



Board of Trustees' Board Meeting

Date: **May 27, 2013**

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 | | Approval |
| 1.2 Approval of Agenda | Board of Trustees | | |
| 1.3 Declaration of Pecuniary Interest | Individual Trustees | | |
| 1.3.1 From the current meeting | | | |
| 1.3.1 From a previous public or in-camera meeting | | | |
| 2. Consent Agenda: Director of Education (eg: day –to –day operational matters from the Ministry of Education that the Board is required to do) | | | |
| 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 | Trustees | pp.1-5 | Approval |
| 3.1.1 Minutes of Board meeting of April 29, 2013 | Trustees | pp. 6-7 | Approval |
| 3.1.2 Minutes of Special Board meeting of May 13, 2013 | Trustees | pp. 8-9 | Receipt |
| 3.1.3 Minutes of Governance Committee meeting May 6/13 | Trustees | pp. 10-15 | Approval |
| 3.1.4 Interim Financial Report | Trustees | -- | Approval |
| 3.1.5 Items for Action from In-camera Meeting of May 27/13 | Trustees | -- | Approval |
| 4. Delegations/Presentation | | | |
| 4.1 V.I.P. Awards: | | | |
| 4.1.1 Jennifer David, Blessed John Paul II | Peter Reitmeier | -- | Presentation |
| 4.1.2 Surien Das Giwojino, John Sweeney | Greg Reitzel | -- | Presentation |
| 4.1.3 Maya Cunningham, St. Augustine | Joyce Anderson | -- | Presentation |
| 4.1.4 Clara Lochner, St. Brigid | Wayne Buchholtz | -- | Presentation |
| 4.1.5 Olivia Derks, St. Mark | Manuel da Silva | -- | Presentation |
| 4.1.6 Ryan Woo, St. Teresa E | Janek Jagiellowicz | -- | Presentation |
| 4.2 CYCW Pilot | Tammy Sica, Anne Falk | -- | Information |
| 4.3 Early Learning Program Update | Rick Boisvert | -- | Information |
| 5. Ownership Linkage (Communication with the External Environment) | | | |
| 6. Reports from Board Committees/Task Forces | | | |
| 6.1 Student Trustee report | Erin Jamieson/ Carlos Valero Greg Reitzel | -- | Information |
| 6.2 Governance Committee Recommendations | | p. 16 | |
| 6.3 Pastoral Care Team | | | |
| 6.4 Linkages Committee | | | |
| 6.5 CPIC | | | |
| 6.6 Audit Committee | | | |
| 7. Board Education (at the request of the Board) | | | |
| 8. Policy Discussion | | | |
| 9. Assurance of Successful Board Performance | | | |
| 9.1 Board Policy II 011 Student Representation on the Board | Trustees | p. 17 | Approval |
| 9.2 Is There a Need to Review This Policy? | Trustees | -- | Discussion |
| 9.3 Board Policy II 012 Student Representation Role Description | Trustees | p. 18 | Approval |
| 9.4 Is There a Need to Review This Policy? | Trustees | -- | Discussion |
| 9.5 Board Policy III 001 Global Governance-Management Connection | Trustees | p. 19 | Approval |
| 9.6 Is There a Need to Review This Policy? | Trustees | -- | Discussion |
| 10. Assurance of Successful Director of Education Performance | | | |
| 10.1 Monitoring Reports & Vote on Compliance | | | |
| 10.1.1 | | | |
| 10.2 Advice from the CEO | | | |
| 10.2.1 Budget Advisory Committee Update | Shesh Maharaj | -- | Information |
| 10.2.2 Accommodation Review Recommendation | Lindsay Ford | pp. 20-21 | Decision |
| 10.2.3 St. Boniface Maryhill Recommendation | Lindsay Ford | pp. 22-23 | Decision |
| 10.2.4 Four Pillars | Larry Clifford | -- | Information |

| ITEM | Who | Agenda Section | Method & Outcome |
|--|-----------------------------|-----------------|---------------------|
| 10.2.5 Capped Schools | Derek Haime | -- | Information |
| 10.2.6 The One Called Jesus – Art Exhibit | Derek Haime | -- | Information |
| 10.2.7 2013-14 Committee of the Whole/Board Meeting Night | Trustees | -- | Decision |
| 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): | | | |
| June 3 6:00 p.m. Special Board Meeting | | | |
| June 5 7:00 p.m. SEAC | | | |
| June 6 – 8 CCSTA AGM, Winnipeg | | | |
| June 17 6:00 p.m. Committee of the Whole | | | |
| June 18 5:30 p.m. Audit Committee | | | |
| June 21 9:00 a.m. Board office mass at Dutton Drive | | | |
| June 24 6:00 p.m. Board of Trustees Meeting | | | |
| 12.3 Pending Items | <u>Committee/Task Force</u> | <u>Due Date</u> | <u>Action Taken</u> |
| 12.4 Pending Items for OCSTA Consideration | | | |
| Mental Health Government Funding Continuation | | | |
| 13. Items for the Next Meeting Agenda | Trustees | | |
| | | | |
| 14. Adjournment | Director of Education | | |
| Confirm decisions made tonight | | | |
| Closing Prayer | | | |
| 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, April 29, 2013 at the Waterloo Region Catholic Education Centre.

Trustees Present:

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

Student Trustees Present:

Erin Jamieson

Administrative Officials Present:

Larry Clifford; Rick Boisvert; Gerry Clifford; Derek Haime; Maria Ivankovic; Shesh Maharaj; Fr. Fred Scinto, C.R.

Special Resources For The Meeting:

Lindsay Ford; Virina Elgawly

Regrets:

Wayne Buchholtz (Chair); Carlos Valero; David DeSantis; 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 Vice-Chair of the Board called the meeting to order at 6:02 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by Fr. F. Scinto, Board Pastoral Team. Intentions were offered for all the lives lost in Bangladesh.

1.2 Approval of Agenda

Item 3.18 should read April 29th, move Item 5.1 to 10.3

2013-81 -- It was *moved* by **M. da Silva** and *seconded* by **P. Reitmeier**:

THAT the agenda for April 29, 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)**

2.1 2013-14 School Year Calendar

L. Clifford advised the school year calendar remains the same however the list of groups who provided input was revised from the April 15th report.

2013-82 -- It was *moved* by **J. Anderson** and *seconded* by **J. Jagiellowicz**:

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

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 Mar 18, 2013
- 3.1.2 Minutes of Special Board meeting of Apr 2, 2013
- 3.1.3 Minutes of Governance Committee meeting of April 8/13
- 3.1.4 Minutes of Linkages Committee meeting of April 22/13
- 3.1.5 Minutes of Pastoral Care Team meeting of April 22/13
- 3.1.6 Minutes of Ends Statement Task Force meeting April 2/13
- 3.1.7 Staffing Report as of April 24/13
- 3.1.8 Items for Action from In-camera meeting of April 24, 2013 – date revised to read April 29, 2013

2013-83 -- It was *moved* by **M. da Silva** and *seconded* by **W. Price**:

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 Frank Johnson presented the award to Justin Wilmot, a student from Canadian Martyrs
- 4.1.2 Anthony Piscitelli presented the award to Jason Falco, a student from Our Lady of Fatima
- 4.1.3 Wendy Price presented the award to Melissa Amaya, a student from Our Lady of Grace
- 4.1.4 Peter Reitmeier presented the award to Ashley Blue, a student from Sir Edgar Bauer
- 4.1.5 Greg Reitzel presented the award to Felix Morgado, a student from St. Francis of Assisi
- 4.1.6 Joyce Anderson presented the award to Emma Faria, a student from St. Margaret
- 4.1.7 Manuel da Silva presented the award to Riley Short, a student from St. Peter

The meeting recessed at 6:34 pm.

The meeting resumed at 6:40 pm.

4.2 Accommodation Review – St. Agatha

Cathy Mallick addressed the trustees with her concern about optimizing enrolment in West Waterloo. She advised there are a number of students in Wilmot Township who do not attend the Catholic school. There are also families who live out of boundary and send their children to St. Agatha. She said Baden and New Hamburg will continue to grow and felt we would not have the opportunity to gather those students and students in other areas if we close schools.

4.3 St. Boniface Public Consultation

Lei Ann Wetzel attended both public consultation meetings and heard the views of those present. She attended St Boniface and her daughter attends as the fifth generation in their family. She said there is a strong bond between school and church and feels it will erode the church community if the school is relocated to Breslau. As the catchment area for St. Boniface is so large she was concerned with the length of time students would be on the bus if the school was located in Breslau.

4.4 St. Boniface Public Consultation

Ralph Harris felt the projected numbers for Breslau were too aggressive and there are development challenges. Breslau is at the extremity of the catchment area while Maryhill is more central. We already own the property and would retain the close connection with the church.

The meeting recessed at 7:20 pm.

The meeting resumed at 7:29 pm.

G. Reitzel requested to move Item 10.2.2 St. Boniface Maryhill Recommendations and 10.2.3 Accommodation Review Recommendation to Items 4.5 and 4.6.

2013-84 -- It was *moved* by **A. Piscitelli** and *seconded* by **P. Reitmeier**:

THAT the Board of Trustees accept the change in order of items 10.2.2 and 10.2.3 --- Carried by consensus

4.5 St. Boniface Maryhill Recommendations

Virina Elgawly presented the St. Boniface report. She reviewed the strengths, weakness, opportunities and threats to Option 1 remaining in Maryhill and Option 2 relocate to Breslau which is the preferred option.

Recommendations:

That the Board pursues the purchase of a school site in the Breslau area recognizing that the purchase of the land will be subject to Board and Ministry approval.

That the Board proceed with the construction of a new 250 pupil place elementary school in Breslau.

That upon completion of the new school in Breslau, all of the St. Boniface students be relocated to the new building and vacate the existing building in Maryhill.

That the principal assigned to the school develop a transition plan to facilitate the transition of students to their new school.

4.6 Accommodation Review Recommendation

S. Maharaj advised of the request at the April 2/13 Board meeting to bring recommendations forward on which schools would be involved in the accommodation review involving St. Agatha, St. Agatha, Holy Family, St. Clements, Holy Rosary and St. Nicholas were the schools recommended to be included in the ARC. Trustees asked for information on the financial impact on the loss of the top up grants and schools with less than 400 students. They also requested data on the out of boundary requests. S. Maharaj will bring this information back to the Board on May 27/13.

4.7 Intensive French

Derek Haime advised the following schools will offer Intensive French for 2013-14: Our Lady of Fatima, Blessed Sacrament, St Dominic, St Luke and Sir Edgar Bauer.

5 Ownership Linkage (Communication with the External Environment)

5.1 OCSTA AGM Resolutions – moved to 10.3

6 Actions From Board Committees/Task Forces

6.1 Student Trustee Report

Under the Four Pillars:

E. Jamieson advised the monthly council meeting was postponed to April 30th. The election for student trustee representation on the Board of Trustees is scheduled for April 30th. She provided an update on the Catholic Education Week initiative. Monsignor Doyle will be planting their trees on Tuesday, May 7 at 12:15. Resurrection will be Wednesday, May 8th and an email will be sent with the schedule for the remaining secondary schools. All trustees are invited to attend the ceremonies. L. Clifford recognized John Bigelow and Facility Services for planting the trees and Lorrie Temple, Vice-principal for organizing the five schools.

6.2 Governance Committee Recommendations

G. Reitzel reviewed each of the Governance Committee recommendations.

Recommendation #1

2013-85 -- It was *moved* by **J. Anderson** and *seconded* by **J. Jagiellowicz**:

THAT the Board of Trustees send Board Policy II 002 Governing Style Section 5e back to Governance to look at 218.3 of the Education Act --- Carried by consensus

Recommendation #2

Trustees recommended that Policy II 005 Consultation be referred back to Governance to look at the word “informs” in Section 1b.

Recommendation #3

G. Reitzel requested trustees send suggestions on Article 5 Delegations – no delegations accepted the night the final decision is made. Governance will proceed with the process to change the by-laws which will then be brought back to the Board for approval.

Recommendation #4

2013-86 -- It was *moved* by **F. Johnson** and *seconded* by **W. Price**:

THAT the Board of Trustees excuse the Board from monitoring CEO performance for 2012-13 through the monitoring reports. An alternative mechanism to monitor the CEO's performance is in place for the 2012-13 school year. --- Carried by consensus

Recommendation #5

Trustees recommend Boundary Change Process be referred back to Governance for discussion on senior administration changing boundaries where no students are affected and no accommodation review is required.

6.3 Pastoral Care Team

6.4 Linkages Committee

6.5 CPIC

6.6 Audit Committee

7 Board Education (at the request of the Board)

8. Policy Discussion

9. Assurance of Successful Board Performance

9.1 Board Policy II 015 Ownership Linkage

G. Reitzel asked trustees if we are in compliance with this policy. E. Jamieson left the meeting at 8:46 p.m.

2013-87 -- It was *moved* by **P. Reitmeier** and *seconded* by **J. Anderson**:

THAT the Board of Trustees reviewed Policy II 015 Ownership Linkage and finds we are not in compliance with Sections 1 and 2 but are in compliance with Section 3. --- Carried by consensus

9.2 Is There a Need to Review This Policy?

Trustees agreed there is a need to review the policy. Send to Governance for Provisions 1 and 2 to discuss if they are reasonable and for clarification on what the deliverables are.

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 provided an update on the projected school board funding for 2013-14 and enrolment projections.

10.2.2 St. Boniface Maryhill Recommendations moved to 4.5

10.2.3 Accommodation Review Recommendation moved to 4.6

10.3 OCSTA AGM Resolutions

2013-88 -- It was *moved* by **W. Price** and *seconded* by **A. Piscitelli**:

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

The meeting was extended at 8:52 p.m.

Trustees reviewed and discussed each of the OCSTA Resolutions that will be presented at the AGM in May.

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 May 1 7:00 pm SEAC
- 12.2.2 May 2 – 4 OCSTA AGM

- 12.2.3 May 5 – 11 Catholic Education Week
- 12.2.4 May 6 5:00 pm Linkages Committee
- 12.2.5 May 6 7:00 pm Governance Committee
- 12.2.6 May 8 Bishop's Banquet
- 12.2.7 May 14 4:30 pm Staff Recognition Evening
- 12.2.8 May 21 6:00 pm Committee of the Whole – St. Mary's H. School
- 12.2.9 May 27 6:00 pm Board of Trustees Meeting
- 12.2.10 May 29 6:00 pm CPIC
- 12.2.11 May 29 7:00 pm SEAC
- 12.2.12 May 31 9:00 am Board office mass

12.3 Pending Items:

- 12.3.1 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

2013-89 -- 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 9:29 p.m.

Vice-Chair of the Board

Secretary

Special Board of Trustees' Meeting

A special public meeting of the Board of Trustees was held on Monday, May 13, 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:

Administrative Officials Present:

Larry Clifford

Special Resources For The Meeting:

Regrets:

Rick Boisvert; Gerry Clifford; David DeSantis; Derek Haime; Maria Ivankovic; Shesh Maharaj Erin Jamieson; Carlos Valero; 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 6:00 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by F. Johnson, Board Pastoral Team. Intentions were offered for a student at St. Matthew's who passed away.

1.2 Approval of Agenda

2013-90 -- It was *moved* by **A. Piscitelli** and *seconded* by **W. Price**:

THAT the agenda for May 13, 2013 be now approved. --- Carried by consensus.

1.3 Declaration of Pecuniary Interest

1.3.1 From the current meeting – NIL

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

1.4 Motion to Move to Private, Private

2013-91 -- It was *moved* by **G. Reitzel** and *seconded* by **F. Johnson**:

THAT the Board of Trustees move to a private, private meeting. --- Carried by consensus.

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)

4 Delegations**5 Ownership Linkage (Communication with the External Environment)****6 Actions From Board Committees/Task Forces****7 Board Education (at the request of the Board)****8. Policy Discussion****9. Assurance of Successful Board Performance****10. Assurance of Successful Director of Education Performance****10.1 Monitoring Reports & Vote on Compliance****10.2 Advice from the CEO****11. Potential Agenda Items****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):**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

2013-92 -- It was *moved* by **G. Reitzel** and *seconded* by **W. Price**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 7:40 p.m.

 Chair of the Board

 Secretary

Governance Committee Meeting

A meeting of the Governance Committee was held on the 6th day of May, 2013 at 7:00 p.m.

Present:

Committee Members:

Greg Reitzel (Chair), Joyce Anderson, Wayne Buchholtz, Manuel da Silva

Administrative Officials:

Rick Boisvert, Larry Clifford

Regrets:

Next Meeting: 2013-14 School Year

1. Welcome and Opening Prayer:

The meeting opened at 7:03 p.m. with prayer by G. Reitzel.

2. Approval of Agenda

Motion: W. Buchholtz

Seconded: M. da Silva

3. Declared Pecuniary interest

NIL

4. Approval of April 8, 2013 Minutes

Motion: J. Anderson

Seconded: M. da Silva

5. Discussion Items

5.1 Board Policy IV 003 Treatment of Student addition of wording found in provision 3 of Board Policy IV 004 Treatment of Staff

Motion: W. Buchholtz

Seconded: M. da Silva

THAT the Governance committee recommends that the wording in provision 3 of Board Policy IV 004 not be added to Board Policy IV 003

5.2 Board By-law Article 4.1 Notice of Motion – streamline for clarity

Governance committee members to review and come back with suggestions in September 2013 – By-law supersedes policy.

5.3 Board Policy II 002 Governing Style – look at 218.3 Education Act

Revised 5e to read: Board members found to be in violation of policy by the Board of Trustees may be subject to a motion of censure at a regular meeting of the Board ~~and/or a withholding of the trustee honorarium~~ under section 218.3 of the Education Act.

5.4 Board Policy II 005 Consultation Section 1b: word “informs”

Policy Statement to read: 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, stakeholders and other partners in Catholic education are valued and ~~informs~~ **inform** the work of the board.

5.5 By-laws Article 5 Delegations – add 5.1.15

Delegations for Accommodation Review Committee and Boundary Review Committee will not be accepted on the night of the final decision.

5.6 Boundary Change Process discussion

APF 008 Pupil Accommodation Review Process – if there is a change in an Accommodation Review Committee decision up to and including five years the change will need to come to the Board for information/approval.

5.7 Board Policy II 015 Ownership Linkage Provision 1 and 2

Governance committee recommend keeping provisions 1 and 2 – remove Audit from provision 2.

5.8 Board of Trustee/Committee of the Whole Board meeting night for 2013-14

W. Buchholtz to draft an email to trustees regarding the night and frequency of the board/committee of the whole meetings for feedback. (done May 27, 2013)

6. Adjournment

Motion: J. Anderson

Seconded: W. Buchholtz

The meeting was adjourned at 8:55 p.m.

Date: April 11, 2013
To: Board of Trustees
From: Director of Education
Subject: Interim Financial Report - #2 of 3

Type of Report:

Decision-Making
 Monitoring
 Incidental Information

Type of Information:

Information for Decision Making
 Monitoring Information
 Information Only

Origin:

Interim financial reports are presented to the Board to assist Trustees in their monitoring of the financial well being of the school board. These reports are presented to the Board three times per school year – in January, March and June.

Policy Statement:

With respect to the actual, ongoing financial condition of the organization, the CEO shall not cause or allow the development of fiscal jeopardy or a significant deviation of actual expenditures from board priorities established in the approved budget.

Background/Comments:

Attached to this report are the following:

1. Dashboard Report
2. Expenditure Summary
3. Revenue Summary

Each of these reports contains data up to and including February 28, 2013. Notes, where appropriate are included to provide the reader with additional information.

When the last interim financial report was presented to the Audit Committee and to the Board, it was noted that concessions had not been made for the OECTA MOU which had recently been signed. In particular, management was concerned about additional costs triggered by the MOU and was unclear about the funding sources that would support these costs. At the time of writing, we are on our fourth MOU. The Ministry of Education has been very helpful in providing interpretations of the MOUs and the actions boards are required to take to manage the new requirements. Contingencies have been put into the budget to manage the MOUs to date. In particular, we have adjusted for the following items:

- A requirement to pay six weeks of maternity leave to all new mothers, with no deduction from sick banks. Previously we paid six weeks or less based on sick bank balances.
- A requirement to pay out employees for retirement gratuities where they otherwise would not have been earned

or paid out. This includes a mandatory change in qualification from 15 years to 10 years. This payout will be funded.

- An amount has been budgeted to manage supply costs which may increase as some employees may develop a 'use it or lose it' mentality with respect to the sick days they have left since there is no carry over provision.
- Grid movements have been built into the budget based on MOU prescribed dates
- An amount has been included to manage an increase to our EI rates. This increase was triggered by the MOU's reduction to sick leave benefits.

General Commentary:

- Staffing numbers have increased since the June budget. In particular:
 - Support staff have been added (EAs and CYCWs) to support new students entering our system, and to meet class size ratio requirements. Where these positions have been added, other costs have been reduced. With the support of the Director, the Senior Team has been very good about providing reductions to support these changes.
 - Teaching staff have been added to manage class size ratios, planning time, and to manage EPO grants. In addition to the revenue from the EPO grants, expenses have been offset by a higher than budgeted number of retirements. Seasoned teachers with higher salaries were replaced by newer teachers with entry level salaries. The cost of adding the teachers has almost entirely been offset by the EPO grants and retirements.
- The enrolment numbers have not been adjusted since the last report. Our preliminary review of these numbers and conversation with IT staff indicate we may be up from our Revised Estimate numbers. No account has been made for this increase as our next official count date is March 31.
- We have requested through the Ministry a refund of a surplus contained in our health and dental insurance account. We cannot withdraw this surplus from our insurance company without the Ministry's approval (a new MOU requirement). The amount is expected to be approximately \$550,000. This amount has been included in the forecast.
- Negotiations with employee groups have yielded a change in our vacation renewal date from July 1st to September 1st. This change has allowed us to decrease our year ending vacation accrual, which has moved approximately \$300,000 to our bottom line.
- Our Deferred Capital Contributions balance is now fully funded.

Subsequent to the preparation of the Quarterly Interim Financial Report, a new MOU was signed with OSSTF (April 4, 2013). We are unclear as to how this will impact us, but there will be an impact, with financial ramifications. Some of the items may include an increase to 8 weeks of maternity leave for new mothers, higher retirement gratuity payouts, monetary incentives for not fully using sick banks and job security provisions - among many other new provisions.

Had this new MOU not been signed, we would have presented an interim report forecasting a minor surplus. We have pulled this back not knowing where we will be given the new provisions in the OSSTF MOU.

Given the new OSSTF MOU, the overall risk assessment related to financial well-being for the 2012/2013 school year is **MODERATE**

Since the last quarterly report issued in the fall of 2012, there have been no significant deviations from the board priorities set in June 2012 with the exception of items outlined in previous reports.

Recommendation:

That the Board of Trustees receive this monitoring report as information on the financial well being of the board as at February 28, 2013.

Prepared/Reviewed By:

Larry Clifford
Director of Education

Shesh Maharaj
Superintendent of Corporate Services and Treasurer

Laura Isaac
Senior Manager of 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."

Summary of Financial Results

| (\$Thousands) | Budget | Forecast | In-Year Change | |
|--|----------------|----------------|----------------|-------------|
| | | | \$ | % |
| Revenue | | | | |
| Provincial Grants (GSN) | 216,066 | 215,717 | (350) | -0.2% |
| Non-GSN Grants | 10,292 | 12,170 | 1,878 | 18.2% |
| Non-Grant Revenue | 7,105 | 7,497 | 392 | 5.5% |
| Amortization of DCC | 10,687 | 10,587 | (100) | -0.9% |
| Total Revenue | 244,151 | 245,971 | 1,820 | 0.7% |
| Expenses | | | | |
| Classroom | 168,046 | 169,351 | 1,305 | 0.8% |
| Other Operating | 58,013 | 58,730 | 717 | 1.2% |
| Capital | 6,117 | 6,032 | (86) | -1.4% |
| Amortization | 11,974 | 11,858 | (116) | -1.0% |
| Total Expenses | 244,151 | 245,971 | 1,820 | 0.7% |
| Balance before Accum Surplus | - | (0) | 0 | - |
| Accumulated surplus use | - | - | - | - |
| Surplus/(Deficit) - end of year | - | (0) | 0 | - |

Note: GSN - Grants for Student Needs

Note: DCC - Deferred Capital Contribution

Changes in Revenue

- GSN:** decrease in enrolment & QECO grant due to unanticipated staff retirements
- Non-GSN:** increase due to new EPO's announced
- Non-Grant:** increase due to additional VISA students & miscellaneous revenues

Changes in Expenses

- Classroom:** increase due to staffing needs to maintain PTR, additional ESL sections and Planning Time Teachers
- Other operating:** increased contractual commitments for Maintenance

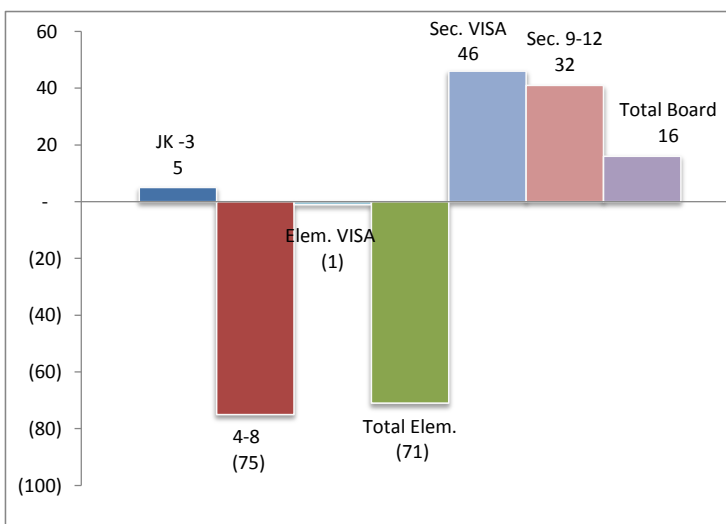
Summary of Enrolment

| ADE | Budget | Oct 31 Forecast | In-Year Change | |
|-------------------------|---------------|-----------------|----------------|--------------|
| | | | # | % |
| Elementary | | | | |
| JK -3 | 5,786 | 5,791 | 5 | 0.1% |
| 4-8 | 7,715 | 7,640 | (75) | -1.0% |
| VISA Students | 7 | 6 | (1) | -14.3% |
| Total Elementary | 13,508 | 13,437 | (71) | -0.5% |
| Secondary <21 | | | | |
| Pupils of the Board | 6,537 | 6,578 | 41 | 0.6% |
| VISA Students | 110 | 156 | 46 | 41.8% |
| Total Secondary | 6,647 | 6,734 | 87 | 1.3% |
| Total | 20,155 | 20,171 | 16 | 0.1% |

Note: ADE is comprised of actual enrolment reported at October 31, 2012 and anticipated enrolment for March 31, 2013

Note: VISA students pay tuition & their enrolment does not affect our GSN's

Changes in Enrolment: Budget vs. Forecast



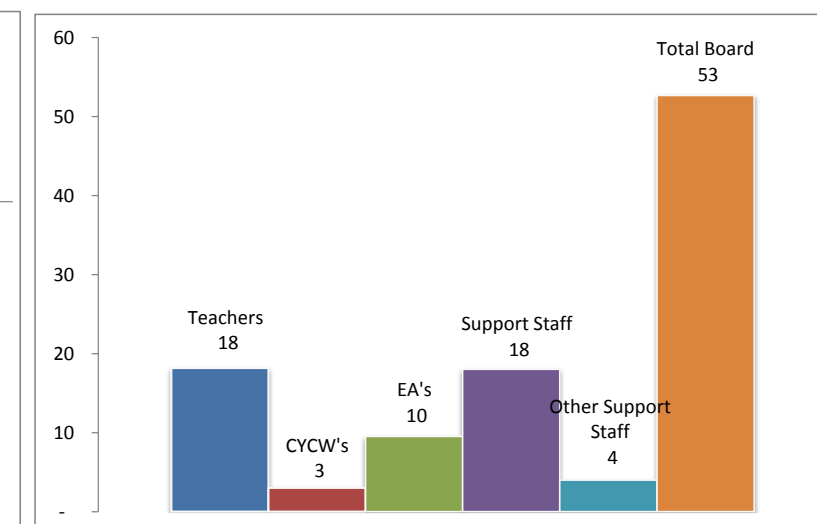
Highlights of Changes in Enrolment:

- Elementary:** There are 668 Early Learning students which are not included in the above totals as they are funded outside of the GSN.
- VISA Students:** Secondary increase due to enhanced marketing and the addition of Columbian students not initially projected.

Summary of Staffing

| FTE | Budget | Forecast | In-Year Change | |
|----------------------------------|--------------|--------------|----------------|-------------|
| | | | # | % |
| Classroom | | | | |
| Teachers | 1,274 | 1,292 | 18 | 1.4% |
| Child & Youth Care Workers | 69 | 72 | 3 | 4.3% |
| Educational Assistants | 263 | 273 | 10 | 3.6% |
| Support Staff | 58 | 76 | 18 | 31.0% |
| Total Classroom | 1,664 | 1,713 | 49 | 2.9% |
| Other Support Staff | | | | |
| School Administration | 157 | 159 | 2 | 1.3% |
| Board Administration | 63 | 63 | - | 0.0% |
| Facility Services | 192 | 191 | (1) | -0.5% |
| Consultants | 16 | 18 | 2 | 12.5% |
| Paraprofessionals | 76 | 76 | - | 0.0% |
| Library & Guidance | 59 | 60 | 1 | 1.7% |
| Total Other Support Staff | 563 | 568 | 4 | 0.7% |
| Total Staffing | 2,227 | 2,281 | 53 | 2.4% |

Changes in Staffing: Budget vs. Forecast



Highlights of Changes in Staffing:

- Classroom Teachers:** Increase to maintain PTR; RDO sections added
- Classroom Support Staff:** Addition of ECE Assistants and additional ECE staff to support both core and extended day; EAs & CYCWs added due to student need & CBAs
- Other Support Staff:** Increase due to revised staffing formula based on enrolment

Waterloo Catholic District School Board
2012-2013 Second Quarter Interim Financial Report
Expenses
For the Period Ended February 28, 2013
(\$ thousands)

| | Budget Assessment | | | | Material Variance Note |
|--|-------------------|----------------|------------------------------|-----------------------------|---------------------------|
| | 2012-2013 | | | | |
| | Budget | Forecast | Change | | |
| | | | \$ Increase (Decrease) | % Increase (Decrease) | |
| OPERATING | | | | | |
| Classroom Instruction | | | | | |
| Teachers | 124,538 | 124,660 | 122 | 0.1% | |
| Supply Teachers | 3,609 | 4,161 | 552 | 15.3% | |
| Educational Assistants | 14,913 | 15,475 | 563 | 3.8% | |
| Classroom Computers | 1,421 | 1,445 | 24 | 1.7% | |
| Textbooks and Supplies | 5,762 | 5,246 | (515) | (8.9%) | |
| Professionals and Paraprofessionals | 11,337 | 11,392 | 55 | 0.5% | |
| Library and Guidance | 4,413 | 4,610 | 197 | 4.5% | |
| Staff Development | 1,610 | 1,901 | 291 | 18.1% | |
| Department Heads | 444 | 459 | 16 | 3.5% | |
| Total Classroom | 168,046 | 169,351 | 1,305 | 0.8% | |
| Non-Classroom | | | | | |
| Principal and Vice-Principals | 8,519 | 8,615 | 96 | 1.1% | |
| School Office | 5,890 | 5,895 | 5 | 0.1% | |
| Co-ordinators and Consultants | 2,251 | 2,202 | (49) | (2.2%) | |
| Continuing Education | 9,361 | 9,246 | (115) | (1.2%) | |
| Total Non-Classroom | 26,022 | 25,960 | (62) | (0.2%) | |
| Administration | | | | | |
| Trustees | 239 | 221 | (18) | (7.6%) | |
| Director/Supervisory Officers | 1,557 | 1,475 | (82) | (5.3%) | |
| Board Administration | 4,798 | 4,772 | (26) | (0.5%) | |
| Total Administration | 6,594 | 6,468 | (126) | (1.9%) | |
| Transportation | 5,917 | 6,021 | 104 | 1.8% | |
| School Operations and Maintenance | 19,481 | 20,282 | 802 | 4.1% | |
| TOTAL OPERATING | 226,060 | 228,081 | 2,022 | 0.9% | |
| Debt | 6,117 | 6,032 | (86) | (1.4%) | |
| Amortization | 11,974 | 11,858 | (116) | (1.0%) | |
| TOTAL EXPENSES | 244,151 | 245,971 | 1,820 | 0.7% | |

| Explanations of Material Budget Variances (over \$2 million) |
|--|
| |

Notes:

1. Budget is the 2012-2013 Estimates Budget as approved by the Board of Trustees in June 2012
2. Forecast is Actual results to February forecasted to the end of the year for known changes
3. Variances will be explained when there is a difference of +/- \$2,000,000; materiality as defined by CEO

Waterloo Catholic District School Board
2012-2013 Second Quarter Interim Financial Report
Revenues
For the Period Ended February 28, 2013
(\$ thousands)

| Budget Assessment | | | | | |
|--|----------------|----------------|------------------------|-----------------------|------------------------|
| 2012-2013 | | | | | |
| | Budget | Forecast | Change | | Material Variance Note |
| | | | \$ Increase (Decrease) | % Increase (Decrease) | |
| Grant Revenues | | | | | |
| Pupil Foundation | 105,560 | 104,989 | (571) | (0.5%) | |
| School Foundation | 14,372 | 14,371 | (1) | (0.0%) | |
| Special Education | 26,269 | 26,231 | (38) | (0.1%) | |
| French as a Second Language | 2,398 | 2,234 | (164) | (6.9%) | |
| English as a Second Language | 1,389 | 1,284 | (106) | (7.6%) | |
| Learning Opportunities | 3,285 | 3,307 | 22 | 0.7% | |
| Adult Education, Continuing Education | 3,874 | 4,328 | 454 | 11.7% | |
| Teacher Q&E | 18,788 | 18,444 | (344) | (1.8%) | |
| Transportation | 6,201 | 6,397 | 197 | 3.2% | |
| Admin and Governance | 5,630 | 5,623 | (7) | (0.1%) | |
| School Operations | 18,754 | 18,785 | 31 | 0.2% | |
| Program Enhancement | 0 | 0 | 0 | 0.0% | |
| First Nation, Metis and Inuit | 236 | 263 | 27 | 11.4% | |
| Safe Schools Supplement | 346 | 346 | (0) | (0.1%) | |
| Temporary Accommodation | 410 | 454 | 44 | 10.7% | |
| Community Use of Schools Grant | 271 | 271 | 0 | 0.0% | |
| New Teacher Induction program | 121 | 136 | 15 | 12.0% | |
| Declining Enrolment | 1,785 | 1,772 | (13) | (0.8%) | |
| Regular Operating On-going Grants | 209,691 | 209,235 | (456) | (0.2%) | a. |
| Grants for Capital Purposes | | | | | |
| Facilities Renewal | 257 | 434 | 177 | 68.8% | |
| Debt Funding for Capital | 6,118 | 6,048 | (70) | (1.2%) | |
| Amortization of DCC | 10,687 | 10,587 | (100) | (0.9%) | |
| Total Capital Grants | 17,062 | 17,069 | 6 | 0.0% | |
| Other Non-GSN Grants | | | | | |
| Continuing Education | 1,909 | 1,868 | (42) | (2.2%) | |
| Early Learning | 7,316 | 7,894 | 578 | 7.9% | |
| Other | 1,067 | 2,408 | 1,341 | 125.7% | b. |
| Total Non-GSN Grants | 10,292 | 12,170 | 1,878 | 0.4% | |
| Non-Grant Revenue | | | | | |
| Continuing Education | 2,849 | 2,670 | (179) | (6.3%) | |
| Rentals | 814 | 724 | (90) | (11.0%) | |
| Interest | 50 | 12 | (38) | (76.4%) | |
| Tuition Fees | 3,001 | 3,561 | 560 | 18.7% | |
| Other | 391 | 529 | 139 | 35.5% | |
| Total Non-Grant Revenue | 7,105 | 7,497 | 392 | 5.5% | |
| Total Revenue and Grants | 244,151 | 245,971 | 1,820 | 0.7% | |

Explanations of Material Grant Variances (over \$2 million)

- a. Decrease due to enrolment decline and QECO reduction due to experienced teacher retirements; Change over Q1 report due to increased Con Ed funding anticipated as well as Temporary Accommodation
- b. Increase due to announcement of additional EPO's since estimates

Notes:

- 1. Budget is the 2012-2013 Estimates Budget as approved by the Board of Trustees in June 2012
- 2. Variances will be explained when there is a difference of +/- \$2,000,000; materiality as defined by CEO

WATERLOO CATHOLIC DISTRICT SCHOOL BOARD
GOVERNANCE COMMITTEE RECOMMENDATIONS

May 27, 2013

The following changes/additions were recommended by the Governance Committee to the Board of Trustees for discussion and/or approval:

1. Board Policy IV 003 Treatment of Students

The Governance committee recommends that the wording in provision 3 of Board Policy IV 004 not be added to Board Policy IV 003.

2. Board Policy II 002 Governing Style:

Provision 5e: Board members found to be in violation of policy by the Board of Trustees may be subject to a motion of censure at a regular meeting of the Board ~~and/or a withholding of the trustee honorarium~~ under section **218.3** of the Education Act.

3. Board Policy II 005 Consultation:

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, stakeholders and other partners in Catholic education are valued and ~~inform~~ **inform** the work of the board.

4. By-laws Article 5 Delegations:

Addition of 5.1.15:

Delegations for Accommodation Review Committee and Boundary Review Committee will not be accepted on the night of the final decision.

5. Boundary Change Process

Discussion re: Addition to APF 008:

Where a boundary change is being considered for an area which was part of an Accommodation Review up to and including five years previous, the change will come to the Board for information and approval.

6. Board Policy II 015 Ownership Linkage

Revise Provision 2: Conversation with Committees: at a minimum of once per year, the Chairs' of the SEAC and PIC ~~and Audit~~ committees will be invited to a conversation on the work of the committees and how it relates to the work of the Board.

Number: II 011

Subject: Student Representation on the Board

Approval Date: September 2, 2008.

Effective Date: September 2, 2008.

Revised:

Policy Statement:

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

Accordingly:

1. The Board shall have two student trustees to represent the interests of their peers
2. A student trustee shall have the following qualifications:
 - a) be a Catholic in Union with the See of Rome
 - b) Be a resident student of the Board
 - c) Be enrolled full-time (ie: at least 3 credits per semester) in one of the Board's Catholic Secondary Schools and be in the senior division at the time of his/her term
3. The Chair of the Board shall appoint a trustee to act as a mentor for each student trustee
4. Student trustees may be disqualified from office for the following reasons:
 - a) as per trustee disqualifications criteria outlined in legislation
 - b) the student trustees ceases to be enrolled as a full time student in one of the Board's Catholic Secondary schools
 - c) the student trustee commits a serious breach of his/her school's code of conduct
 - d) the student trustee's conduct is deemed to be incompatible with the roles and responsibilities of the position
5. Upon completion of the student trustee's term, the Board will suitably recognize them including but not limited to a notation in the student's Ontario Student Record and a letter of service signed by the Chair of the Board.



Number: II 012
Subject: Student Trustee Role Description

Approval Date: September 2, 2008
Effective Date: September 2, 2008
Revised: October 26, 2010, November 26, 2012

Policy Statement:

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

Accordingly:

Board of Trustees Role and Responsibilities

1. Attend all regularly scheduled public Board meetings and committees on which the student trustee may be assigned. If a conflict prevents attendance at the meeting, notice must be sent to the appropriate superintendent and the committee chair prior to the start of the meeting. Transportation to and from Board meetings may be via family member, public taxi or the student's vehicle (if of legal age).
2. Represent their own views and those of students within the board on any matter before the Board of Trustees including but not limited to government legislation and policies or operational practices enacted by the Ministry of Education, the Board or individual schools.
3. Represent the Board's students at public/official functions and on Board committees as assigned.
4. Report regularly to the Board of Trustees on their activities with the Council of Student Representatives and Ontario Student Trustee's Association.

School and Student Representative Role and Responsibilities

5. Serve as co-chairs of the "Council of Student Representatives" which holds a minimum of six (6) meetings per year.
6. Provide leadership within the Council of Student Representatives for its responsibility to promote the distinctiveness of a Catholic education within the Waterloo Catholic District School Board and the Region of Waterloo.
7. Participate as a member of his/her home school student council as an ex-officio member. The degree of participation beyond attendance at regular Student Activity Council meetings is at the discretion of the student trustee.
8. Report regularly to the Council of Student Representatives on the activities of the Board of Trustees and the Ontario Student Trustee's Association.

Leadership Role and Responsibilities

9. Monitor the activities of the Catholic Council of the Ontario Student Trustee's Association.
10. Participate in student leadership development activities associated with their school, board and association roles. All participation is subject to the board's administrative education excursion supervision policy where appropriate supervision must be available. If the excursion is outside of Board jurisdiction and is not a component of a Board of Trustee activity where trustees are present to supervise, supervision is to be provided by the student trustee parents. All excursions are subject to the availability of funds.

Board-CEO Linkage: III 001
Subject: Global Governance-Management Connection

Approval Date: April 28, 2008

Effective Date: April 28, 2008

Revised:

Policy Statement:

The board's sole official connection to the operational organization, its achievements and conduct will be through a Chief Executive Officer and Chief Education Officer, titled Director of Education. The Director of Education will also be the secretary of the Board.

Unity of Control: Only officially passed motions of the board are binding on the CEO.

Accountability of the CEO: The CEO is the board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the CEO.

Delegation to the CEO: The board will instruct the CEO through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the CEO to use any reasonable interpretation of these policies.

Monitoring CEO Performance: Systematic and thorough monitoring of CEO job performance will be solely against expected CEO job outputs: organizational accomplishment of board policies on Ends and organizational operation within the boundaries established in board policies on Executive Limitations.

CEO Compensation and Benefits: The Board shall negotiate a contract with the CEO that will stipulate compensation and benefits for the CEO based on fair market value for services within the context of fiscal responsibility to the organization.

Date: April 29, 2013
To: Board of Trustees
From: Director of Education
Subject: Rural West/Waterloo Accommodation Review – Initiation Report

Type of Report: Decision-Making
 Monitoring
 Incidental Information

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

Origin:

WCDSB Capital Plan, January 2013

Board Meeting – April 2, 2013 – Direction from the Board of Trustees: *“THAT the Board of Trustees does overturn on appeal, the February 19, 2013 staff decision affecting the boundaries of St. Agatha CES and St. Nicholas CES. The Board of Trustees does instruct staff to come back to the trustees in a month with a recommendation as to which schools will be involved in an Accommodation Review.”*

Policy Statement:

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

9. 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.”
2. “Fail to present to the board an annual report on current enrolment status, future demographic trends and a list of potential schools being considered for boundary changes or closure”.

Background/Comments:

- On April 2, 2013, the Board of Trustees directed staff to bring a recommendation forward regarding which schools should be included in an accommodation review involving St. Agatha.

Determination of the Schools Involved

- Under the Ministry Guidelines, it is possible to review one school. Therefore, receiving schools do not have to be included as part of the ARC. Historically, WCDSB has both included receiving schools in the ARC process and has examined options involving schools outside of the immediate scope of the ARC as potential receiving schools. (E.g. the previous “West Waterloo” ARC included St. Agatha, Holy Rosary and St. Nicholas but options also involved Holy Family, St. Clement, Sir Edgar Bauer and Our Lady of Lourdes).
- When selecting schools to be involved in an accommodation review it is important to consider the purpose/goals of that review and the possible accommodation scenarios that could arise. By considering these factors, a determination can be made regarding which schools will likely be impacted and the potential magnitude of that impact. From there, a decision can be made regarding the schools that should be included within an ARC.
- Another consideration when selecting schools is the size of the ARC and the ability to focus on the task. For example, if the ARC is too large then meetings may become unproductive. If the ARC attempts to address too

many issues then the conversation may become unfocused. Parents may become frustrated since they are volunteering a significant amount of time to help the Board in their decision making.

Purpose of the Rural West/Waterloo Review

- An accommodation review was identified in the Board's 2013 Capital Plan to address surplus capacity, small schools and facility condition.
- Specifically, the future of St. Agatha will be the primary focus of this accommodation review.
 - 2012-13 enrolment is 101 students
 - Capacity is 170 pupil places (78 pupil places of permanent construction and 92 in a port-a-pak attached to the school).
 - The school site is approximately 2 acres. The Board leases additional land for playground. This lease will expire in 2019.
 - St. Agatha's 5 year renewal costs are approximately \$2,170,210, which has resulted in a Facility Condition Index (FCI) of 105%. This means that the cost to repair St. Agatha is greater than the cost to replace the building.
- The goals of the Rural West-Waterloo Accommodation Review have been identified as follows:
 - Develop an accommodation strategy that best serves the Catholic community over the long term.
 - Determine long-term enrolment boundaries to balance enrolment with capacity.
 - Examine the long-term sustainability of the schools in the Rural West/Waterloo area with particular focus on the impact of small schools.
 - Address site size and facility condition issues at St. Agatha.
 - Maximize the number of students able to walk to school.

Schools Involved

- Staff is recommending that the following schools be included as part of this accommodation review process: St. Agatha, Holy Family, St. Clement, Holy Rosary, and St. Nicholas.
- These schools have been chosen based on their geographical proximity to St. Agatha and therefore their potential to receive students in the event of any boundary changes/school closure determined through this review.
- The only school that would be considered for closure through this review is St. Agatha.

Terms of Reference

- A draft Terms of Reference for the Rural West/Waterloo Accommodation Review Committee (ARC) is attached to this report.
- The Terms of Reference would be approved by the ARC at their first meeting.

Recommendation:

THAT the Board of Trustees Authorizes Board administration to initiate the Rural West/Waterloo Accommodation Review following Part B: Closure Review Process of the board's Pupil Accommodation Review Process policy (APF008).

Prepared/Reviewed By: Larry Clifford
Director of Education

Shesh Maharaj
Chief Financial Officer

Lindsay Ford
Manager of Planning, Admissions and 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."

Date: April 29, 2013
To: Board of Trustees
From: Director of Education
Subject: St. Boniface relocation - Recommendations

Type of Report: Decision-Making
 Monitoring
 Incidental Information

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

Origin:

Capital Plan 2013

Policy Statement:

APF008: Pupil Accommodation Review Process – “*The Ministry of Education Pupil Accommodation Review Guidelines (Appendix A) outline specific circumstances where there is no requirement to undertake a boundary or school closure review. In the circumstances below, the Board will consult with local school communities about the proposed accommodation options for students in advance of any decision by the Board.*

- *Where a replacement school is to be rebuilt by the board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified through the board’s existing policies;”*

Background/Comments:

In January 2013, the Ministry of Education announced funding for the replacement of St. Boniface school. Following that announcement, board staff initiated a public consultation process to develop a strategy to best serve the St. Boniface school community over the long-term. Specifically, the consultation process examined whether St. Boniface should remain in Maryhill (Option 1) or relocate to Breslau (Option 2).

Two public consultation sessions have been completed.

| Date | Location | Number of Attendees | Number of Comment Sheets |
|----------------|--------------------------|---------------------|--------------------------|
| March 20, 2013 | St. Boniface school | 97 | 45 |
| April 10, 2013 | Breslau Community Centre | 54 | 32 |

The majority of the public comments received were from residents of Maryhill both with children enrolled at the school and without. The comments placed significant value on the existing school-church relationship and feared that the relocation of the school would sever this relationship.

The public comments in favor of relocating to Breslau expressed that there are many Catholic families living in Breslau but attending the public school due to location, significant residential growth is planned for Breslau, and locating the school where the majority of students live would be desirable.

Details of the process, the options, and public comments can be found in the “St. Boniface Catholic Elementary School Public Consultation Process Final Report” (attached).

Preferred Option:

- Staff is recommending that St. Boniface Catholic Elementary School be relocated to Breslau.
- There is significant residential growth planned for Breslau and very limited/no growth planned within the remainder of the school boundary.
- WCDSB attracts 12.2% of the total 377 students living in Breslau. Compared to 62.7% of the total 67 students living in Maryhill. Despite the differences in yields, there are currently more Catholic students living in Breslau (46) compared to Maryhill (42).
- Building a school in Breslau would increase the opportunity to attract a greater number of students, which would increase enrolment.

Funding

- The Board received funding approval from the Ministry of Education of \$5,295,177 to build a 250 pupil place school. The business case was based on the relocation of St. Boniface to Breslau.
- The Board does not currently own land in the Breslau area or have a site identified. Staff is working with the Township of Woolwich and developers to identify a school site. The timing of the land may depend on a number of factors including the Regional Official Plan appeal, the Breslau Secondary Plan, the ability of developers to proceed with development, and discussion with land owners regarding site purchase.
- The land is 32% EDC eligible (based on a 4 acre school site). The remainder of the land will need to be funded through the Proceeds of Disposition reserve. There is an opportunity to apply to the Ministry for the remainder of the land acquisition costs. However, there is no official process for this and no indication as to whether this strategy would be successful.

Recommendation:

That the Board pursues the purchase of a school site in the Breslau area recognizing that the purchase of the land will be subject to Board and Ministry approval.

That the Board proceed with the construction of a new 250 pupil place elementary school in Breslau.

That upon completion of the new school in Breslau, all of the St. Boniface students be relocated to the new building and vacate the existing building in Maryhill.

That the principal assigned to the school develop a transition plan to facilitate the transition of students to their new school.

Prepared/Reviewed By: Larry Clifford
Director of Education

Shesh Maharaj
Chief Financial Officer

Lindsay Ford
Manager of Planning, Admissions and Enrolment

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