 Connie Snoff

Connie Snoff is a parent of two children at St. Agatha and a member of school parent council. She spoke of the benefits to children who attended smaller schools. Before they moved to the area she was aware of the accommodation review and the decision to designate a new development area on Wilmot Line as a part of St. Agatha's boundary. She asked that the recent decision to re-designate this area to St. Nicholas be overturned.

4.2.3 Carl Hauck

Carl Hauck is a parent of two children who requested permission to continue attending St. Agatha when they moved out of boundary. He said every teacher knows all the students by name and they have the opportunity to walk to attend mass at St. Agatha church. He wanted to know why the decision was made without consultation from the families whose children attend St. Agatha.

4.2.4 Rosemary Kittel-McCormick

Rosemary Kittel-McCormick spoke on behalf of her family and the school community. She said there is a strong school/church relation where students have an opportunity to go to church for their religion classes and for Fr. Dan Lobsinger to come to school and teach them about their faith. She wants the community to have a voice in the decision.

4.2.5 Mary Ellen McCormick

Mary Ellen McCormick was a student at St. Agatha for 9 years and spoke about the support she received from teachers, the small class size and visits from the parish priest.

W. Buchholtz thanked the delegations and advised there will be a Special Board of Trustees meeting on Tuesday, April 2nd where trustees will make a decision to either support administrations' decision or ask administration to initiate an accommodation review.

The meeting recessed at 7:08 pm.

The meeting resumed at 7:16 pm.

4.3 Violence and Threat Risk Assessment and Intervention

Cathy McDonald-Reis is one of the school social workers and the Violence and Threat Assessment liaison. Violent risk assessment came to this board early 2000 and it was made a priority in 2010 to assess students when they make a threat to harm or harm other students or facilities. Kevin Cameron, an authority on threat risk assessment, began training our staff in 2008 in Level One. Our core team is now trained in Level Three and will continue the two day training in Level One. A pamphlet called Fair Notice is provided to every family in September telling parents about the process in our schools.

4.4 Accommodation Review Process

Lindsay Ford presented the revised Pupil Accommodation Review Process AP memo incorporating minor changes discussed at the February board meeting. The issue of delegations presenting on the night trustees make a decision was referred to Governance. J. Connolly spoke about conflict of interest and staff delegations. He advised this would be a board decision as there is no legislation governing this type of conflict of interest. Trustees in agreement staff should declare a conflict prior to making a delegation or completing comment sheets. Trustees discussed the process for changing boundaries and agreed to refer to Governance. Trustees will email suggested wording to G. Reitzel, Chair of the Governance committee.

5 Ownership Linkage (Communication with the External Environment)

6 Actions From Board Committees/Task Forces

6.1 Student Trustee Report

Under the Four Pillars:

E. Jamieson and C. Valero have not met with Council of Student presidents.

E. Jamieson reported on the Cambridge schools:

Catholicity: St. Benedict and Monsignor Doyle said prayers for our new pope. St. Benedict has a Lenten collection for Free the Children

Student achievement: St. Benedict and Monsignor Doyle students received their internal reports today

Quality: Monsignor Doyle has a pep rally in the planning stage. Tickets are on sale for the board-wide event April 4th

C. Valero reported on the Kitchener-Waterloo schools:

Catholicity: St. David had a pep rally

Student Achievement: Students attending a T.E.D. conference to share ideas about topics in education and society

Quality: St. Mary's is planning a coffee house next month for charity

6.2 Governance Committee

6.3 Pastoral Care Team

6.4 Linkages Committee

6.5 CPIC

6.6 Audit Committee

6.7 Trustee Budget Quarterly Update

W. Buchholtz advised the quarterly update shows expenses to date for the current budget year.

6.8 2013-14 Trustee Budget Submission

W. Buchholtz presented the proposed trustee budget for 2013-14 for discussion.

2013-65 -- It was *moved* by **J. Jagiellowicz** and *seconded* by **P. Reitmeier**:

THAT the Board of Trustees adopt the proposed 2013-14 trustee budget. --- Carried by consensus

7 Board Education (at the request of the Board)

7.1 OCSTA Regional Meeting Topics

J. Anderson was asked to collect topics for discussion at the regional meeting at the OCSTA AGM. Trustees to email their topics by the end of the week and J. Anderson will share the suggested topics with all trustees.

8. Policy Discussion

9. Assurance of Successful Board Performance

9.1 Board Policy II 008 Chairperson's Role

W. Buchholtz asked trustees if we are in compliance with this policy.

2013-66 -- It was *moved* by **J. Anderson** and *seconded* by **J. Jagiellowicz**:

THAT the Board of Trustees reviewed Policy II 008 Chairperson's Role 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 the policy.

9.3 Board Policy II 013 Cost of Governance

W. Buchholtz asked trustees if we are in compliance regarding this policy.

2013-67 -- It was *moved* by **A. Piscitelli** and *seconded* by **M. da Silva**:

THAT the Board of Trustees reviewed Policy II 013 Cost of Governance and finds itself in compliance. --- Carried by consensus

9.4 Is There a Need to Review This Policy?

Trustees agreed there is no need to review the policy.

9.5 Board Policy II 014 Trustee Expenses

W. Buchholtz asked trustees if we are in compliance regarding this policy.

2013-68 -- It was *moved* by **M. da Silva** and *seconded* by **J. Anderson**:

THAT the Board of Trustees reviewed Policy II 014 Trustee Expenses and finds itself in compliance. --- Carried by consensus

9.6 Is There a Need to Review This Policy?

Trustees agreed there is no need to review the policy.

9.7 Board Policy III 005 Monitoring CEO Performance

W. Buchholtz asked trustees if we are in compliance regarding this policy.

2013-69 -- It was *moved* by **M. da Silva** and *seconded* by **A. Piscitelli**:

THAT the Board of Trustees defer Policy III 005 Monitoring CEO Performance until the end of June 2013. --- Carried by consensus.

9.8 Is There a Need to Review This Policy?

Trustees agreed there is a need to review the policy. Refer to Governance Committee to review that the policy is in line with the way we are to be monitoring it.

2013-70 -- It was *moved* by **M. da Silva** and *seconded* by **P. Reitmeier**:

THAT the Board of Trustees extend the meeting by 30 minutes. --- Carried by consensus

The meeting was extended at 8:43 pm.

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 Budget Advisory Committee Update

S. Maharaj advised Budget Advisory Committee was deferred subject to the announcement of the GSNs. The response to the online budget survey was very good. Results will be provided in April.

10.2.2 Use of Reserves

S. Maharaj presented a report requesting permission to use reserves.

2013-71 -- It was *moved* by **A. Piscitelli** and *seconded* by **J. Anderson**:

THAT the Board of Trustees approves the following use of reserves. --- Carried by consensus

1. That Administration be given permission to use up to \$666,005 from the WSIB surplus to service potential WSIB costs.
2. That Administration be given permission to use up to \$50,000 from the Committed Sinking Fund surplus to service known Committed Sinking Fund costs.
3. That Administration be given permission to use up to \$100,000 from the Committed Capital Project surplus to service known Committed Capital Project costs.
4. That Administration be given permission to use \$99,892 from deferred revenues on eligible expenses for Special Education Equipment Amount.
5. That Administration be given permission to use \$4,981,728 from deferred revenues on eligible expenses related to Ministry programs/initiatives.
6. That Administration be given permission to use up to \$59,133 from deferred revenues on eligible expenses related to Accessibility for Special Ed students.

10.2.3 Capital Plan

L. Ford presented the Capital plan. Objectives are to ensure an efficient and effective use of board resources; to ensure students are accommodated in facilities that are safe, healthy and promote a superior learning environment; achieve equity in school facilities across elementary and secondary over the long term; manage available capital finance resources in a fiscally responsible manner. G. Reitzel left at 8:56 p.m.

She reviewed the enrolment trends at elementary and secondary and the 2012 elementary enrolment vs. capacity. Ministry funding benchmarks are based on 400 pupil school. We are projecting an increase in small schools (less than 300 pupils) in the coming years. Reviewed the schools where capacity is currently or projected to be significantly lower than enrolment and outlined where the enrolment pressures are. E. Jamieson left the meeting at 9:14 pm.

Seven projects were approved by the Ministry of Education for capital funding.

2013-72 -- It was *moved* by **M. da Silva** and *seconded* by **P. Reitmeier**:
THAT the Board of Trustees extend the meeting by 30 minutes. --- **Carried by consensus**
The meeting was extended at 9:33 pm.

10.2.4 Renewal Plan

G. Reitzel rejoined meeting at 9:40 p.m. J. Bigelow reviewed the three year capital renewal program.

10.2.5 St. Boniface, Maryhill Update

L. Ford will have an open house and staff presentation beginning at 6:00 p.m. on March 21st at St. Boniface school and April 10th at the Breslau Community Center. There will be an opportunity for questions and answers at each session.

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 Apr 2 5:00 p.m. Special Board of Trustees
- 12.2.2 Apr 3 7:00 p.m. SEAC
- 12.2.3 Apr 15 6:00 p.m. Committee of the Whole, Langs, Concession Drive, Cambridge
- 12.2.4 Apr 22 5:00 p.m. Linkages Committee
- 12.2.5 Apr 22 7:00 p.m. Pastoral Care Team
- 12.2.6 Apr 26 9:00 a.m. Board office mass
- 12.2.7 Apr 29 6:00 p.m. Board of Trustees Meeting

12.3 Pending Items:

- 12.3.1 Board Policy IV 003 "Treatment of Students"
- 12.3.2 Mental Health Screening

12.4 Pending Items for OCSTA Consideration

13. Items for the Next Meeting Agenda

14. Adjournment – Confirm decisions made tonight. Closing Prayer

The Recording Secretary confirmed the meeting decisions.

15. Motion to Adjourn

2013-73 -- It was *moved* by **J. Jagiellowicz** and *seconded* by **M. da Silva**:
THAT the meeting be now adjourned.
The meeting was adjourned by consensus at 10:02 p.m.

Chair of the Board

Secretary