



## Board of Trustees' Board Meeting

**Date:** June 24, 2013

**Time:** 4:00 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
<b>1. Call to Order</b>	<b>Board Chair</b>		
1.1 Opening Prayer & Memorials	Board Pastoral Team		
1.2 Approval of Agenda	Board of Trustees		Approval
1.3 Declaration of Pecuniary Interest	Individual Trustees		
1.3.1 From the current meeting			
1.3.1 From a previous public or in-camera meeting			
<b>2. Consent Agenda: Director of Education (eg: day –to –day operational matters from the Ministry of Education that the Board is required to do)</b>			
2.1 Special Education Plan 2013	Trustees	--	Approval

<b>ITEM</b>	<b>Who</b>	<b>Agenda Section</b>	<b>Method &amp; Outcome</b>
<b>3. Consent Agenda: Board (Minutes of meetings, staff report)</b>			
3.1 Approval of Minutes of Regular and Special Meetings	Trustees	pp.1-6	Approval
3.1.1 Minutes of Board meeting of May 27, 2013	Trustees	pp. 7-10	Approval
3.1.2 Minutes of Special Board meeting of June 10, 2013	Trustees	pp.11	Receipt
3.1.3 Minutes of Ends Statement Task Force of June 3/13	Trustees	--	Approval
3.1.4 Staffing Report as of June 19, 2013	Trustees	pp. 12-16	Information
3.1.5 Interim Financial Report 3 of 3	Trustees	pp.17-18	Approval
3.1.6 Draft Ends Statement	Trustees	--	Approval
3.1.7 Items for Action from In-camera meeting of June 24, 2013	Trustees	--	Approval
<b>4. Delegations/Presentation</b>			
4.1 VIP Awards			
4.1.1 Jackie Cole, St. Timothy	Greg Reitzel	--	Presentation
<b>5. Ownership Linkage (Communication with the External Environment)</b>			
<b>6. Reports from Board Committees/Task Forces</b>			
6.1 Student Trustee report and presentation	Erin Jamieson/ Carlos Valero	--	Information
6.2 Trustee Budget Quarterly Update	Wayne Buchholtz	pp. 19-20	Information
6.3 Annual Committee Reports			
6.3.1 Governance	Greg Reitzel	pp. 21	Information
6.3.2 Pastoral Care Team	Janek Jagiellowicz	pp. 22-23	Information
6.3.3 Linkages Committee	Peter Reitmeier	pp. 24-25	Information
6.3.4 Audit Committee	Anthony Piscitelli	pp. 26-27	Information
6.3.5 Awards	Wayne Buchholtz	pp. 28-29	Information
<b>7. Board Education (at the request of the Board)</b>			
<b>8. Policy Discussion</b>			
8.1 Revised By-law	Trustees	pp.30-51	Approval
<b>9. Assurance of Successful Board Performance</b>			
9.1 Board Policy II 001 General Governance Commitment	Trustees	pp. 52-53	Approval
9.2 Is There a Need to Review This Policy?	Trustees	--	Discussion
9.3 Board Policy II 009 Board Committee Principles	Trustees	pp. 54	Approval
9.4 Is There a Need to Review This Policy?	Trustees	--	Discussion
9.5 Board Policy II 010 Board Committee Structure	Trustees	pp. 55	Approval
9.6 Is There a Need to Review This Policy?	Trustees	--	Discussion
<b>10. Assurance of Successful Director of Education Performance</b>			
<b>10.1 Monitoring Reports &amp; Vote on Compliance</b>			
10.1.1 2013-2014 School Year Budget Motions	Trustees	p. 56	Approval
<b>10.2 Advice from the CEO</b>			
10.2.1 Resource Development Office	Larry Clifford/Vic Degutis	--	Information
<b>11. Potential Agenda Items/Trustee Inquiry Report (CEO)</b>			
11.1 Trustee Inquiry Report from the CEO			
11.2 Shared concerns			

<b>ITEM</b>	<b>Who</b>	<b>Agenda Section</b>	<b>Method &amp; Outcome</b>
<b>12. Announcements</b>			
<b>12.1</b> The following reports are posted on the Board web page: <a href="http://www.wcdsb.ca">www.wcdsb.ca</a> a) Minutes of SEAC Meetings b) Minutes of Parent Involvement Committee Meetings			
<b>12.2 Upcoming Meetings/Events</b> (all scheduled for the Catholic Education Centre unless otherwise indicated):  August 26 – Links for Learning Golf Tournament			
<b>12.3 Pending Items:</b>	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
<b>12.4 Pending Items for OCSTA Consideration</b> • Mental Health Government Funding Continuation			
<b>13. Items for the Next Meeting Agenda</b>	Trustees		
<b>14. Adjournment</b> Confirm decisions made tonight Closing Prayer	Director of Education		
<b>15. Motion to Adjourn</b>	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

Rev. Charlie Fedy, CR and the Board of Trustees, 2010

## Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, May 27, 2013 at the Waterloo Region Catholic Education Centre.

### Trustees Present:

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

\*arrived at 6:11 p.m.

### Student Trustees Present:

Carlos Valero

### Administrative Officials Present:

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

### Special Resources For The Meeting:

Lindsay Ford; John Bigelow

### Regrets:

Joyce Anderson; Erin Jamieson; Fr. Fred Scinto, C.R; John Shewchuk

### Recorder:

Barb Pilsner, Executive Administrative Assistant

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

## **1. Call to Order:**

The Chair of the Board called the meeting to order at 6:05 p.m.

### **1.1 Opening Prayer & Memorials**

The opening prayer was led by F. Johnson, Board Pastoral Team. Intentions were offered for the family of Kim Koehler from Canpar who passed away; the family of Susy Johnson; John Donovan, the husband of the former Board Chair - Kim Donovan, who was in an accident last week and National Missing Persons day – for all those children who are missing.

### **1.2 Approval of Agenda**

Defer Item 4.3 Early Learning Program Update to June 3/13; and add Item 9.7 June 24/13 Board Meeting;

**2013-97 -- It was moved by M. da Silva and seconded by A. Piscitelli:**

*THAT the agenda for May 27, 2013 as amended be now approved. --- Carried by consensus.*

G. Reitzel joined the meeting at 6:11 p.m.

### **1.3 Declaration of Pecuniary Interest**

- 1.3.1 From the current meeting – A.Piscitelli declared a conflict with item 10.2.3 St Boniface Maryhill Recommendation due to his employment at the Region of Waterloo and the Region's Official Plan.
- 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

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

#### 3.1 Approval of Minutes of Regular and Special Meetings

- 3.1.1 Minutes of Board meeting of April 29, 2013
- 3.1.2 Minutes of Special Board meeting of May 13, 2013
- 3.1.3 Minutes of Governance Committee meeting of May 6/13
- 3.1.4 Interim Financial Report
- 3.1.5 Items for Action from In-camera meeting of May 27, 2013

**2013-98** -- It was *moved* by **F. Johnson** 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 Peter Reitmeier presented the award to Jennifer David, a student from Blessed John Paul II
- 4.1.2 Wendy Price presented the award to Surien Das Giwojno, a student from John Sweeney
- 4.1.3 Frank Johnson presented the award to Maya Cunningham, a student from St. Augustine
- 4.1.4 Wayne Buchholtz presented the award to Clara Lochner, a student from St. Brigid
- 4.1.5 Manuel da Silva presented the award to Olivia Derks, a student from St. Mark
- 4.1.6 Janek Jagiellowicz presented the award to Ryan Woo, a student from St. Teresa E

The meeting recessed at 6:37 pm.

The meeting resumed at 6:43 pm.

#### 4.2 CYCW Pilot

Tammy Sica, principal at Canadian Martyrs spoke about what we do as a team at Canadian Martyrs with Anne Falk Itinerant Child and Youth Care Worker. Anne Falk is with us every day. In Sept we had a conversation about what she would be doing and what her role would look like. She provides support for our kids, staff, parents and me as the administrator. Anne explained the following programs:

- Circle of friends – we made a backpack to help the students and we teach the circle of friends what to do to support students;
- Faith, Acceptance, Respect, Empathy (F.A.R.E.) is the focus for the entire year. It is a whole school approach directly coming from the students not the adults.
- Supporting our Kids – lunch club, transition support at the beginning of the day, self-regulation strategies and check-ins. We are more precise with our programming for some of our specialized students on IEPs;
- Supporting our Staff – social stories, behaviour contracts, safety plans, behaviour plans, token reward systems;
- Supporting our Parents – social stories, Pics, meetings in collaboration with Social Worker, CPRI.
- Supporting the Administrator – data gathering and monitoring, in-school meetings, Collaborative Team Meeting

R. Boisvert said this is a shift in model we spoke about last year looking at how we support students in schools. It has been met with tremendous success. 13 schools were in the pilot. We are in the process of identifying schools for next year.

#### 4.3 Early Learning Program Update – deferred to June 3/13

### 5 Ownership Linkage (Communication with the External Environment)

5.1

### 6 Actions From Board Committees/Task Forces

#### 6.1 Student Trustee Report

Under the Four Pillars

C. Valero reported on the secondary schools:

**Catholicity:** all schools held spring fund raisers for Catholic Education Week. St. Benedict held a fundraiser for Kayla Baker with Spencer West as guest speaker. Students attended March for Life in Ottawa.

**Student Achievement:** end of April DECA clubs from secondary schools went to the International Career conference. Two students scored within the top 10 internationally.

**Quality:** all secondary schools are having their prom except for St. Benedict which held theirs two weeks ago

**Site Improvement:** election of all school Co-presidents has taken place and we are doing orientation. Plans for next year have a greater emphasis on student voice.

## **6.2 Governance Committee Recommendations**

W. Buchholtz reviewed each of the Governance Committee recommendations.

**Recommendation #1** Approved. No motion is necessary as we are not changing policy.

### **Recommendation #2**

**2013-99** -- It was *moved* by **P. Reitmeier** and *seconded* by **W. Price**:

*THAT the Board of Trustees agree to the revised wording of Provision 5e in Board Policy II 002 Governing Style --- Carried by consensus*

### **Recommendation #3**

**2013-100** -- It was *moved* by **A. Piscitelli** and *seconded* by **M. da Silva**:

*THAT the Board of Trustees agree to the revised wording as outlined in the policy statement of Board Policy II 005 Consultation --- Carried by consensus*

### **Recommendation #4**

Trustees agreed to amend Article 5 Delegations of the By-law with the 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'. The revised By-law will come to the June 24<sup>th</sup> agenda, read three times and trustees will then vote to approve.

### **Recommendation #5**

**2013-101** -- It was *moved* by **J. Jagiellowicz** and *seconded* by **F. Johnson**:

*THAT the Board of Trustees agree to the additional wording 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'. --- Carried by consensus*

### **Recommendation #6**

**2013-102** -- It was *moved* by **M. da Silva** and *seconded* by **P. Reitmeier**:

*THAT the Board of Trustees agree to the revision of the wording as outlined in Provision 2 of Board Policy II 015 Ownership Linkages --- Carried by consensus*

## **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**

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

**2013-103** -- It was *moved* by **A. Piscitelli** and *seconded* by **M. da Silva** :

*THAT the Board of Trustees reviewed Policy II 011 Student Representation on the Board 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 012 Student Representation Role Description**

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

**2013-104** -- It was *moved* by **A. Piscitelli** and *seconded* by **W. Price**:

*THAT the Board of Trustees reviewed Policy II 012 Student Representation Role Description and finds itself in compliance. --- Carried by consensus*

#### **9.4 Is There a Need to Review This Policy?**

Trustees agreed there is a need to review the policy.

**2013-105** -- It was *moved* by **P. Reitmeier** and *seconded* by **A. Piscitelli**:

*THAT the Board of Trustees agreed to send Policy II 012 Student Representation Role Description to Governance to add wording regarding the student trustees attending the OCSTA AGM conference. --- Carried by consensus*

P. Reitmeier to draft wording and send to G. Reitzel for the next Governance meeting.

#### **9.5 Board Policy III 001 Global Governance-Management Connection**

G. Reitzel asked trustees if we are in compliance with this policy.

**2013-106** -- It was *moved* by **A. Piscitelli** and *seconded* by **M. da Silva**:

*THAT the Board of Trustees reviewed Policy III 001 Global Governance-Management Connection and finds itself in compliance with the exception monitoring CEO performance and excuses themselves until the next monitoring. --- Carried by consensus*

#### **9.6 Is There a Need to Review This Policy?**

Trustees agreed there is a need to review the policy. It was decided to review the policy after the completion of the Ends.

#### **9.7 June 24/13 Board of Trustees meeting**

W. Buchholtz asked trustees if the June 24<sup>th</sup> Board of Trustees meeting could be moved to June 25<sup>th</sup> due to St. Mary's graduation and presentation of the Distinguished Graduate award to Mary Jo Fedy. As some trustees were unavailable on the 25<sup>th</sup> they discussed holding the meeting earlier in the day. Trustees agreed the Board meeting will begin at 4:00 p.m. with Committee of the Whole In-camera beginning at 3:00 p.m. if necessary on June 24<sup>th</sup>.

## **10. Assurance of Successful Director of Education Performance**

### **10.1 Monitoring Reports & Vote on Compliance**

#### **10.2 Advice from the CEO**

##### **10.2.1 Budget Advisory Committee Update**

S. Maharaj met with Budget Advisory earlier this month. Discussion was on enrolment and the GSNs. He advised the budget may not be ready to present on June 3<sup>rd</sup> and asked if the Special Board meeting could be postponed until June 10<sup>th</sup>. Trustees were in agreement and B. Pilsner will advise them as soon as possible if the meeting will be postponed.

##### **10.2.2 Accommodation Review Recommendation**

Trustees discussed the additional information L. Ford provided.

**2013-107** -- It was *moved* by **M. da Silva** and *seconded* by **F. Johnson**:

*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) --- no consensus*

**In Favour:** W. Buchholtz, M. da Silva, J. Jagiellowicz, F. Johnson, W. Price, P. Reitmeier, G. Reitzel

**Opposed:** A. Piscitelli

**Motion carried:** vote 7 to 1

##### **10.2.3 St. Boniface Maryhill Recommendations**

L. Ford provided a breakdown of the renewal costs and comparative maintenance and operation costs as requested.

All Recommendations were moved as one:

**2013-108** -- It was *moved* by **W. Price** and *seconded* by **P. Reitmeier**:

*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. --- **no consensus***

**In Favour:** W. Buchholtz, M. da Silva, F. Johnson, W. Price, P. Reitmeier, G. Reitzel

**Opposed:** J. Jagiellowicz

**Motion carried:** vote of 6 to 1

#### **10.2.4 Four Pillars**

**Catholicity:** Good attendance at the Bishop's Banquet – great sense of community and community building. The OCSTA Video Award was presented at the Administrators' meeting. L. Clifford, R. Boisvert, D. Haime and P. Reitmeier attended the Deanery meeting May 2<sup>nd</sup>. There was a panel presentation on enrolment, expectations and GSAs in Catholic schools. CELF program under D. Haime is finished.

**Student achievement:** L. Clifford advised the Ministry visited May 9<sup>th</sup> and spoke highly of how administration prepare our students. OSSLT was written May 14<sup>th</sup> and EQAO gr 3 and 6 is currently being written. Attended M4YC – math for young children. We also have the opportunity to present at the QUEST Conference together with York Catholic which is the most prestigious for student achievement.

**Quality:** We hosted a session for 39 teachers interested in administrative vice-principal positions in our board.

**Site Improvement:** St. Gabriel is on target.

#### **10.2.5 Capped Schools**

D. Haime advised we have six capped elementary schools listed in APA001.

#### **10.2.6 The One Called Jesus – Art Exhibit**

D. Haime advised the art exhibit is making its way through our schools. The remainder of the schedule of school visits will be sent to the trustees.

#### **10.2.7 2013-14 Board Meeting Night**

W. Buchholtz said after discussion last week we did not have consensus. He recommended to keep Monday night but move to the second and fourth week of the month. A schedule of meeting dates will be prepared and sent to trustees. It was decided to move to Tuesday evening beginning September 2014 leading up to the election. Trustees requested the Director put a notice on the website and a press release for those considering running in the election as trustee.

## **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](http://www.wcdsb.ca)**

- a) Minutes of SEAC Meetings
- b) Minutes of Parent Involvement Committee Meetings

### **12.2 Upcoming Meetings/Events (all scheduled for the Catholic education Centre unless otherwise indicated):**

- 12.2.1 June 3 6:00 pm Special Board Meeting
- 12.2.2 June 5 7:00 p.m. SEAC
- 12.2.3 June 6 – 8 CCSTA AGM, Winnipeg
- 12.2.4 June 17 6:00 p.m. Committee of the Whole
- 12.2.5 June 18 5:30 pm Audit Committee
- 12.2.6 June 21 9:00 a.m. Board office mass at Dutton Drive
- 12.2.7 June 24 6:00 pm Board of Trustees Meeting

12.3 Pending Items:

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

**2013-109** -- It was *moved* by **W. Price** and *seconded* by **M. da Silva**:

*THAT the meeting be now adjourned.*

The meeting was adjourned by consensus at 8:54 p.m.

---

Chair of the Board

---

Secretary

## Special Board of Trustees' Meeting

A special public meeting of the Board of Trustees was held on Monday, June 10, 2013 at the Waterloo Region Catholic Education Centre.

### Trustees Present:

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

### Student Trustees Present:

Erin Jamieson; Carlos Valero

### Administrative Officials Present:

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

### Special Resources For The Meeting:

### Regrets:

Anthony Piscitelli; Fr. Fred Scinto; John Shewchuk

### Recorder:

Barb Pilsner, Executive Administrative Assistant

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

## 1. Call to Order:

The Chair of the Board called the meeting to order at 6:05 p.m.

### 1.1 Opening Prayer & Memorials

The opening prayer was led by E. Jamieson, Board Pastoral Team. Intentions were offered for J. Jagiellowicz uncle who passed away and for a teacher at Our Lady of Grace who is undergoing surgery.

### 1.2 Approval of Agenda

Move Specialist High Skills Major and Red Seals Agreement to Item 4.5 and Early Learning Program to Item 4.6 and 4.6 is for decision instead of information

**2013-110** -- It was *moved* by **G. Reitzel** and *seconded* by **F. Johnson**:

*THAT the agenda for June 10, 2013 as amended be now approved. --- Carried by consensus.*

### 1.3 Declaration of Pecuniary Interest

**1.3.1** From the current meeting – W. Buchholtz declared an indirect pecuniary interest with Item 10.1.1 as his son is a teacher

**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 Ends Statement Task Force May 21, 2013

3.1.2 Items for Action from In-camera meeting of June 10, 2013

**2013-111** -- 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 Provincial Award**

Rick Boisvert introduced Nancy Dickieson, Director of Children's Services for the Region of Waterloo. N. Dickieson presented the Ontario Municipal Social Services Association Partnership Award to the Waterloo Catholic District School Board and the Waterloo Region District School Board for their extraordinary leadership. The WCDSB and the WRDSB's Early Learning Implementation Teams together with the Region of Waterloo took a coordinated approach to implementing full day kindergarten and best practice around the play based curriculum for core and extended day programs.

##### **4.2 VIP Awards**

4.2.1 Joyce Anderson presented the award to Nicole Steadman, student from Resurrection C.S.S.

4.2.2 Wendy Price presented the award to Jessie Henderson, student from St. Agnes

The meeting recessed at 6:22 p.m.

The meeting resumed at 6:25 p.m.

##### **4.3 Student Success Data and 4.4 Graduation Rates**

D. DeSantis provided a handout showing current graduation rates. The average of 90% graduation rate for the four years shows the success of Student Success to 18.

##### **4.5 Specialist High Skills Major and Red Seals Agreement**

D. DeSantis advised after meeting with St. Jerome's University the Red Seal Scholarship was initiated. Students applying to the university in Mathematics would receive a \$500 scholarship. The team is currently looking to other colleges and universities to initiate the same scholarship.

##### **4.6 Early Learning Program Update**

R. Boisvert distributed a report for the Board of Trustees for approval of the daily rate on the extended day program.

**2013-112** -- It was *moved* by **P. Reitmeier** and *seconded* by **M. da Silva**:

*THAT the Board of Trustees approve a Daily Base Fee for Extended Day Programs not to exceed \$21.50 per day for 2013 – 2014; and*

*THAT the Board of Trustees approve a Daily Base Fee for Full-Day Programs on Professional Activity Days and school holidays not to exceed \$37.50 per day – Carried by consensus*

#### **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**

##### **8.1 APF008 Pupil Accommodation Review Process**

W. Buchholtz advised all changes outlined in the AP memo were discussed previously and the memo is presented for approval.

**2013-113** -- It was *moved* by **W. Price** and *seconded* by **F. Johnson**:

*THAT the Board of Trustees approved the changes as outlined to APF008 Pupil Accommodation Review Process. ---  
Carried by consensus*

G. Reitzel advised as this is a staff process Board Policy IV 010 Facilities/Accommodations will need to be changed to align.

## 9. Assurance of Successful Board Performance

## 10. Assurance of Successful Director of Education Performance

### 10.1 Monitoring Reports & Vote on Compliance

#### 10.1.1 Board Policy IV 0907 Budgeting: Draft 2013-14 School Year Budget

G. Reitzel took the chair due to a conflict of interest declared by W. Buchholtz. L. Clifford advised we have achieved a balanced budget without the use of reserves.

S. Maharaj presented the \$248.1 million budget for 2013-14 which is also available on the website. The Budget Advisory Committee was engaged throughout the 6 month process. An online survey was used for consultation. The Ministry requires the overall budget must be balanced and compliant.

#### Budget challenges:

- Declining enrolment
- Ministry restraint measures:
  - Reduced funding yet infrastructure costs do not always decline
  - Difficult to project impact of same changes (sick leave plan)
- Collective agreements:
  - Imposed labour frameworks
- Ongoing:
  - Controlling supply costs, utility costs, cost for students with individual needs, and aging infrastructure.
  - Enrolment decline is stabilizing at elementary but secondary will be affected. Enrolment is a key driver of budget.

S. Maharaj reviewed the budget risks and reductions. S. Maharaj and the Superintendents provided an overview of the planning areas of the budget: Academic, Infrastructure and Support.

#### Overall board future focus:

- Address continued declining enrolment and ensuring financial sustainability
- Review spending and associated funding sources
- Negotiations
- Monitoring 34 credit threshold
- Accommodation reviews

Question period for trustees is June 10 to 21 and approval of budget June 24<sup>th</sup>. Budget submission date June 28<sup>th</sup>.

W. Buchholtz took the Chair.

### 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](http://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**

**2013-113** -- It was *moved* by **W. Price** and *seconded* by **F. Johnson**:

*THAT the meeting be now adjourned.*

The meeting was adjourned by consensus at 8:56 p.m.

---

Chair of the Board

---

Secretary

## Ends Statement Task Force Meeting

A meeting of the Ends Statement Task Force was held on the 3<sup>rd</sup> of June, 2013

**Present:**

**Committee Members:**

Wayne Buchholtz, Manuel Da Silva, Wendy Price, Frank Johnson

**Administrative Officials:**

**Regrets:**

Joyce Anderson, Larry Clifford

**Next Meeting:**

To be determined

**1. Welcome and Opening Prayer:**

Meeting was called to order by F. Johnson with opening prayer.

**2. Discussion Items:**

F. Johnson and W. Price brought the task force up to date regarding their May 30<sup>th</sup> meeting with Maria Ivankovic and Gerry Clifford. The purpose of that meeting was to hear from senior admin the areas of strategic focus that will help frame their work for the short and medium term in leading the system to improved student achievement and wellbeing. The view of the Task Force is that it is important the Ends are aligned with these areas of focus in order to create the necessary synergy to move the system forward. The Task Force decided to make the second draft of the Ends statements more concise and to include suggested indicators of success that could be incorporated into the Strategic Plan as it is being updated.

Ends need to be aligned with the BIPSA, SIPSA and CLIPSA and a chart (attached) provides a visual idea of how the Task Force sees the Ends fitting in with the development of a system learning plan for the WCDSB. This alignment, it is hoped, will create more consistency (and therefore more shared ownership) of the areas of strategic focus.

We had some discussion about inclusion and how it is framed in the revised draft Ends statements. While it is not highlighted specifically, we believe that the Ends clearly signal to the system and community that we are an inclusive system and that academic success and wellbeing are at the heart of what we do for each student. There will always be issues related to the model of inclusion and how the model best serves all students but there should be no confusion about the philosophical and moral stance of the WCDSB that all students are to be included in learning opportunities that optimize their strengths and effectively support them with any challenges.

The revised Ends statements will be brought to the Committee of the Whole in mid-June for discussion and the Task Force will then develop a consultation process with the system and broader community prior to incorporating them as policy.

**3. Adjournment**

The meeting adjourned at 4:05 pm.

**Date:** June 18, 2013  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Interim Financial Report - #3 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 May 31, 2013. Notes, where appropriate are included to provide the reader with additional information.

## General Commentary:

- Staffing numbers have not changed since the last financial report.
- Enrolment numbers have been adjusted to reflect our March 31<sup>st</sup> count date. Both elementary and secondary numbers increased marginally over October 31<sup>st</sup> and grants have been recalculated to reflect these changes.
- At the last report, we indicated that we requested through the Ministry a refund of a surplus contained in our health and dental insurance account. No further update is available at this time from the Ministry. An amount of \$550,000 has been included in the forecast assuming the revenue will be received.
- MOUs between OECTA, OSSTF, and ETFO have recently been signed with the Province. Provisions have been made in this forecast for estimated added costs. Costs include additional maternity leave payments and extra sick time for certain employees. Contingencies have also been added for supply costs.

The overall risk assessment related to the Board's financial well-being for the 2012/2013 school year is **LOW**.

Since the last quarterly report issued in the spring of 2013, there have been no significant deviations from 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 May 31, 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	
			\$	%
<b>Revenue</b>				
Provincial Grants (GSN)	216,066	215,845	(221)	-0.1%
Non-GSN Grants	10,292	12,645	2,353	22.9%
Non-Grant Revenue	7,105	7,752	647	9.1%
Amortization of DCC	10,687	10,647	(40)	-0.4%
<b>Total Revenue</b>	<b>244,151</b>	<b>246,889</b>	<b>2,738</b>	<b>1.1%</b>
<b>Expenses</b>				
Classroom	168,046	169,718	1,672	1.0%
Other Operating	58,013	59,221	1,208	2.1%
Capital	6,117	6,032	(85)	-1.4%
Amortization	11,974	11,918	(56)	-0.5%
<b>Total Expenses</b>	<b>244,151</b>	<b>246,889</b>	<b>2,738</b>	<b>1.1%</b>
<b>Balance before Accum Surplus</b>	-	(0)	(0)	-
Accumulated surplus use	-	-	-	-
<b>Surplus/(Deficit) - end of year</b>	-	<b>(0)</b>	<b>(0)</b>	-

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

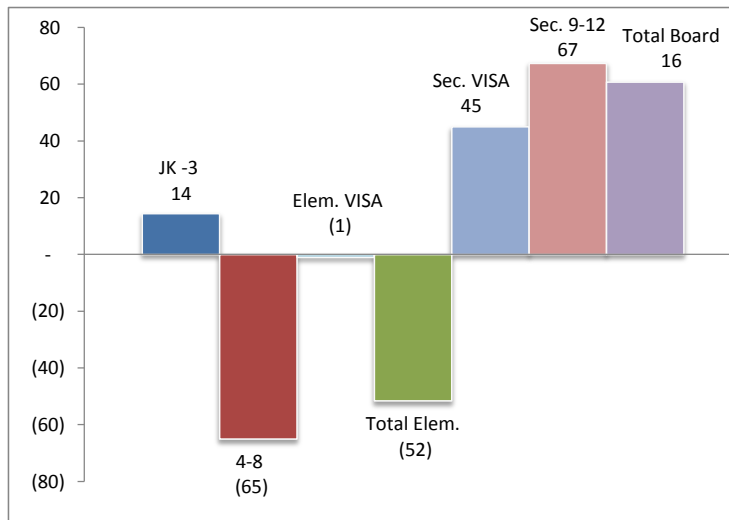
Summary of Enrolment

ADE	Budget	Mar 31 Forecast	In-Year Change	
			#	%
<b>Elementary</b>				
JK -3	5,786	5,800	14	0.2%
4-8	7,715	7,650	(65)	-0.8%
VISA Students	7	6	(1)	-14.3%
<b>Total Elementary</b>	<b>13,508</b>	<b>13,456</b>	<b>(52)</b>	<b>-0.4%</b>
<b>Secondary &lt;21</b>				
Pupils of the Board	6,537	6,604	67	1.0%
VISA Students	110	155	45	40.9%
<b>Total Secondary</b>	<b>6,647</b>	<b>6,759</b>	<b>112</b>	<b>1.7%</b>
<b>Total</b>	<b>20,155</b>	<b>20,216</b>	<b>61</b>	<b>0.3%</b>

Note: ADE is comprised of actual enrolment reported at October 31, 2012 and March 31, 2013 (may change slightly prior to year end)

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

Changes in Enrolment: Budget vs. Forecast



Highlights of Changes in Enrolment:

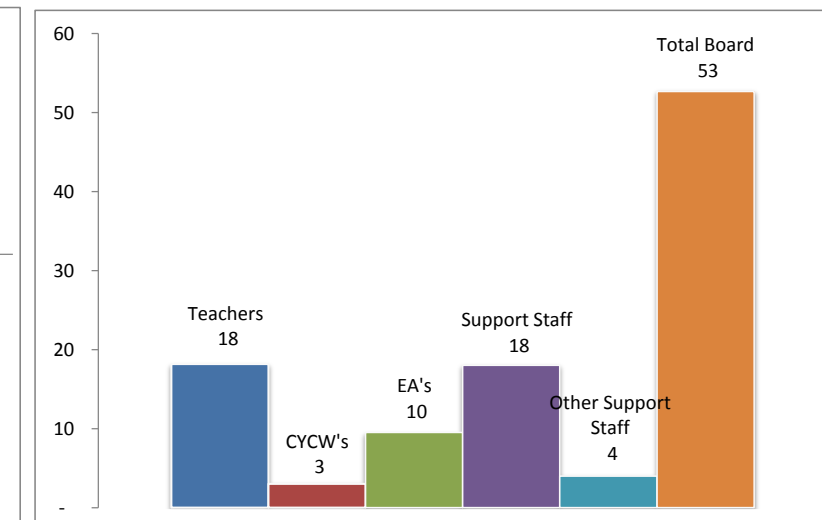
**Elementary:** There are 668 Early Learning students which are not included in the above totals as they are funded outside of the GSN.

**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	
			#	%
<b>Classroom</b>				
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%
<b>Total Classroom</b>	<b>1,664</b>	<b>1,713</b>	<b>49</b>	<b>2.9%</b>
<b>Other Support Staff</b>				
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%
<b>Total Other Support Staff</b>	<b>563</b>	<b>568</b>	<b>4</b>	<b>0.7%</b>
<b>Total Staffing</b>	<b>2,227</b>	<b>2,281</b>	<b>53</b>	<b>2.4%</b>

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 May 31, 2013**  
(\$ thousands)

Budget Assessment					
2012-2013					
	Budget	Forecast	Change		Material Variance Note
			\$ Increase (Decrease)	% Increase (Decrease)	
<b>OPERATING</b>					
<b>Classroom Instruction</b>					
Teachers	124,538	124,479	(59)	(0.0%)	
Supply Teachers	3,609	4,168	559	15.5%	
Educational Assistants	14,913	15,455	542	3.6%	
Classroom Computers	1,421	1,468	47	3.3%	
Textbooks and Supplies	5,762	5,477	(284)	(4.9%)	
Professionals and Paraprofessionals	11,337	11,492	155	1.4%	
Library and Guidance	4,413	4,677	264	6.0%	
Staff Development	1,610	2,042	432	26.8%	
Department Heads	444	461	17	3.8%	
<b>Total Classroom</b>	<b>168,046</b>	<b>169,718</b>	<b>1,671</b>	<b>1.0%</b>	
<b>Non-Classroom</b>					
Principal and Vice-Principals	8,519	8,650	131	1.5%	
School Office	5,890	5,836	(54)	(0.9%)	
Co-ordinators and Consultants	2,251	2,336	85	3.8%	
Continuing Education	9,361	9,280	(81)	(0.9%)	
<b>Total Non-Classroom</b>	<b>26,022</b>	<b>26,103</b>	<b>81</b>	<b>0.3%</b>	
<b>Administration</b>					
Trustees	239	221	(18)	(7.6%)	
Director/Supervisory Officers	1,557	1,525	(32)	(2.1%)	
Board Administration	4,798	4,954	156	3.3%	
<b>Total Administration</b>	<b>6,594</b>	<b>6,700</b>	<b>105</b>	<b>1.6%</b>	
<b>Transportation</b>	<b>5,917</b>	<b>6,021</b>	<b>104</b>	<b>1.8%</b>	
<b>School Operations and Maintenance</b>	<b>19,481</b>	<b>20,398</b>	<b>917</b>	<b>4.7%</b>	
<b>TOTAL OPERATING</b>	<b>226,060</b>	<b>228,939</b>	<b>2,880</b>	<b>1.3%</b>	
<b>Debt</b>	<b>6,117</b>	<b>6,032</b>	<b>(86)</b>	<b>(1.4%)</b>	
<b>Amortization</b>	<b>11,974</b>	<b>11,918</b>	<b>(56)</b>	<b>(0.5%)</b>	
<b>TOTAL EXPENSES</b>	<b>244,151</b>	<b>246,889</b>	<b>2,737</b>	<b>1.1%</b>	

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 May 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 May 31, 2013**  
(\$ thousands)

	Budget Assessment				Material Variance Note
	2012-2013				
	Budget	Forecast	Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
<b>Grant Revenues</b>					
Pupil Foundation	105,560	105,109	(451)	(0.4%)	
School Foundation	14,372	14,371	(1)	(0.0%)	
Special Education	26,269	26,276	7	0.0%	
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	3,309	23	0.7%	
Adult Education, Continuing Education	3,874	4,286	412	10.6%	
Teacher Q&E	18,788	18,494	(294)	(1.6%)	
Transportation	6,201	6,404	203	3.3%	
Admin and Governance	5,630	5,635	5	0.1%	
School Operations	18,754	18,844	90	0.5%	
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 Accomodation	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	1,650	(136)	(7.6%)	
<b>Regular Operating On-going Grants</b>	<b>209,691</b>	<b>209,364</b>	<b>(328)</b>	<b>(0.2%)</b>	a.
<b>Grants for Capital Purposes</b>					
Facilities Renewal	257	434	177	68.8%	
Debt Funding for Capital	6,118	6,048	(70)	(1.2%)	
Amortization of DCC	10,687	10,647	(40)	(0.4%)	
<b>Total Capital Grants</b>	<b>17,062</b>	<b>17,128</b>	<b>66</b>	<b>0.4%</b>	
<b>Other Non-GSN Grants</b>					
Continuing Education	1,909	2,057	148	7.7%	
Early Learning	7,316	7,894	578	7.9%	
Other	1,067	2,693	1,626	152.4%	b.
<b>Total Non-GSN Grants</b>	<b>10,292</b>	<b>12,645</b>	<b>2,352</b>	<b>0.4%</b>	
<b>Non-Grant Revenue</b>					
Continuing Education	2,849	2,561	(288)	(10.1%)	
Rentals	814	724	(90)	(11.1%)	
Interest	50	25	(25)	(49.5%)	
Tuition Fees	3,001	3,532	531	17.7%	
Other	391	910	519	132.9%	
<b>Total Non-Grant Revenue</b>	<b>7,105</b>	<b>7,752</b>	<b>647</b>	<b>9.1%</b>	
<b>Total Revenue and Grants</b>	<b>244,151</b>	<b>246,889</b>	<b>2,738</b>	<b>1.1%</b>	

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

- a. Decrease due to enrolment decline and QECO reduction due to experienced teacher retirements; Change over Q2 report due to additional students
- 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

Draft Ends Statements  
June 5, 2013

On behalf of the Catholic ratepayers of Waterloo Region and, in part under its duties as a Board under Section 169.1 of the Education Act and Regulations, as well as at a justifiable use of government and community resources, the WCDSB will act responsibly to ensure learners achieve their fullest potential in learning communities that are a lived experience of Catholic faith.

**Heart of The Community:**

Our schools are the **heart of the community**,

- I. When faith practice is integrated into their daily lives of our students as members of their school community,
- II. When they have knowledge of the history, and regular experience with, the values, doctrines and social justice imperatives of the Catholic faith
- III. When they are contributors to society, dedicated to the common good and,
- IV. When all are included, welcomed, cared for, respected and treated with dignity in invitational learning environments that help every student fully utilize their unique gifts while meeting their individual physical, learning and/or emotional needs.

**Success for Each:**

We create the conditions for success for our students by knowing our students, knowing our staff and doing what matters.

Our students achieve academic success,

- I. When all exceed provincial standards.
- II. When they have the knowledge, skills and confidence to pursue their desired career and life paths and
- III. When they are prepared for the challenges of increased globalization and competition that demands a diverse skill set as well as a broader social conscience aligned with our Catholic values and,
- IV. When they meet the Ontario Catholic Schools Graduate Expectations.

**Indicators of Success (for Strategic Plan):**

- I. **Students experience academic success as a result of their engagement and quality educational activities as supported by the Board Improvement Plan for Student Achievement (BIPSA) and implemented through school and classroom improvement planning (SIPSA and CLIPSA), and**

- II. **Which is reflected by exemplary achievement in provincial and international assessment, the attainment of targets set through the School Effectiveness Framework (SEF) model and by the successful completion of the OCSGE's,**

**We Create A Place for All:**

When our schools, system departments and processes and policies reflect our belief that students deserve the best programs, delivered by well-prepared staff who are supported in their professional learning. Our schools will be supported in this by a strategic plan that includes processes whereby:

- I. WCDSB school and system initiatives are monitored through ongoing internal and external assessment measures contained within EQAO and BIPSA to ensure students are learning at their highest possible level of achievement through programming that meets their individual needs and learning styles and
- II. When all WCDSB departments are held to the highest standards through periodic external reviews to ensure the Board meets its financial and legal obligations to its employees, the Ministry of Education and its ratepayers.

**Indicators of Success (for Strategic Plan)**

- I. **WCDSB learning communities and each of its facilities will be environmentally friendly and efficient in resource management in order to provide safe, clean, creative learning spaces that employ the necessary technology and resources to support optimal student achievement.**
- II. **New schools will be designed with the future in mind and will seek LEED certification to demonstrate our commitment to environmental stewardship.**  
**All school sites and Board properties in regular use will be monitored by Facility Services to ensure they are operating at peak efficiency for energy savings.**
- III. **Regular school and Board worksites safety audits will demonstrate WCDSB properties are safe places to learn and work.**

Date	Professional Development 3170 31 6 600 001	Catering 3510 31 6 600 001	Other Travel Expenses (non mileage) 3520 31 6 600 001	Mileage within Region 3630 31 6 600 001	Mileage outside Region 3631 31 6 600 001	Phone 4050 31 6 600 001	Office 4100 31 6 600 001	Legal Fees 6520 31 6 600 001	Other Contracts 6540 31 6 600 001	Board Membership 7010 31 6 600 001	Trustee Awards 7040 31 6 600 001	Miscellaneous 7250 31 6 600 001
9/14/2012	(15,000.00)	(700.00)	(14,000.00)	(10,000.00)	(3,000.00)	(50.00)	(500.00)	(7,500.00)	(5,000.00)	(73,860.00)	(750.00)	(1,500.00)
10/4/2012	612.96			(298.90)								
10/10/2012				269.41	28.93							
10/10/2012	242.29											
10/22/2012										74389		
10/23/2012											412.21	
10/24/2012				39.05			71.51					
10/30/2012				126.56	77.39							
10/31/2012	565.04											
11/8/2012				295.81								
11/8/2012				172.50								
11/8/2012			6.32	101.62	101.98							
11/8/2012				201.42	153.33							
11/8/2012							65.00					
11/8/2012							75.00					
11/8/2012				111.16								
11/27/2012	2370.11											
11/28/2012				202.76			76.61					
11/28/2012				55.69								
11/30/2012		15.83	317.49									
12/6/2012				257.84								
12/11/2012				135.28			35.75					
12/11/2012				85.52								
12/11/2012				230.35								
12/11/2012				187.68								
12/14/2012				465.78								
12/14/2012				462.61								
12/14/2012				150.80								
1/9/2013							140.00					
1/9/2013	551.66											
1/9/2013				125.13								
1/9/2013				135.94								
1/15/2013				342.92								
1/29/2013								2426.30				
1/31/2013			301.14	88.16	72.32							
1/31/2013				222.77								
1/31/2013			301.15	83.53	58.59							
2/6/2013			20.79	108.13	104.15							
2/6/2013			382.11	124.77	73.41							
2/13/2013				311.90								
2/14/2013				108.85	63.65							
2/22/2013							10.22					
2/22/2013			301.15									
2/27/2013	3794.58											
2/28/2013		18.08	150.58	79.20	33.63							
2/28/2013				205.40								
2/28/2013			301.15	245.18								
2/28/2013				86.79								





**Date:** June 15, 2013  
**To:** Board of Trustees  
**From:** Greg Reitzel  
**Subject:** Governance Committee Annual Report

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

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

**Policy Statement:**

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

**Background/Comments:**

For the 2012-2013 school year the governance committee consisted of the following trustees:  
Joyce Anderson, Wayne Buchholtz, Manuel da Silva, Greg Reitzel(Chair)

The governance committee was not given a mandate by the board for the 2012-2013 school year and as such only completed items as assigned by the board of trustees.

A summary of tasks completed by the committee are listed below:

- a) Reviewed policy II 012 sentence 1 in regards to reporting to chair of committee if a meeting will be missed.
- b) Recommended an updated terms of reference for the governance committee to the board.
- c) Reviewed and recommended changes to board policies II 002, 005, 006, 007, 009, 012, 013, 015 and IV 007
- d) Recommended changes to bylaws (Art. 5) regarding delegations to the board for ARCs.
- e) Recommended changes to staff in regards to the Pupil Accommodation Review Procedures in line with the board of trustees directions.

Outstanding items:

- a) Review section 4.1 of the bylaws (Notice of Motion) for clarity and consistency with Policy.

**Recommendation:**

That the bylaws and policies be reviewed in full by the governance committee during the 2013-2014 school year.

**Prepared/Reviewed By:** Greg Reitzel



**Date:** June 24th, 2013  
**To:** Board of Trustees  
**From:** Janek Jagiellowicz, Chair  
**Subject:** Pastoral Care Team Committee Annual Report

---

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

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

**Policy Statement:**

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

**Background/Comments:**

**The Pastoral Care Team Committee is composed of the following trustees:** Manuel da Silva; Janek Jagiellowicz [Chair]; Frank Johnson; Erin Jamieson; Carlos Valero

Mandate – 2012-2013 School Year

2.1 Having collaborative and meaningful prayers.

Not only were Committee members assigned the responsibility to lead prayer at the Committee of the Whole and Board meetings but the Chair paid attention to having Staff and Trustees share in this experience equally.

2.2 A definite effort was made to invite other groups, and schools to take part in prayer with us.

The community prayer [group or school] was well received and appreciated by all parties.

2.3 Maintain prayer binder.

Nothing new added this year.

2.4 Update reading materials and CDs in the trustees lounge.

Nothing new added this year.

**Recommendation:**

1. That the committee members make a continued effort to invite outside groups to lead prayer.
2. That the Board of Trustees pursue in September 2013 further team building and/or retreat ideas for the Trustee/Senior Administration.
3. This report is provided as monitoring information for the Board of Trustees.

**Prepared/Reviewed By: Janek Jagiellowicz Chair 2012-13**

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



**Date:** June 12, 2013  
**To:** Board of Trustees  
**From:** Peter Reitmeier, Chair, Linkages Committee  
**Subject:** Annual Report to the Board of Trustees

---

**Type of Report:**  Internal Monitoring  
 External  
 Direct Inspection

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

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

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

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

**Background/Comments:**

The Linkages Committee is composed of the following trustees: Peter Reitmeier (Chair), Anthony Piscitelli, Janek Jagiellowicz, Erin Jamieson, Marcus Cardoso, Administrative Support – John Shewchuk

Mandate – 2012-2013 School Year:

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

Objectives:

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

Highlights:

This year's Linkages committee was privileged to have hosted MPP's Catherine Fife and Rob Leone at Committee of the Whole meetings. This initiative is to continue next year, when we hope to engage all other area MPP's.

Linkages members also participated in offsite meeting with MPP Michael Harris, Education Critic Lisa McLeod and MPP Rob Leone to discuss items in the PC party's white paper on education. A second meeting hosted at our board office included Municipal Affairs Critic Steven Clark, MPP Michael Harris and MPP Rob Leone with whom we discussed MPAC Tax assignments and other local issues.

The report on 2011-2012 School Council visits has been delivered and shared with all school council chairs, and a brief overview of its content was shared at a meeting of all school council chairs.

We have also improved our relationship with the Deanery, by attending one of their meetings this year, and shared some concerns regarding the maintenance and building of the Home-Parish-School triad. We are tentatively booked to host the deanery meeting in the spring of 2014.

**Recommendation:**

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

**Prepared/Reviewed By:** Peter Reitmeier, Chair



Date: June 18, 2013  
To: Board of Trustees  
From: Anthony Piscitelli, Chair, Audit Committee  
Subject: Annual Report to the Board of Trustees.

---

- Type of Report:
- Decision-Making
  - Monitoring
  - Incidental Information concerning day-to-day operations
- Type of Information:
- Information for Board of Trustees Decision-Making
  - Monitoring Information of Board Policy **II 010**
  - Information only of day-to-day operational matters delegated to the CEO

Origin:  
Board Policy II 010 *Board Committee Structure*

Policy Statement:  
Board Policy II 010 *Board Committee Structure*  
2 – Trustees who are assigned to chair a Board of Trustee committee will:  
(f) Facilitate the performance review of the committee and its work

Background/Comments:

**Audit Committee Members**

The Audit Committee is composed of the following members:

- Anthony Piscitelli – Chair
- Janek Jagiellowicz and Greg Reitzel – Trustees
- Tim Sothern, and Courtney Smith – Community Members

**Highlights for 2012-2013**

The Audit Committee met on the following dates: October 1<sup>st</sup>, November 7<sup>th</sup>, January 14<sup>th</sup>, April 24<sup>th</sup>, and June 18<sup>th</sup> (meeting still to take place). The following are some highlights of the work of the committee over the 2012-2013 school year:

- Reviewed the quarterly dashboard reports from management
- Implemented the Fraud and Accountability Line
- Reviewed the work performed by the Internal Audit Officer including the audit of the Resource Development Office
- Completed annual review of the Audit Committee Terms of Reference
- Reviewed the 2011-2012 audited financial statements and recommended approval to the Board of Trustees
- Received and reviewed the 2011-2012 annual Internal Audit Report
- Reviewed the RIAT's Capital Planning and Enrolment Audit Reports
- Met with Regional Internal Audit Team and discussed alignment of RIAT's plan with our Internal Auditor's plan to prevent duplication and streamline efforts
- Reviewed and provided input on the Board's risk assessment to aid in developing the Internal Auditor's annual audit plan.

- Completed the annual Audit Committee self-evaluation
- Recommended that the Board of Trustees request OCSTA ask the Ontario Government to revise the audit committee regulations with respect to the composition of Audit Committees and the selection process for external members of the committee

Recommendation:

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

Prepared/Reviewed By: Anthony Piscitelli  
Chair, Audit Committee

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



**Date:** June 24, 2013  
**To:** Board of Trustees  
**From:** Wayne Buchholtz, Chair, Awards Committee  
**Subject:** Annual Report to the Board of Trustees

---

**Type of Report:**  Internal Monitoring  
 External  
 Direct Inspection

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

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

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

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

**Background/Comments:**

The Awards Committee is composed of the following trustee: Wayne Buchholtz  
Mandate – 2012-2013 School Year

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

Action Item Outcome(s):

- 2.1 To ensure that, yearly, the nomination process has been completed for:
  - 2.1.1 Chairs Award, nomination request out in March. Submissions are to be received by March 22<sup>nd</sup>.
  - 2.1.2 Community Partner Award, nomination request out March. Submissions are to be received by March 22<sup>nd</sup>.
  - 2.1.3 Distinguished Graduate Award, nomination request out by March 4<sup>th</sup>. Submissions are to be received by April 30<sup>th</sup>.

Consultation Requirement(s):

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

Highlights

The awards committee was responsible for three awards this year. The Distinguished Graduate Award was presented to Mary Jo Fedy, Office Managing Partner for KPMG. The award will be presented at the St. Mary's graduation ceremony

June 24th.

At the recognition evening, May 14/13 we presented the Chair's Award to Michelle Flood and Mary Stevens from St. Teresa, Kitchener. The Community Award was presented to Barrday Inc. who celebrate teacher excellence through their annual Barrday Teacher of Excellence Award.

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

**Prepared/Reviewed By:** Wayne Buchholtz, Chair



WATERLOO CATHOLIC DISTRICT SCHOOL BOARD

***G***eneral

***B***oard

***O***perational

*and*

***P***rocedural

***B***y-law

***Relating generally to the conduct of the operational and procedural affairs of the Board.***

Enacted: December 15, 1997

Issued: January 5, 1998

Amendments:	October 26, 1998	December 18, 2006
	August 30 <sup>th</sup> , 1999	May 25, 2009
	September 27 <sup>th</sup> 1999	November 29, 2010
	November 15, 1999	April 26, 2011
	November 29, 2004	November 28, 2011
	June 27, 2005	June 24, 2013

## TABLE OF CONTENTS

<b>ARTICLE 1 INTERPRETATION.....</b>	<b>1</b>
1.1 Definitions and Meaning of Terms .....	1
1.2 Voting.....	2
1.3 Calculation of Majorities.....	2
<b>ARTICLE 2 INAUGURAL MEETING OF THE BOARD.....</b>	<b>2</b>
2.1 Date of INAUGURAL MEETING .....	2
2.2 Purpose of INAUGURAL MEETING.....	2
2.3 Presiding Officer at the INAUGURAL MEETING.....	2
2.4 Procedure for Election of Officers at the INAUGURAL MEETING.....	2
2.5 Election of Officers – at times other than the INAUGURAL MEETING.....	3
<b>ARTICLE 3 MEETINGS.....</b>	<b>3</b>
3.1 Regular BOARD MEETINGS .....	3
3.2 Special BOARD MEETINGS.....	4
3.3 Electronic MEETINGS .....	4
3.4 COMMITTEE OF THE WHOLE BOARD .....	5
3.5 Seating At BOARD MEETINGS.....	5
3.6 Seating At MEETINGS of COMMITTEES .....	5
3.7 Presiding Officer .....	5
3.8 Notice of MEETINGS.....	6
3.9 Quorum for MEETINGS.....	6
3.10 Length of MEETINGS .....	6
3.11 Closing of Certain MEETINGS .....	6
3.12 Rules of Order .....	7
3.13 Agenda for Regular MEETINGS .....	7
3.14 Alteration on Consent.....	8
3.15 Application to Special MEETINGS .....	8
3.16 Application to IN CAMERA MEETINGS .....	8
3.17 Placing Matters on the Agenda .....	8
3.18 TRUSTEE Inquiries .....	8
3.19 Protocol for TRUSTEE Inquiries.....	9
3.20 Delivery of Agenda for BOARD MEETING .....	9
3.21 Delivery of Agenda for COMMITTEE MEETING.....	9
3.22 Deadline for Including Matters on the Agenda.....	9
<b>ARTICLE 4 BOARD MEETING PROCESS.....</b>	<b>9</b>
4.1 Notice of Motion for a BOARD MEETING.....	9
4.2 DIRECTOR Monitoring Reports .....	10
4.3 Speaker to Await Recognition.....	10
4.4 Methods of Decision-Making.....	10
4.5 Clear Statement of Direction Required .....	10
4.6 Result of Consensus Decision-making Process .....	10
4.7 Minutes When Consensus Reached .....	11
4.8 Minutes When Decision-Making by Vote .....	11
4.9 No Reconsideration in Same YEAR .....	11

4.10	Motion to Reconsider .....	11
4.11	Voting Compulsory .....	11
4.12	Compliance with Municipal Conflict of Interest Act.....	11
4.13	Motion Lost on Equality of Votes.....	12
<b>ARTICLE 5 DELEGATIONS.....</b>		<b>12</b>
5.1	Protocol for Delegations.....	12
<b>ARTICLE 6 COMMITTEES .....</b>		<b>13</b>
6.1	BOARD May Establish COMMITTEES .....	13
6.2	Membership and Mandate .....	13
<b>ARTICLE 7 OFFICERS .....</b>		<b>13</b>
7.1	Officers Named .....	13
7.2	Duties of the CHAIR.....	14
7.3	Duties of the VICE-CHAIR .....	14
7.4	Duties of the CEO .....	14
7.5	Duties of the Secretary of the BOARD.....	15
7.6	Duties of the Treasurer of the BOARD.....	15
7.7	Removal of Officers .....	15
<b>ARTICLE 8 TRUSTEE VACANCY .....</b>		<b>16</b>
8.1	Vacancy Filled by Appointment .....	16
8.2	Vacancy Within One Month Before Next Election .....	16
8.3	Advertising The Office.....	16
8.4	Qualifications Review .....	16
8.5	Applicants Interviewed .....	16
8.6	Selection of Candidate .....	16
8.7	Appointee To Take Office.....	16
<b>ARTICLE 9 EXECUTION OF DOCUMENTS.....</b>		<b>16</b>
9.1	BOARD Seal .....	16
9.2	Seal Record .....	17
9.3	Signing Authorities .....	17
9.4	Minutes of MEETINGS .....	17
9.5	By-laws and Policies .....	17
9.6	Certification of Documents .....	17
9.7	Execution Not under Seal.....	17
9.8	Endorsement for Deposit.....	17
9.9	Signatures by Reproduction .....	17
<b>ARTICLE 10 DEVELOPMENT OF AND CHANGES TO BOARD POLICY .....</b>		<b>18</b>
10.1	Policy Approval or Change After Notice .....	18
10.2	Policy Approval or Change Without Notice .....	18
<b>ARTICLE 11 AMENDMENTS TO BY-LAWS.....</b>		<b>18</b>
11.1	Amendment After Notice .....	18
11.2	No Amendment Without Notice .....	18
11.3	Reading .....	18

## ARTICLE 1 INTERPRETATION

### 1.1 Definitions and Meaning of Terms

For this By-law and all other By-laws of the BOARD unless the context otherwise requires:

- 1.1.1 the singular includes the plural;
- 1.1.2 “ACT” means the *Education Act* as amended from time to time;
- 1.1.3 “BOARD” means the Waterloo Catholic District School Board which, in accordance with the ACT, is a Roman Catholic School Board in union with the See of Rome and represents Waterloo Region;
- 1.1.4 “COMMITTEE OF THE WHOLE BOARD” means a meeting of all TRUSTEES in COMMITTEE and includes workshops held for the purposes of spiritual retreats, trustee orientation, or trustee in-service all of which are meetings open to the public unless closed under the ACT;
- 1.1.5 “CHAIR” means the Chair of the Board.
- 1.1.6 “COMMITTEE” means any special, advisory, task force or ad hoc COMMITTEE established by the BOARD;
- 1.1.7 “CONFLICT OF INTEREST” means a direct or indirect pecuniary interest as defined by the *Municipal Conflict of Interest Act* as amended from time to time.
- 1.1.8 “CEO” means the Director of Education who is Chief Executive Officer and Chief Education Officer of the school system, and Secretary of the BOARD;
- 1.1.9 “CFO” means the Superintendent of Business who is Chief Financial Officer of the school system, and Treasurer of the BOARD;
- 1.1.10 “IN CAMERA” means a meeting of a COMMITTEE from which the public is excluded;
- 1.1.11 “INAUGURAL MEETING” means the first meeting of a newly elected BOARD to be held following a municipal election and the commencement of the term of office;
- 1.1.12 “MEETING” includes a meeting of the BOARD and of a COMMITTEE, regular or special;
- 1.1.13 “*Student Trustee*” means a student elected by his/her peers to represent pupils on the BOARD in accordance with the ACT and Regulations;
- 1.1.14 “TRUSTEE” means a person elected, acclaimed or appointed to the office of trustee of the BOARD pursuant to the provisions of the Municipal Elections Act;
- 1.1.15 “VICE-CHAIR” means the Vice-Chair of the BOARD;

1.1.16 “YEAR” means, unless qualified by the word “calendar” or “school”, the period commencing on the first day of December, and ending on the last day of November next following.

## **1.2 Voting**

Except as otherwise provided in these By-laws, an affirmative vote shall require a majority of the votes of the *Trustees* present and entitled to vote.

## **1.3 Calculation of Majorities**

Whenever in the By-laws of the *Board* there is provision for a majority of *Trustees*, such majority shall be calculated as a simple majority of *Trustees* present and eligible to vote; and where there is provision for a majority of all *Trustees*, such majority shall be calculated as a simple majority of all *Trustees* regardless of absences or vacancies in office.

# **ARTICLE 2 INAUGURAL MEETING OF THE BOARD**

## **2.1 Date of INAUGURAL MEETING**

The *Inaugural Meeting* of the *Board* shall be held no later than seven (7) days following the commencement of the *Board's* term of office as outlined in the *Act*.

## **2.2 Purpose of INAUGURAL MEETING**

The purpose of the *Inaugural Meeting* shall be to fulfil the requirements of the *Act* and Regulations, including the election of the *Chair* and *Vice-Chair*.

2.2.1 Provided, however, that the *Trustees* may, at the *Inaugural Meeting*, consider any other business that, in the opinion of the *CEO*, requires action by the BOARD as a matter of urgency.

## **2.3 Presiding Officer at the INAUGURAL MEETING**

The Presiding Officer at the *Inaugural Meeting* shall be the *CEO*, or in the absence of the *CEO*, his/her designate, until the *Chair* is elected.

## **2.4 Procedure for Election of Officers at the INAUGURAL MEETING**

2.4.1 The Presiding Officer shall proceed first with the election of the *Chair* and then *Vice-Chair*.

2.4.2 Nominations for the offices of *Chair* and *Vice-Chair* shall be received verbally from those *Trustees* present at the *Inaugural Meeting*. Immediately after each nomination, the nominee shall confirm whether the nominee wishes to accept or decline the nomination. Voting shall be by show of hands. As soon as a nominee receives a majority of the votes of all *Trustees*, the Presiding Officer shall announce the vote and declare the *Trustee* elected to office.

- 2.4.3 Should no nominee receive the votes of a majority of all *Trustees*, the Presiding Officer shall call for a further vote, provided that:
- 2.4.3.1 the name of any nominee receiving no votes, and the name of the nominee otherwise receiving the least number of votes, shall be dropped;
  - 2.4.3.2 if two or more nominee are tied for the least number of votes, they shall draw lots to determine which nominee shall remain.
- 2.4.4 If, after the further vote, a nominee has received the votes of a majority of all *Trustees*, the Presiding Officer shall declare the *Trustee* elected to Office. The process shall continue until a nominee has received the votes of a majority of all *Trustees* or there is a tie vote for two remaining nominees.
- 2.4.5 In the case of a tie vote, the remaining nominees shall draw lots in accordance with the *Act*.

## **2.5 Election of Officers – at times other than the INAUGURAL MEETING**

- 2.5.1 At the first *Meeting* in December of each *Year* and at the first *Meeting* after a vacancy occurs in the office of *Chair*, the *Trustees* shall elect one of themselves to be *Chair*.
- 2.5.2 At the first *Meeting* in December of each *Year* and at the first *Meeting* after a vacancy occurs in the office of *Vice-Chair*, the *Trustees* shall elect one of themselves to be *Vice-Chair*.
- 2.5.3 For the purposes of this subsection 2.5, the process outlined in Sections 2.3 and 2.4 shall apply.

## **ARTICLE 3 MEETINGS**

### **3.1 Regular BOARD MEETINGS**

The Regular *Meetings* of the *Board* shall be held at the business office of the *Board* at 6:00 p.m. in the evening:

- ~~3.1.1 the regular *Meeting* of the *Board*, following the summer recess, shall be scheduled for the first Tuesday of September following Labour Day;~~
- 3.1.2 the regular *Meeting* of the *Board* for the month of December shall be held on the Monday preceding the Christmas break;
- 3.1.3 the regular *Meeting* of the *Board* for the months of September through June shall be held on the ~~last~~ **fourth** Monday of the month;
- 3.1.3.1 Provided that if any such Monday falls on a statutory or civic holiday, such *Meeting* shall be held at the same hour on Tuesday, the next evening;
- 3.1.4 there shall be no regular *Meetings* scheduled from July 1<sup>st</sup> to August 31<sup>st</sup>.

### 3.2 Special BOARD MEETINGS

The *Chair* shall call a *Special Meeting* of the *Board* or of the *Committee of the Whole Board*, including *In Camera*:

- 3.2.1 at any time determined by resolution of the *Board* at the date and time so determined;
- 3.2.2 at the date and time fixed by the *Chair* within seven days of receipt of the written request of five *Trustees*;

and, may call a *Special Meeting* of the *Board* or of the *Committee of the Whole Board*, including *In-camera* at a date and time fixed by the *Chair*.

### 3.3 Electronic MEETINGS

To ensure access to public *Meetings*, and in accordance with Sections 208.1 and 229 of the *Act*, and “Ontario Regulation 463/97 — Electronic Meetings”, the *Board* shall provide for the use of electronic means for the holding of *Meetings*..

- 3.3.1 Each *Trustee* shall be physically present in the meeting room of the *Board* for at least three (3) regular *Meetings* of the *Board* during each *Year*.
  - 3.3.1.1 Provided that if a *Trustee* has been appointed to fill a vacancy, such *Trustee* shall be physically present in the meeting room of the *Board* for at least one (1) regular *Meeting* of the *Board* during each period of four (4) full calendar months calculated from the date appointed to fill the vacancy to the end of that *Year*.
- 3.3.2 At every electronic *Meeting* of the *Board* or of the *Committee of the Whole Board*, the following persons shall be physically present in the boardroom at the Catholic Education Centre and so recorded in the minutes:
  - 3.3.2.1 The *Chair*, or designate;
  - 3.3.2.2 at least one (1) additional *Trustee*; and
  - 3.3.2.3 the *CEO*, or designate.
- 3.3.3 At every *Meeting* of a *Committee* of the *Board*, except the *Committee of the Whole*, the following persons shall be physically present in the meeting room of the *Committee* and so recorded in the minutes:
  - 3.3.3.1 the chairperson of the *Committee*, or designate; and
  - 3.3.3.2 the *CEO*, or designate.
- 3.3.4 Subject to the requirements of subsections 3.3.1, 3.3.2 and 3.3.3, at the request of any *Trustee*, or a *Student Trustee*, the *Board* shall provide the *Trustee* and *Student Trustee* with electronic means of participating in one (1) or more *Meetings* of the *Board* or of a *Committee* of the *Board*, including the *Committee of the Whole Board*.
- 3.3.5 A *Trustee* and a *Student Trustee* who participates in a *Meeting* through electronic means shall be deemed to be present at the *Meeting* and the minutes shall record the presence through electronic means of each such *Trustee* and *Student Trustee*
- 3.3.6 The electronic means shall permit the *Trustee* and the *Student Trustee* to hear and be heard by all other participants in the *Meeting*.

- 3.3.7 The electronic means shall be provided in such a way as to ensure compliance with the rules governing *Conflict of Interest of Trustees*.
- 3.3.8 A *Student Trustee* who participates through electronic means shall not participate in any proceedings which are closed to the public.
- 3.3.9 Should there be technical difficulties and the electronic portion of the *Meeting* is interrupted, the *Meeting* shall be recessed for a period not exceeding thirty (30) minutes as determined by the chair of the *Meeting*.
- 3.3.10 Should there be technical difficulties and the electronic portion of the *Meeting* cannot be reconvened before the end of the recess provided in subsection 3.3.9:
- 3.3.10.1 Section 3.9.4 shall apply if there is no quorum;
- 3.3.10.2 the minutes of the *Meeting* shall indicate the time of any electronic disruption and the recess determined by the chair of the *Meeting*, and the name of any *Trustee* who thereby ceases to be present.
- 3.3.11 A *Trustee*, a *Student Trustee* and a member of a *Committee* participating electronically in a *Meeting* shall be governed by the rules of the *Board* related to *Meetings* of the *Board* or *Committees* (as the case requires).

### **3.4 COMMITTEE OF THE WHOLE BOARD**

The *Committee of the Whole Board*, including the Committee of the Whole Board – In Camera, and all Committee of the Board meet for the purpose of discussion and debate on any subject before the Board, do not make decisions, they make recommendations to the Board.

### **3.5 Seating At BOARD MEETINGS**

As far as practicable, at all Regular or Special *Board Meetings*, the *Chair* shall be seated at the mid-point of the boardroom table with the *Director* to the right of the *Chair*, the Recording Secretary to the left of the *Chair*, the *Vice-Chair* to the immediate right of the *Director*, and the remaining *Trustees* seated alphabetically by surname starting at the immediate right of the *Vice-Chair*. *Student Trustees* shall be seated next to their *Trustee*-mentors.

### **3.6 Seating At MEETINGS of COMMITTEES**

There shall be no formal seating plan for *Meetings* of *Committees*.

### **3.7 Presiding Officer**

- 3.7.1 The *Chair*, when present, shall preside at all *Meetings* of the *Board* and Committee of the Whole.
- 3.7.2 The *Vice-Chair* when present shall preside at all meetings of Committee of the Whole In camera.
- 3.7.3 In the absence of the *Chair*, the *Vice-Chair* shall preside at *Meetings* of the *Board* and Committee of the Whole.

- 3.7.4 In the absence of the *Chair*, and the *Vice-Chair*, another *Trustee* selected by the *Trustees* present shall preside at *Meetings* of the *Board* or *Committee of the Whole* subject to the provisions of section 3.9.

### **3.8 Notice of MEETINGS**

- 3.8.1 No formal notice of Regular *Meetings* of the *Board* and of the *Committee of the Whole Board* shall be required, but a written or electronic reminder of each *Meeting* shall be circulated to each *Trustee* not less than forty-eight hours in advance of each *Meeting*. A notice shall also be placed on the *Board* web page.
- 3.8.2 Written notice of every Special *Meeting* of the *Board* and of the Special *Committee of the Whole Board* shall be given by delivery or by electronic means to each *Trustee* at least forty-eight hours prior to the time of the *Meeting*. A notice shall also be placed on the *Board* web page.
- 3.8.3 The notice of every Special *Meeting* of the *Board* and the Special *Committee of the Whole Board* shall state all business to be transacted or considered, and notwithstanding any other by-law, no other business will be considered unless all *Trustees* who are eligible to vote on the matter are present at the *Meeting* and unanimously agree to consider the other business.

### **3.9 Quorum for MEETINGS**

- 3.9.1 A majority of all *Trustees* of the *Board* shall constitute a quorum for *Meetings* of the *Board* and of the *Committee of the Whole Board*.
- 3.9.2 A majority of *Trustees* who are members of a *Committee* composed of only *Trustees* shall constitute a quorum for *Meetings* of the *Committee*.
- 3.9.3 When a *Trustee* or *Trustees* declare pecuniary interests under the *Municipal Conflict of Interest Act*, the number of *Trustees* that constitutes a quorum in 3.9.1 and 3.9.2 is adjusted as directed by the *Municipal Conflict of Interest Act*.
- 3.9.4 Whenever a quorum is not present at a *Meeting*, the *Meeting* shall stand adjourned without further formality.

### **3.10 Length of MEETINGS**

No *Meeting* shall continue in session for more than three hours.

- 3.10.1 Provided that notwithstanding what is otherwise set out in this Section 3.10, upon consent of a majority of *Trustees* eligible to vote who are present, a *Meeting* may be extended beyond the limits otherwise provided.

### **3.11 Closing of Certain MEETINGS**

In accordance with the ACT, a *Meeting* of a *Committee* of the *Board*, including a MEETING of the *Committee of the Whole Board*, may be closed to the public when the subject matter under consideration involves:

- 3.11.1 the security of the property of the *Board*;
- 3.11.2 the disclosure of intimate, personal or financial information in respect of a *Trustee*; an employee or prospective employee of the *Board*; a pupil or his or her parent or guardian;
- 3.11.3 the acquisition or disposal of a school site;
- 3.11.4 decisions in respect of negotiations with employees of the *Board*; and,
- 3.11.5 litigation affecting the *Board*, and privileged legal communications.

### **3.12 Rules of Order**

The rules of order to be observed at *Meetings* shall be in accordance with the provisions of these By-laws.

- 3.12.1 Provided that in all cases for which no specific provision is made in these By-laws, the rules and practice of a current edition of Robert's Rules of Order shall govern.

### **3.13 Agenda for Regular MEETINGS**

The order of business for regular *Meetings* of the *Board* that are open to the public shall appear as follows:

#### **1. Call to Order**

- 1.1 Opening Prayer and Memorials
- 1.2 Approval of Agenda
- 1.3 Declaration of Pecuniary Interest

**2. Consent Agenda: CEO** (Operational matters from the Ministry of Education that the Board is required to do)

**3. Consent Agenda: Board** (Approval of minutes of meetings, staff report)

#### **4. Delegations**

**5. Ownership Linkage** (Communications with external environment)

#### **6. Reports from Board Committees/Task Forces**

**7. Board Education** (at the request of the Board)

#### **8. Policy Discussion**

**9. Assurance of Board Performance** (monitoring)

**9.1 Decision on monitoring report interpretation and compliance**

**9.2 Is there a need to review the policy?**

**10. Assurance of Successful CEO Performance** (monitoring)

**10.1 Decision on monitoring report interpretation and compliance****10.2 Is there a need to review the policy?****11. Potential Agenda Items/Shared Concerns/Report on Trustee Inquiries****12. Announcements (Upcoming Meetings/Pending Items)****13. Items for Next Meeting Agenda****14. Confirm decisions made at this meeting****15. Closing Prayer****16. Motion to Adjourn****3.14 Alteration on Consent**

The order of the agenda may be altered with the consent of a majority of the *Trustees* present at a *Meeting* and eligible to vote.

**3.15 Application to Special MEETINGS**

The provisions of Section 3.13 apply with necessary modifications for Special *Meetings* of the *Board*.

**3.16 Application to IN CAMERA MEETINGS**

The provisions of Section 3.13 apply with necessary modifications for the *Committee of the Whole Board –In Camera Meetings* that are not open to the public.

**3.17 Placing Matters on the Agenda**

No matter will be placed on the Agenda of a *Meeting* of the *Board* unless:

- 3.17.1 with the majority affirmative votes of the *Trustees* present and eligible to vote on the matter;
- 3.17.2 it is a matter that is part of the *Board* job description as outlined in *Board* policy and contained under the agenda headings outlined in Section 3.13 of the By-law;
- 3.17.3 it is a Notice of Motion as prescribed in Section 4.1 of the By-law;
- 3.17.4 it is a matter requested by a *Trustee* to be placed on the agenda after the *Trustee* has followed the *Trustee* Inquiry process outlined in Section 3.18 of the By-law.
- 3.17.5 it is a matter that, in the opinion of the *CEO or Chair*, requires action by the *Board* as a matter of urgency.

### **3.18 TRUSTEE Inquiries**

Prior to placing a matter as an agenda item,

- 3.18.1 issues related to a violation of *Board* Policy must have previously been discussed with the *Chair*;
- 3.18.2 matters pertaining to the operations of the school system must have previously been directed to the *CEO*; and
- 3.18.3 *Trustees* shall follow the protocol outlined in Section 3.19.

### **3.19 Protocol for TRUSTEE Inquiries**

The following protocol for *Trustee* inquiries shall be followed:

- 3.19.1 inquiries will be made of the *Chair* and/or *CEO* as appropriate; inquiries must be in sufficient detail to enable the *Chair* and/or *CEO* to respond in a reasonable manner;
- 3.19.2 where appropriate, the *Chair* or *CEO* may request that a *Trustee* provide the inquiry in writing;
- 3.19.3 if, after receiving the information from the *Chair* and/or *CEO* as appropriate, the *Trustee* believes the item should be raised with the *Board*, the *Trustee* may request that the *Chair* place the item on the agenda of the next Regular *Board Meeting* or *Committee of the Whole Board* or *Committee of the Whole Board – In Camera*, as appropriate.

### **3.20 Delivery of Agenda for BOARD MEETING**

The Agenda for every *Meeting*, together with notice or reminder of such *Meeting*, shall be delivered by courier, mail or electronically to each *Trustee* forty-eight hours in advance of such *Meeting*. A copy shall be posted on the *Board* web page.

### **3.21 Delivery of Agenda for COMMITTEE MEETING**

The agenda for every *Committee Meeting* that is not closed to the public, together with notice or reminder of such *Meeting* shall be delivered to each person by courier, mail or electronically to each *Committee* member forty-eight hours in advance of such *Meeting*. A copy shall be posted on the *Board* web page.

### **3.22 Deadline for Including Matters on the Agenda**

The deadline for including matters on the agenda for the next *Meeting* of the *Board* shall be 4:30 p.m. on the Thursday preceding the next regularly scheduled *Meeting* of the *Board*.

## **ARTICLE 4 BOARD MEETING PROCESS**

### **4.1 Notice of Motion for a BOARD MEETING**

A *Trustee* may place a Notice of Motion, regarding any matter with respect to which the *Trustee* has a right to vote, upon the Agenda of a *Meeting* of the *Board*; such Notice of Motion:

- 4.1.1 shall be wholly in writing;
- 4.1.2 shall be accompanied by an explanatory notice;
- 4.1.3 shall be delivered to the Secretary of the *Board* as per Section 3.22 of the by-law;
- 4.1.4 shall, after its appearance on the Agenda, be taken as read unless any *Trustee* requests that it be read in full;
- 4.1.5 shall be referred by resolution of the *Board* to a *Meeting* of the *Committee of the Whole Board* or an appropriate *Committee*;
- 4.1.6 shall not be the subject of any debate or comment at the *Meeting* at which it is introduced unless consent is provided by a majority vote of *Trustees* present and eligible to vote;
- 4.1.7 notwithstanding anything set out in this Section 4.1, before a *Trustee* places a Notice of Motion on the Agenda, the *Trustee* must have completed the *Trustee* Inquiry process as outlined in Sections 3.18 and 3.19 of the By-law.

#### **4.2 DIRECTOR Monitoring Reports**

Where the *Board* receives from the *CEO* a monitoring report that flows from a responsibility delegated to the Director under *Board* Policy – except where approval is required by the *Board* 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 *CEO*, subject in all instances to what otherwise actually occurred.

#### **4.3 Speaker to Await Recognition**

Any *Trustee* wishing to speak at a *Meeting* shall await recognition by the Chair.

#### **4.4 Methods of Decision-Making**

Every matter considered by the *Board* shall be disposed of by a vote of all those present and eligible to vote on the matter in one of the following ways with preference given to the following sequence:

- 4.4.1 The *Board* shall always attempt to reach decisions through consensus;
- 4.4.2 by show of hands in the affirmative and in the negative;
- 4.4.3 by a recorded vote where the *Chair* calls the name of the individual *Trustees* who respond indicating whether they are in favour or opposed to the matter under discussion.

#### **4.5 Clear Statement of Direction Required**

All matters before the *Board* whether the outcome of the decision-making process is determined by consensus or by a vote must be presented to the *Trustees* as a clear statement of direction. The direction or the motion must be read by the Chair of the *Meeting* to the *Trustees* present before any decision is made.

#### **4.6 Result of Consensus Decision-making Process**

The Chair of the *Meeting* shall announce the result of the consensus decision-making process and ask *Trustees* present and eligible to decide on the matter if they agree with the direction.

#### **4.7 Minutes When Consensus Reached**

When a decision is reached by consensus, the minutes of the *Meeting* shall indicate a decision by consensus with the notation in the minutes that consensus means the decision was supported by all *Trustees* present and eligible to vote on a matter.

#### **4.8 Minutes When Decision-Making by Vote**

When a decision is reached by a vote, the minutes of the meeting shall indicate a decision by vote using Roberts Rules of Order as and when necessary.

#### **4.9 No Reconsideration in Same YEAR**

Any matter which has been decided upon by the *Board* shall not be placed on the Agenda of the *Board* during the same school *Year* unless:

- 4.9.1 no motion to reconsider the matter has been previously made during the same school *Year*, and failed;
- 4.9.2 a motion to reconsider the matter is made by a *Trustee* who voted on the prevailing side of the motion sought to be reconsidered; and
- 4.9.3 by an affirmative vote of the majority of all *Trustees* of the *Board* entitled to vote thereon.

#### **4.10 Motion to Reconsider**

A motion to reconsider is debatable and once adopted, places before the *Trustees* the original motion on which the vote is to be reconsidered, and *Trustees* may:

- 4.10.1.1 without debate, simply vote again on the original motion; or
- 4.10.1.2 amend the original motion and vote on the amended motion; or
- 4.10.1.3 make a motion to rescind the original motion.

#### **4.11 Voting Compulsory**

Whenever a vote is required, every *Trustee* present when a vote is taken, including the *Chair* but excluding any *Trustee* who has declared a direct or indirect pecuniary interest as required by the *Municipal Conflict of Interest Act*, shall vote on all questions on which the *Trustee* is entitled to vote.

#### **4.12 Compliance with Municipal Conflict of Interest Act**

Where a direct or indirect pecuniary interest is declared, the *Trustee* shall act in accordance with the *Municipal Conflict of Interest Act*.

#### 4.13 Motion Lost on Equality of Votes

Any motion on which there is an equality of votes is lost.

### ARTICLE 5 DELEGATIONS

#### 5.1 Protocol for Delegations

The *Board* agenda will provide for Delegations, all of which shall comply with the following:

- 5.1.1 in order to appear as a delegation, the individual or group must contact the Secretary of the *Board* at least 24 hours before the agenda deadline for the next Regular *Meeting* of the *Board*; that is, by the Wednesday preceding the next Regular *Meeting* of the *Board*;
- 5.1.2 the individual or group must indicate to the Secretary of the *Board* the name of the individual(s) who will appear as a delegation.
- 5.1.3 the individual(s) speaking for the delegation must provide the Secretary of the *Board* with sufficient written copies of the presentation. The written material should be provided so it can be included in the agenda package. If it is not practical to provide the written material for inclusion in the agenda package, then, sufficient copies of the written material is to be provided at the *Meeting* at which the presentation is made to the *Board*. The presentation will appear as part of the support material for the *Meeting* at which the presentation is made.
- 5.1.4 the Chair of the *Meeting* at which the delegation appears will recognize only the spokesperson as the representative of any group delegation.
- 5.1.5 a delegation will be accorded ten minutes in order to make its presentation before the *Board*.
- 5.1.6 Board Members may ask questions of clarification of the delegation.
- 5.1.7 Delegates will receive a response from the appropriate party within 48 hours after their presentation.
- 5.1.8 where there are multiple delegations on the same topic, the Chair of the *Meeting* may require that presentations be combined or reduce the time of the presentations.
- 5.1.9 where a matter presented by a delegation deals with a topic that should properly be considered by the *Committee of the Whole Board – In Camera*, the Chair of the *Meeting* shall direct that the matter be discussed in *Committee of the Whole Board – In Camera*.
- 5.1.10 the Chair of the *Meeting* may terminate a presentation that deviates materially from the topic of the presentation.
- 5.1.11 the spokesperson(s) for a delegation shall refrain from the use of abusive or derogatory language at all times and the Chair of the *Meeting* may expel or exclude from any *Meeting* any person(s) who engage in this or any other form of improper conduct.
- 5.1.12 each delegation, at the time of registration with the Secretary of the *Board*, shall receive a copy of this Section of the By-law.

- 5.1.13 since a *Trustee* is permitted to place a matter on the Agenda under Section 3.17, and is permitted to make inquiries under Section 3.18, a *Trustee* shall not be permitted to appear before the *Board* as a delegation.
- 5.1.14 with respect to delegations from Board employees, where the submission is, or relates to, a matter:
- 5.1.14.1 that is personal to the speaker, there shall be no special restrictions;
  - 5.1.14.2 that is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.
- 5.1.15 Delegations for Accommodation Review Committee and Boundary Review Committee will not be accepted on the night of the final decision.**

## ARTICLE 6 COMMITTEES

### 6.1 BOARD May Establish COMMITTEES

The *Board* may choose to execute its functional responsibilities through standing and ad-hoc *Committees* that are consistent with the ACT and Regulations.

### 6.2 Membership and Mandate

The membership, mandate, term and reporting expectations for every *Committee* established under this Article 6 shall be consistent with the *Act* and shall be approved by the *Board*, and, within this context:

- 6.2.1 A *Committee* instituted by the *Board* through *Board* Policy shall function according to the other provisions of the *Board* By-laws with necessary modifications;
- 6.2.2 each *Trustee* shall be expected to serve on at least one *Committee*;
- 6.2.3 the chair of a *Committee*, if not elected annually by the committee, shall be appointed by the *Board Chair*;
- 6.2.4 no *Trustee* shall be a member of a *Committee* where the *Trustee* has or is likely to have a *Conflict of Interest*.

## ARTICLE 7 OFFICERS

### 7.1 Officers Named

The Officers of the *Board* shall be:

- 7.1.1 the *Chair*;
- 7.1.2 the *Vice-Chair*;
- 7.1.3 the *CEO* who shall also be Secretary of the *Board*;
- 7.1.4 the Chief Financial Officer shall hold the office of Treasurer of the *Board* and, when exercising such office, shall be known as Treasurer of the *Board*.

## 7.2 Duties of the CHAIR

The *Chair*, in addition to those duties assigned under provincial legislation, *Board Policy*, and these By-laws shall:

- 7.2.1 preside at all *Meetings* of the *Board* and conduct them according to the By-laws;
- 7.2.2 be a signing officer of the *Board* as prescribed in the By-laws;
- 7.2.3 approve the draft agenda of *Board Meetings*;
- 7.2.4 be a member *ex-officio* of all *Board Committees*;
- 7.2.5 perform all other functions customarily performed by a Chair of a School Board, and those expressly delegated to the *Chair* by the *Board*;

and may:

- 7.2.6 call special *Meetings* of the *Board*; and
- 7.2.7 issue statements to the public media on behalf of the *Board*.

## 7.3 Duties of the VICE-CHAIR

The *Vice-Chair*, in addition to those duties assigned under provincial legislation, *Board Policy*, and the By-laws shall:

- 7.3.1 in the absence of the *Chair*, or in the event of the inability of the *Chair* to act, assume any or all of the duties of the *Chair*, except those which are precluded by law, By-law or regulation; and whenever the *Vice-Chair* assumes any duty of the *Chair*, the absence or inability to act of the *Chair* shall be conclusively presumed;
- 7.3.2 be a signing officer of the *Board* as prescribed in the By-laws;
- 7.3.3 normally, preside at all *Meetings* of the *Committee of the Whole Board – In Camera* and conduct them according to the By-law; and
- 7.3.4 perform all other functions customarily performed by a Vice-Chair of a School Board, and those expressly delegated to the *Vice-Chair* by the *Board*.

## 7.4 Duties of CEO

The *Board* will instruct the *CEO* through written policies, delegating interpretation and implementation to the *CEO*. In addition to those duties assigned under provincial legislation, *Board Policy*, and the By-laws, the *CEO* is the Chief Executive Officer and Chief Education Officer of the school system. The *CEO*

- 7.4.1 is accountable to the *Board* acting as such.
- 7.4.2 may use any reasonable interpretation of the *Board's Aims/Ends* and Executive Limitations policies;
- 7.4.3 is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities; and
- 7.4.4 shall also hold the office of Secretary of the *Board* and, when exercising such office, shall be known as Secretary of the *Board*.

## 7.5 Duties of the Secretary of the BOARD

The Secretary of the *Board*, in person or by delegate, in addition to those duties assigned under the provincial legislation and the By-laws, shall:

- 7.5.1 attend all *Meeting* of the *Board* and of *Committees*.
- 7.5.2 prepare minutes of all *Meetings*;
- 7.5.3 keep records as required by law and subject to the directions of the *Board*;
- 7.5.4 conduct the official correspondence of the *Board*;
- 7.5.5 receive and pass on to the *Board*, *Committee of the Whole Board* or the relevant *Committee*, all correspondence, petition and reports of other officials;
- 7.5.6 prepare, in consultation with the appropriate Chair, the draft agenda of all *Meetings* of the *Board*, the *Committee of the Whole Board* and each *Committee*;
- 7.5.7 maintain an up-to-date policy register;
- 7.5.8 maintain charge of all correspondence, reports and other documents;
- 7.5.9 promulgate all orders, policies and other directions of the *Board* and other matters in accordance with requirements of the law;
- 7.5.10 act as the “head” of the organization for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*; and
- 7.5.11 bring to the attention of the *Board* any matter in respect of which, in the opinion of the Secretary, it may be necessary or useful for the *Board* to be aware.

## 7.6 Duties of the Treasurer of the BOARD

The Treasurer of the *Board*, in addition to those duties assigned under provincial legislation, *Board Policy*, and otherwise in the By-laws, shall:

- 7.6.1 submit to the *Board* annually a statement of estimated revenue and expenditures;
- 7.6.2 prepare annual financial statements and arrange for the audit by the auditors appointed by the *Board*;
- 7.6.3 report annually to the *Board* particulars of existing insurance and fidelity bonds expiring during such *Year* with recommendations for renewal;
- 7.6.4 report to the *Board* from time to time and as requested by the *Board* on all financial matters.

## 7.7 Removal of Officers

Subject to any requirements of law and employment contracts, the *Board* may at any time, upon a majority vote of all *Trustees* of the *Board*, remove any officer(s) of the *Board*.

## ARTICLE 8 TRUSTEE VACANCY

### 8.1 Vacancy Filled by Appointment

If, more than one month before the next election, the office of a *Trustee* becomes vacant before the end of the *Trustee's* term, the remaining *Trustees* shall appoint a qualified person to fill the vacancy within ninety 90 days after the office becomes vacant, provided that a majority of the total number of *Trustees* remains in office.

### 8.2 Vacancy Within One Month Before Next Election

When the vacancy occurs within one month before the next election, the vacancy shall not be filled.

### 8.3 Advertising The Office

The Secretary of the *Board* shall advertise the office, qualifications and deadlines in a newspaper having circulation in the area to be represented and in the parishes located in the area.

### 8.4 Qualifications Review

A committee established by the board shall review the qualifications of applicants and report to the board.

### 8.5 Applicants Interviewed

Applicants will be interviewed by the *Committee of the Whole Board* open to the public at a date and time determined by the *Chair* in consultation with the Secretary.

### 8.6 Selection of Candidate

Selection of a candidate shall be made in the manner prescribed in subsection 4.4.3 at a regular or Special *Meeting* of the *Board* not later than ninety 90 days after the office became vacant.

### 8.7 Appointee To Take Office

The candidate appointed to fill the vacancy shall take office at the *Meeting* at which the selection is made, shall make the declaration and Oath of Office required by Section 209 of the ACT, and shall hold office for the remainder of the term of the *Trustee* who vacated the office.

## ARTICLE 9 EXECUTION OF DOCUMENTS

### 9.1 BOARD Seal

The Seal of the *Board* shall be in custody of the Secretary of the *Board* who shall be responsible for affixing it to such documents as may be required.

## **9.2 Seal Record**

The Secretary of the *Board* shall keep a record, in a special register, of the date and the particulars of each use of the seal.

## **9.3 Signing Authorities**

All deeds, conveyances, mortgages, bonds, debentures, agreements, documents, contracts approved by the *Board* shall be sealed with the seal of the *Board* and signed by one of:

- 9.3.1 the *CEO*, or in the absence of the *CEO* the Acting *CEO* together with one of the following:
- 9.3.2 the *CFO/Treasurer* of the *Board*,
- 9.3.3 the *Chair*, or
- 9.3.4 the *Vice-Chair*.

## **9.4 Minutes of MEETINGS**

The *Chair* or other presiding *Trustee* and the Secretary shall sign the minutes of all *Meetings* of the *Board* and all *Committee of the Whole Board – In Camera*.

## **9.5 By-laws and Policies**

Every By-law and Policy, upon adoption, shall be signed by the *Chair* and by the Secretary of the *Board*.

## **9.6 Certification of Documents**

All certificates authenticating By-laws, resolutions or extracts of minutes shall be signed by the *Chair* or the Secretary of the *Board* and the seal shall be affixed thereto.

## **9.7 Execution Not under Seal**

Documents covering matters not required to be executed under the corporate seal of the *Board*, may be signed by the Secretary of the *Board*.

## **9.8 Endorsement for Deposit**

The Treasurer of the *Board*, or delegate, by signature or by rubber stamp endorsement, shall negotiate or deposit with or transfer to the bankers for the *Board*, but for credit only of the account of the *Board*, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.

## **9.9 Signatures by Reproduction**

Signatures of persons authorized to sign may be mechanically reproduced as provided by the *Act*.

## **ARTICLE 10 DEVELOPMENT OF AND CHANGES TO BOARD POLICY**

### **10.1 Policy Approval or Change After Notice**

Policy of the *Board* may be established or amended from time to time at a *Meeting* of the *Board* (such *Meeting* hereinafter referred to as the “later *Meeting*”) upon the affirmative vote of the majority of *Trustees* of the *Board* entitled to vote thereon provided:

- 10.1.1 written notice proposing the policy or amendment shall have been given at a *Meeting* held prior to the later *Meeting*;
- 10.1.2 the text and a brief statement of intended purpose of the policy or amendment shall have been included in the notice;
- 10.1.3 the text of the policy or amendment as so enacted is substantially the same as the text set out in the notice.

### **10.2 Policy Approval or Change Without Notice**

A policy may be approved or changed without prior notice if:

- 10.2.1 a majority of all *Trustees* who are eligible to vote on the matter approve dealing with the matter at the *Meeting* at which the matter is introduced; or
  - 10.2.2 it is a matter that, in the opinion of the *CEO*, requires action by the *Board* as a matter of urgency;
- and
- 10.2.3 a majority of all *Trustees* who are eligible to vote on the matter approve the policy or policy change.

## **ARTICLE 11 AMENDMENTS TO BY-LAWS**

### **11.1 Amendment After Notice**

By-laws of the *Board* may be amended from time to time at a *Meeting* of the *Board* (such *Meeting* hereinafter referred to as the “later *Meeting*”) upon the affirmative vote of the majority of all *Trustees* of the *Board* entitled to vote thereon provided:

- 11.1.1 written notice proposing the amendment shall have been given at a *Meeting* held prior to the later *Meeting*;
- 11.1.2 the text and a brief statement of intended purpose of the amendment shall have been included in the notice;
- 11.1.3 the text of the amendment as so enacted is substantially the same as the text set out in the notice.

### **11.2 No Amendment Without Notice**

The By-laws of the *Board* shall not be amended except on notice as outlined in Section 11.1 of the By-law.

### **11.3 Reading**

All amendments to the By-laws or new By-laws of the Board will be read or deemed to have been read three times before the vote is taken.

**Number: II 001**  
**Subject: Global Governance Commitment**

**Approval Date:** September 29, 2008

**Effective Date:** September 29, 2008

**Revised:** May 31, 2010

---

**Policy Statement:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Number: II 009**  
**Subject: Board Committee Principles**

**Approval Date:** September 29, 2008

**Effective Date:** September 29, 2008

**Revised:**

---

**Policy Statement:**

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

Accordingly:

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

**Number: II 010**  
**Subject: Board Committee Structure**

**Approval Date:** September 2, 2008.

**Effective Date:** October 1, 2008.

**Revised:**

---

**Policy Statement:**

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

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

**2013-2014 School Year Budget Motions**

1. That the Board of Trustees approve an operating budget of \$230,511,246 for the 2013-2014 school year.
2. That the Board of Trustees approve a capital budget of \$17,577,757 for the 2013-2014 school year.
3. That the Board of Trustees directs Administration to file this balanced budget with the Ministry of Education before the deadline of June 28, 2013.