



## Board of Trustees' Board Meeting

**Date:** September 23, 2013

**Time:** 6:00 p.m. \*

\* Committee of the Whole In Camera, if necessary, will precede or follow the Board Meeting, as appropriate.

**Location:** Board Room, Catholic Education Centre, 35 Weber Street, Kitchener

**Attendees:**

**Board of Trustees:**

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

**Student Representatives:**

Alexandru Gheorghe, Carlos Valero

**Senior Administration:**

Larry Clifford, Gerry Clifford, Derek Haime, David DeSantis, Maria Ivankovic, Shesh Maharaj, Laura Shoemaker

**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>			
<b>3. Consent Agenda: Board (Minutes of meetings, staff report)</b>			
3.1 Approval of Minutes of Regular and Special Meetings			
3.1.1 Minutes of Board meeting of June 24, 2013	Trustees	pp. 1-5	Approval
3.1.2 Minutes of Special Board meeting of June 26, 2013	Trustees	pp. 6-7	Approval
3.1.3 Minutes of Ends Task Force Meeting of August 29, 2013	Trustees	pp. 8-9	Receipt
3.1.3 Staffing Report as of Sept 18/13	Trustees	--	Approval

ITEM	Who	Agenda Section	Method & Outcome
<b>4. Delegations/Presentation</b>			
4.1 Dominican Experience	Cindy Smukavich	--	Presentation
4.2 Skills Builder programs: value-added student success programs offered through St. Louis for our Elementary & Secondary school communities	Paul Cox	--	Presentation
4.3 Literacy/Numeracy Plan	Maria Ivankovic	--	Information
4.4 Student Voice	David DeSantis	--	Information
4.5 Rural West Waterloo ARC Update	Lindsay Ford	--	Information
<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	Alexandru Gheorghe/ Carlos Valero	--	Information
6.2 Trustee Budget Update: Quarterly Update	Wayne Buchholtz	pp. 10-11	Information
6.3 Governance Committee			
6.4 Pastoral Care Team			
6.5 Linkages Committee			
6.5 CPIC			
6.6 Audit Committee			
<b>7. Board Education (at the request of the Board)</b>			
<b>8. Policy Discussion</b>			
8.1 2013-14 Board Policy Assignments	Wayne Buchholtz	p. 12	Discussion
8.2 2013-14 Board By-law Assignments	Wayne Buchholtz	p. 13	Discussion
<b>9. Assurance of Successful Board Performance</b>			
9.1 Board Policy II 002 Governing Style	Trustees	pp. 14-15	Approval
9.2 Is There a Need to Review This Policy?	Trustees	--	Discussion
9.3 Board Policy III 006 CEO Compensation & Benefits	Trustees	pp. 16	Approval
9.4 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			
<b>10.2 Advice from the CEO</b>			
10.2.1			
<b>11. Potential Agenda Items/Trustee Inquiry Report (CEO)</b>			
11.1 Trustee Inquiry Report from the CEO			
11.2 Shared concerns			
<b>12. Announcements</b>			
12.1 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			

ITEM	Who	Agenda Section	Method & Outcome
<b>12.2 Upcoming Meetings/Events</b> (all scheduled for the Catholic Education Centre unless otherwise indicated): Sept 25 OCSTA Fall Regional meeting, Sept 25 5:30 pm. Audit Committee Sept 27 The Feast, St. Jerome's University Sept 30 5:00 Linkages Committee Sept 30 7:00 Governance Committee Oct 2 6:00 pm. CPIC Oct 2 7:00 pm. SEAC Oct 3 5:00 pm. Diocesan Mass, St. Pius X Parish, Brantford Oct 4 9:00 am. Site-based Spiritual Development Day, CEC Oct 7 6:00 pm. Committee of the Whole Oct 15 7:00 pm. Graduation – Resurrection C.S.S. Oct 21 6:00 pm. Pastoral Committee Oct 25 9:00 am. Board Office Mass Oct 28 6:00 pm. Board of Trustees Oct 29 Soup Sisters			
<b>12.3 Pending Items:</b>  <b>12.4 Pending Items for OCSTA Consideration</b> <ul style="list-style-type: none"> <li>Mental Health Government Funding Continuation</li> </ul>	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
<b>13. Items for the Next Meeting Agenda</b>	Trustees		
<b>14. Adjournment</b> <b>Confirm decisions made tonight</b> <b>Closing Prayer</b>	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, June 24, 2013 at the Waterloo Region Catholic Education Centre.

### Trustees Present:

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

### Student Trustees Present:

Erin Jamieson; Carlos Valero

### Administrative Officials Present:

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

### Special Resources For The Meeting:

### Regrets:

Janek Jagiellowicz; Fr. Fred Scinto, C.R;

### Recorder:

Barb Pilsner, Executive Administrative Assistant

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

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

The Chair of the Board called the meeting to order at 4:03 p.m.

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

The opening prayer was led by E. Jamieson and C. Valero, Board Pastoral Team. Intentions were offered to keep the people in Alberta in our thoughts and prayers.

### **1.2 Approval of Agenda**

Add item 4.1.2 Young Authors Award, move Item 10.1.1 2013-2014 School Year Budget Motions to 4.2

**2013-117** -- It was *moved* by **G. Reitzel** and *seconded* by **M. da Silva**:

*THAT the agenda for June 24, 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, now 4.2, 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)**

### **2.1 Special Education Plan 2013**

**2013-118** -- It was *moved* by **J. Anderson** and *seconded* by **W. Price**:

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

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

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

- 3.1.1 Minutes of Board meeting of May 27, 2013
- 3.1.2 Minutes of Special Board meeting of June 10, 2013
- 3.1.3 Minutes of Ends Statement Task Force of June 3/13
- 3.1.4 Staffing Report as of June 19, 2013
- 3.1.5 Interim Financial Report 3 of 3
- 3.1.6 Draft Ends Statement
- 3.1.7 Items for Action from In-camera meeting of June 24, 2013

**2013-119** -- It was *moved* by **M. da Silva** and *seconded* by **P. Reitmeier**:

*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 G. Reitzel presented the VIP Award to Jackie Cole, student from St. Timothy

#### 4.1.2 Young Authors Award

L. Clifford advised our students writing skills were featured in the 2012-2013 Young Authors Award book which is a compilation of short stories, non-fiction, plays and poems across the province.

#### 4.2 2013-2024 School Year Budget Motions

G. Reitzel took the chair as W. Buchholtz declared a conflict of interest with the 2013-2014 School Year Budget.

**2013-120** -- It was *moved* by **A. Piscitelli** and *seconded* by **M. da Silva**:

1. That the Board of Trustees approve the operating budget of \$230,511,246 for the 2013-2014 school year.
2. That the Board of Trustees approve the 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. --- **Carried by consensus**

W. Buchholtz took the chair.

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

### 6 Actions From Board Committees/Task Forces

#### 6.1 Student Trustee Report

Under the Four Strategic Areas of Focus

E. Jamieson reported on the Cambridge secondary schools:

**Catholicity:** Graduations for St. Benedict and Monsignor Doyle are this week. St. Benedict had their tree planting ceremony, Fast for Water to raise funds for wells and clean water and Spencer West attended a mini We Day May 23<sup>rd</sup>.

**Student Achievement:** Into the Woods was a success as well as the coffee house for Kayla Baker.

**Quality:** Monsignor Doyle had a math presenter on June 4th

C. Valero reported on the Kitchener-Waterloo secondary schools:

**Catholicity:** Resurrection has finished their mission to aid their sister school in the Dominican

**Student Achievement:** Grade 9 and 11 finished their final exams and grade 12 finished last Tuesday

**Quality:** All schools held closing assemblies

**Site Improvement:** St. Mary's is looking to purchase new mascot

P. Reitmeier thanked Erin Jamieson for all her work and thoughtful complete reports this past year as student trustee.

E. Jamieson thanked the trustees for the opportunity to sit on the Board. She appreciated learning from everyone giving her a better understanding of municipal governance and the dynamics of running a school board.

## **6.2 Trustee Budget Quarterly Update**

W. Buchholtz advised there is a balance remaining in the trustees' budget.

## **6.3 Annual Committee Reports**

### **6.3.1 Governance**

G. Reitzel advised the report outlines all the items we reviewed this year.

### **6.3.2 Pastoral Care Team**

In J. Jagiellowicz absence M. da Silva and F. Johnson were available to answer questions. There were none.

### **6.3.3 Linkages Committee**

P. Reitmeier highlighted successful MPP visits from Catherine Fyfe and Rob Leone and constructive meetings with Mike Harris and Lisa Mcleod. Next year's vision is on the church/school/parish relationship.

### **6.3.4 Audit Committee**

A. Piscitelli noted the report needs approval as it needs to be submitted to the Ministry.

**2013-121** -- It was *moved* by **M. da Silva** and *seconded* by **W. Price**:  
*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. --- Carried by consensus*

It was noted this agenda item should have read for approval not information.

### **6.3.5 Awards**

W. Buchholtz advised the nominations for awards will need to begin earlier next year due to June graduations. The forms will need to be updated.

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

## **8. Policy Discussion**

### **8.1 Revised General Board Operational and Procedural By-law**

G. Reitzel provided suggested changes to the wording of 5.1.15 for clarity and changes to 3.1 as we are now meeting the second and fourth Monday of the month. It was deemed to have been read three times.

**2013-122** -- It was *moved* by **M. da Silva** and *seconded* by **J. Anderson**:  
*THAT the Board of Trustees approved the changes outlined to 3.1 Regular Board Meetings and the addition of 5.1.15 to Protocol for Delegations in the General Board Operational and Procedural By-law with the following revised wording of 5.1.15: Delegations concerning accommodation and/or boundary review will not be heard at the Board meeting at which the final decision is made --- Carried by consensus*

## **9. Assurance of Successful Board Performance**

### **9.1 Board Policy II 001 Global Governance Commitment**

W. Buchholtz asked trustees if we are in compliance with this policy. There was discussion on monitoring II 001 General Governance Commitment and III 001 Global Governance-Management Connection annually. Trustees agreed to review annually and monitor for approval only when changes have been made.

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

Trustees agreed to send the policy to Governance to review and align with updated Ends Statement when complete.

### **9.3 Board Policy II 009 Board Committee Principles**

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

**2013-123** -- It was *moved* by **G. Reitzel** and *seconded* by **M. da Silva**:  
*THAT the Board of Trustees reviewed Policy II 009 Board Committee Principles and finds itself in compliance. --- Carried by consensus*

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

Trustees agreed there is no need to review the policy.

### **9.5 Board Policy II 010 Board Committee Structure**

W. Buchholtz asked trustees if we are in compliance with this policy. There was discussion on which areas are not in compliance. Trustees discussed the addition of task force to the policy.

**2013-124** -- It was *moved* by **A. Piscitelli** and *seconded* by **P. Reitmeier**:

*THAT the Board of Trustees reviewed Policy II 010 Board Committee Structure and finds itself not in compliance with #1 and 2f and excuse ourselves until the next monitoring. --- Carried by consensus*

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

Trustees agreed to send the policy to Governance for review in September.

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

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

**10.1.1 2013-2014 School Year Budget Motions** – moved to 4.2

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

#### **10.2.1 Resource & Development Office**

L. Clifford welcomed Vic Degutis to speak about the role of the RDO and connection of the Foundation.

V. Degutis advised the three areas he will cover are the context for the RDO, an update on current activities and the focus for 2013-14.

In 2003 the Resource & Development Office was established to generate funds for services to support valued programs, offer resources and to enhance Catholic education. Their mandate was to be a self-funded operation and also establish and maintain beneficial relations with various community sectors.

#### **Five areas of focus:**

- enterprise opportunities
- grants office (non GSN)
- initiatives assigned by the Director's office
- strategic relations: business, community and educational
- Waterloo Region Catholic Schools Foundation

Waterloo Region Catholic Schools Foundation is a community based board of directors. The Foundation sets up endowment funds/scholarships, annual grants and charitable receipts. He provided a handout of the WRCSF contributions to the WCDSB school community for 2012.

#### **RDO areas of focus for 2013-14**

- Enterprise opportunities (international education)
- WCDSB marketing (JK – 12 recruitment, after-school facility use)
- Director's Office initiatives (21<sup>st</sup> Century Teaching and Learning, leadership succession planning)
- Strategic relations (business community education)
- WRCSF

A.Piscitelli left the meeting at 5:35 pm. V. Degutis advised International Education has increased steadily from 20 FTE in 2006 to 170 FTE in 2012.

Trustees were asked to email any questions to L. Clifford and V. Degutis and they will respond to them.

## **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 August 26<sup>th</sup> Links for Learning

**12.3 Pending Items:****12.4 Pending Items for OCSTA Consideration**

Mental Health Government Funding Continuation

**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**

**2013-125** -- It was *moved* by **W. Price** and *seconded* by **F. Johnson**:

*THAT the meeting be now adjourned.*

The meeting was adjourned by consensus at 5:52 p.m.

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Chair of the Board

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Secretary

## Special Board of Trustees' Meeting

A special public meeting of the Board of Trustees was held on Wednesday, June 26, 2013 at the Waterloo Region Catholic Education Centre.

### Trustees Present:

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

\*attended electronically

### Student Trustees Present:

### Administrative Officials Present:

Larry Clifford; Gerry Clifford; David DeSantis; Maria Ivankovic; Shesh Maharaj

### Special Resources For The Meeting:

### Regrets:

Janek Jagiellowicz; Erin Jamieson; Carlos Valero; Rick Boisvert; Derek Haime; 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 5:05 p.m.

### 1.1 Opening Prayer & Memorials

The opening prayer was led by W. Buchholtz, Board Pastoral Team. Intentions were offered for Rick Boisvert in his new role as Director of Education for Northwest Catholic District School Board, for all the staff and students and for the new superintendent.

### 1.2 Approval of Agenda

**2013-126** -- It was *moved* by **F. Johnson** and *seconded* by **W. Price**:  
*THAT the agenda for June 26, 2013 be now approved. --- Carried by consensus.*

### 1.3 Declaration of Pecuniary Interest

1.3.1 From the current meeting – NIL

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

### 1.4 Motion to Move In-camera

**2013-127** -- It was *moved* by **M. da Silva** and *seconded* by **G. Reitzel**:  
*THAT the Board of Trustees move to an in-camera meeting. --- Carried by consensus.*

The special meeting moved in-camera at 5:07 p.m.

The special meeting resumed at 5:21 p.m. A. Piscitelli was not available

**2013-128** -- It was *moved* by **G. Reitzel** and *seconded* by **F. Johnson**:  
*THAT Board of Trustees approve the use of up to \$1000 from the Trustee budget to cover the cost of purchasing medals to be distributed to the recipients of the VIP awards for 2013-14. --- Carried by consensus.*

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

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

**4 Delegations**

**4 Ownership Linkage (Communication with the External Environment)**

**5 Actions From Board Committees/Task Forces**

**6 Board Education (at the request of the Board)**

**8. Policy Discussion**

**9. Assurance of Successful Board Performance**

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

10.1 Monitoring Reports & Vote on Compliance

10.2 Advice from the CEO

**11. Potential Agenda Items**

11.1 Trustee Inquiry Report from the CEO

11.2 Shared Concerns

**12. Announcements**

12.1 The following reports are posted on the Board web page: [www.wcdsb.ca](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**

2013-129 -- It was *moved* by **M. da Silva** and *seconded* by **W. Price**:

*THAT the meeting be now adjourned.*

The meeting was adjourned by consensus at 5:30 p.m.

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Chair of the Board

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Secretary

## Ends Statement Task Force Meeting

A meeting of the Ends Statement Task Force was held on the 29<sup>th</sup> of August, 2013

**Present:**

**Committee Members:**

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

**Administrative Officials:**

Larry Clifford – attended electronically

**Regrets:**

Joyce Anderson,

**Next Meeting:**

To be determined

**1. Welcome and Opening Prayer:**

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

**2. Discussion Items:**

Minutes of the previous meeting were approved and no pecuniary or other conflicts of interest were declared.

A draft letter introducing the Ends consultation process was distributed by F Johnson and will be used as part of the process to inform groups and individuals about the Ends consultation and the role they can play. It will go out under the Chair's signature.

The group will create a template for feedback and will develop questions that will be used in a survey on the board website that can be completed by staff, students, ratepayers. Groups and individuals to be consulted personally include SEAC, CPIC, School Council Co-Chairs, labour groups, Deanery members, Bishop Crosby and Fr. Fred Scinto.

It was determined that all Trustees should participate in the consultation process but that Task Force members will take the lead in presenting the Ends to those consulted. As a Board, each of us owns the Ends.

Director Clifford noted that the draft Ends align well with the strategic objectives of the WCDSB as well as its vision. Senior admin have used the draft Ends statements in their planning for the Board Improvement Plan for Student Achievement.

The group then created a draft timeline for consultation that will be taken to the Director so that he can include this in his meeting planning.

**3. Adjournment**

The meeting adjourned at 1:13 p.m.

Draft Ends Statements  
August, 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 the 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.

**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.

Date	Folio	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
		(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)
9/14/2012	JCR.PG.2012-000				(298.90)								
10/4/2012	PINV-138206	612.96											
10/10/2012	PINV-138390				269.41	28.93							
10/10/2012	PINV-138533	242.29											
10/22/2012	PINV-139175										74389		
10/23/2012	PINV-139158											412.21	
10/24/2012	PINV-139097				39.05			71.51					
10/30/2012	PINV-139542				126.56	77.39							
10/31/2012	JBA.PG.010	565.04											
11/8/2012	PINV-139664				295.81								
11/8/2012	PINV-139666				172.50								
11/8/2012	PINV-139663			6.32	101.62	101.98							
11/8/2012	PINV-139668				201.42	153.33							
11/8/2012	PINV-139655							65.00					
11/8/2012	PINV-139657							75.00					
11/8/2012	PINV-139668				111.16								
11/27/2012	PINV-140745	2370.11											
11/28/2012	PINV-140441												
11/28/2012	PINV-140442				202.76			76.61					
11/28/2012	PINV-140442				55.69								
11/30/2012	JBA.PG.023		15.83	317.49									
12/6/2012	PINV-140840				257.84								
12/11/2012	PINV-141415												
12/11/2012	PINV-141414				135.28			35.75					
12/11/2012	PINV-141414				85.52								
12/11/2012	PINV-141416				230.35								
12/11/2012	PINV-141427				187.68								
12/14/2012	PINV-141911				465.78								
12/14/2012	PINV-141912				462.61								
12/14/2012	PINV-142051				150.80								
1/9/2013	PINV-142174							140.00					
1/9/2013	PINV-142336	551.66											
1/9/2013	PINV-142274				125.13								
1/9/2013	PINV-142296				135.94								
1/15/2013	PINV-142675				342.92								
1/29/2013	PINV-143398									2426.30			
1/31/2013	PINV-143327			301.14	88.16	72.32							
1/31/2013	PINV-143325				222.77								
1/31/2013	PINV-143326			301.15	83.53	58.59							
2/6/2013	PINV-143575			20.79	108.13	104.15							
2/6/2013	PINV-143576			382.11	124.77	73.41							
2/13/2013	PINV-143925				311.90								
2/14/2013	PINV-143863				108.85	63.65							
2/22/2013	JBA.PG.041							10.22					
2/22/2013	JBA.PG.041			301.15									
2/27/2013	PINV-144289	3794.58											
2/28/2013	PINV-144337		18.08	150.58	79.20	33.63							
2/28/2013	PINV-144339				205.40								
2/28/2013	PINV-144325			301.15	245.18								
2/28/2013	PINV-144338				86.79								
2/28/2013	PINV-144336					43.40							
3/8/2013	PINV-145043								4579.38				
3/27/2013	PINV-145567				336.95								
3/27/2013	PINV-145599	25.00			149.52	58.59							
3/27/2013	JBA.PG.052	271.21											
3/27/2013	JBA.PG.052	96.94											

Trustees Budget Spreadsheet 2012-13

Date	Folio	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
4/8/2013	PINV-146060				130.91								
4/9/2013	PINV-146126	137.92											
4/9/2013	PINV-146133				540.18								
4/9/2013	PINV-145980	663.01											
4/10/2013	PINV-146199				46.07								
4/24/2013	PINV-146554	40.00											
4/30/2013	JBA.PG.061	27.12											
4/30/2013	JBA.PG.061	723.36											
5/8/2013	PINV-147168			308.48	15.92	107.04							
5/15/2013	PCM-002598												
5/15/2013	PCM-002600	-100.00			203.96								
5/15/2013	PCM-002600	-91.70		308.48	48.09	67.27							
5/15/2013	PINV-147520							1634.56					
5/15/2013	PINV-147531				192.39								
5/23/2013	PINV-147851				248.34								
5/28/2013	PCM-002605	-100.00			164.36	186.42							
5/28/2013	PINV-148101				268.06								
5/30/2013	PINV-148239				176.28	54.24							16.10
5/30/2013	JBA.PG.067	90.41											
5/30/2013	JBA.PG.067			158.35									
5/30/2013	JBA.PG.067			158.35									
5/30/2013	PINV-148240			308.48	178.28	58.59							
6/4/2013	PINV-148471			283.17	107.23	69.28							
6/6/2013	PINV-148676			302.43	227.44	69.28		71.51					
6/11/2013	PINV-148804												
6/11/2013	PINV-148805			301.15	99.81	72.32							
6/11/2013	PINV-148805				158.40								
6/11/2013	PINV-148806			283.18	351.20	103.05							
6/12/2013	PINV-149133				73.77								
6/19/2013	PINV-149314				279.45								
6/26/2013	PINV-149717				74.66								134.08
6/26/2013	JBA.PG.073												
6/26/2013	JBA.PG.073	90.41		-158.35									
7/9/2013	PINV-150716											20.43	
7/22/2013	PINV-151014											133.32	
7/25/2013	PINV-151082				132.35								
8/15/2013	PINV-151410												
8/21/2013	PINV-151448				342.46								
8/21/2013	PINV-151448				169.97	63.65							
8/28/2013	PINV-151623				41.04								
8/31/2013	PINV-152075				647.40								
8/31/2013	PINV-152048				206.49								
8/31/2013	PINV-152248				27.48	43.40							
8/31/2013	PINV-152490					47.02							
8/31/2013	PINV-152488				93.30								
8/31/2013	PINV-152489				54.97								
8/31/2013	PINV-152730				35.80	29.65							
8/31/2013	PINV-152866											607.85	
8/31/2013	PINV-152865											138.94	
													30.00
		(4,989.68)	(666.09)	(9,664.40)	1,344.14	(1,159.42)	(50.00)	45.60	(5,865.44)	2,005.68	529.00	562.75	(1,319.82)

## BOARD OF TRUSTEE – BY-LAW ASSIGNMENTS – 2013-2014

Article #	Article Name	Trustee
1	Interpretation	All
2	Inaugural Meeting Of The Board	Manuel da Silva
3	Meetings	Wayne Buchholtz
4	Board Meeting Process	Joyce Anderson
5	Delegations	Janek Jagiellowicz
6	Committees	Janek Jagiellowicz
7	Officers	Frank Johnson
8	Trustee Vacancy	Anthony Piscitelli
9	Execution Of Documents	Wendy Price
10	Development Of and Changes to Board Policy	Peter Reitmeier
11	Amendments to By-Laws	Greg Reitzel

## BOARD OF TRUSTEE – POLICY ASSIGNMENTS – 2013-2014

<b>Policy #</b>	<b>Policy Name</b>	<b>Trustee</b>
I 001	Ends	All
II 001	Global Governance Commitment	All
II 002	Governing Style	Wayne Buchholtz
II 003	Board Job Description	Joyce Anderson
II 004	Advocacy and Advertising	Manuel da Silva
II 005	Consultation	Peter Reitmeier
II 006	Celebration and Excellence	Frank Johnson
II 007	Board Members' Code of Conduct	Greg Reitzel
II 008	Role of the Chair	Joyce Anderson
II 009	Board Committee Principles	Peter Reitmeier
II 010	Board Committee Structure	Peter Reitmeier
II 011	Student Representation on the Board	Greg Reitzel
II 012	Student Trustee Job Description	Joyce Anderson
II 013	Cost of Governance	Anthony Piscitelli
II 014	Trustee Expenses	All
II 015	Ownership Linkage	Chair
III 001	Global Governance-Management Connection	Chair
III 002	Unity of Control	Chair
III 003	Accountability of the CEO	Anthony Piscitelli
III 004	Delegation to the CEO	Janek Jagiellowicz
III 005	Monitoring CEO Performance	Wayne Buchholtz
IV 001	General Executive Limitation	All
IV 002	Treatment of the Public	Janek Jagiellowicz
IV 003	Treatment of Student	Drew Gheorghe, Carlos Valero
IV 004	Treatment of Staff	Wendy Price
IV 005	Hiring and Promotions	Wendy Price
IV 006	Employee Compensation	Janek Jagiellowicz
IV 007	Financial Planning Budgeting	Greg Reitzel
IV 008	Financial Conditions and Activities	Wayne Buchholtz
IV 009	Asset Protection	Frank Johnson
IV 010	Facilities Accommodations	Frank Johnson
IV 011	Emergency CEO Succession	Anthony Piscitelli
IV 012	Communication & Support to the Board	Manuel da Silva
IV 013	Leadership	Wendy Price



**Number: II 002**  
**Subject: Governing Style**

**Approval Date:** May 26, 2008

**Effective Date:** May 26, 2008

**Revised:** May 25, 2009, January 28, 2013, May 27, 2013

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**Policy Statement:**

The board will govern with an emphasis on a) outward vision rather than an internal preoccupation, b) encouragement of diversity of viewpoints from within the system and the community, 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.

On any issue, the Board must ensure that all divergent views are considered in making decisions, yet must resolve into a single organizational position.

More specifically, the Board will:

1. Operate with a clearly stated governance model that demonstrates its legal and moral obligation to represent the interests of the Catholic ratepayers of Waterloo Region and details the responsibilities that fulfill this obligation.
2. Allow no officer, individual or committee of the board to hinder or be an excuse for not fulfilling this commitment.
3. Direct, control and inspire the organization with thoughtful establishment of the broadest organizational policies reflecting the Board's values.
4. Cultivate a sense of group responsibility. The board will be responsible for excellence in governing. The board will be an initiator of policy and the board will use the expertise of individual members to enhance the knowledge and ability the board as a body, rather than to substitute their individual judgments for the board's values.
  - a. In accordance with this discipline, the board will only allow itself to address a topic after it has answered these questions:
    - i. What is the nature of the issue?
    - ii. What is the value that drives the concern?
    - iii. Is this a shared issue?
    - iv. Whose issue is this? Is it the board's or is it the CEO's?
    - v. Has the board dealt with this subject in policy? If so, what has been said? Does the board wish to change what it has already said?
    - vi. If the matter is several levels below board level, what is the broadest way to address the issue so that it is still under existing board policy? Is that policy sufficient to deal with the concern?
  - b. It is out of order for board members to talk about content until these questions of appropriateness are settled.
5. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuance of governance capability.
  - a. Concerns with any board member performance will be brought to the attention of the chair of the board in writing
  - b. The chair of the board will attempt to facilitate a resolution. Failing that, the issue will be brought to a meeting of the board of trustees. This meeting will be held in-camera if the concern about a board

member's performance relates to an issue which the Education Act allows to be dealt with in a meeting closed to the public

- c. The Board of Trustees will determine if the member's performance is in violation of the code of conduct
  - d. Trustees named in the complaint on a member's performance shall not vote on a resolution determining if the named trustee violated the code of conduct
  - e. Board members found to be in violation of policy by the Board of Trustees may be subject to a motion of censure at a regular meeting of the Board under section 218.3 of the Education Act.
6. Ensure that continual board development will include orientation of new members in the board's governance process and on-going discussion of process improvement
  7. Monitor and discuss the board's process and performance within a scheduled review process.



**Number: III 006**  
**Subject: CEO Compensation & Benefits**

**Approval Date:** April 28, 2008

**Effective Date:** April 28, 2008

**Revised:**

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**Policy Statement:**

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

The Board will review benefits and adjustments to the range annually in April. In the event of a multi-year agreement, in April of the year the contract ends.