



## Board of Trustees' Board Meeting

**Date:** October 28, 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>			

ITEM	Who	Agenda Section	Method & Outcome
<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 Special Board meeting of Sept 19, 2013 3.1.2 Minutes of Board meeting of Sept 23, 2013 3.1.3 Minutes of Special Board meeting of Sept 27, 2013 3.1.4 Minutes of Linkages Committee Meeting Sept 30, 2013 3.1.5 Minutes of Governance Meeting of Sept 30, 2013 3.1.6 Minutes of Open Access Task Force Sept 30, 2013 3.1.7 Bell Times Recommendation 3.1.8 Minutes of Ends Task Force Oct 7, 2013 3.1.9 Minutes of Open Access Task Force Oct 21, 2013 3.1.10 Staffing Report as of Oct 23/13	Trustees Trustees Trustees Trustees Trustees Trustees Trustees Trustees Trustees	pp. 1-14 pp. 15-19 pp. 20-21 pp. 22-23 pp. 24-25 pp. 26-27 p. 28 pp. 29-30 pp. 31-32 --	Approval Approval Approval Receipt Receipt Receipt Approval Receipt Receipt Approval
<b>4. Delegations/Presentation</b>			
4.1 VIP Presentations 4.1.1 Emilie Huhse, Our Lady of Lourdes 4.1.2 Alexandra Alac, St. Luke 4.2 Boundary Adjustments 4.3 Leadership Strategy 4.4 Student Voice	Wayne Buchholtz Manuel da Silva Lindsay Ford David DeSantis David DeSantis	-- -- pp. 33-37 -- --	Presentation Presentation Approval Information 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  6.2 Governance Committee Recommendations 6.3 Pastoral Care Team 6.4 Linkages Committee 6.5 CPIC 6.6 Audit Committee 6.7 Open Access Task Force Recommendations	Alexandru Gheorghe /Carlos Valero G. Reitzel     Manuel da Silva	--  p. 38     pp. 39-40	Information  Approval     Approval
<b>7. Board Education (at the request of the Board)</b>			
7.1 Trustee Telephone Log 7.2 Call Tree 7.3 OCSTA Resolutions 2014 AGM	Trustees Trustees Trustees	-- -- --	Discussion Discussion Discussion
<b>8. Policy Discussion</b>			
<b>9. Assurance of Successful Board Performance</b>			
9.1 Board Policy II 003 Board Job Description 9.2 Is There a Need to Review This Policy?	Trustees Trustees	p. 41 --	Approval 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 Strategic Plan	Larry Clifford	--	Information/ Discussion

<b>ITEM</b>	<b>Who</b>	<b>Agenda Section</b>	<b>Method &amp; Outcome</b>
<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>			
<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): Nov 1 7:00 pm. Graduation – St. David C.S.S. Nov 4 5:00 Linkages Committee Nov 4 7:00 Governance Committee Nov 5 5:30 pm. Audit Committee Nov 6 7:00 pm. SEAC Nov 11 6:00 pm. Special Board/Committee of the Whole Nov 12 7:00 pm. St. Louis Graduation, St. Mary's Church Nov 14 7:00 pm. St. Louis Graduation, Cambridge City Hall Nov 22 9:00 am. Board Office Mass Nov 25 6:00 pm. Board of Trustees Meeting Nov 26 6:00 pm. Pastoral Committee Nov 29 5:30 pm. Trustee/Senior Staff Christmas Social			
<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> <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

## Special Board of Trustees' Meeting

A special public meeting of the Board of Trustees was held on Thursday, September 19, 2013 at the Waterloo Region Catholic Education Centre.

### Trustees Present:

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

### Student Trustees Present:

### Administrative Officials Present:

Larry Clifford; Gerry Clifford; David DeSantis; Derek Haime; Maria Ivankovic; John Shewchuk

### Special Resources For The Meeting:

### Regrets:

Alexandru Gheorghe; Carlos Valero; Shesh Maharaj; Laura Shoemaker; Fr. Fred Scinto

### Recorder:

Barb Pilsner, Executive Administrative Assistant

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

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

The Chair of the Board called the meeting to order at 6:00 p.m.

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

The opening prayer was led by F. Johnson, Board Pastoral Team. Intentions were offered for the uncle of M. da Silva's wife, Grace da Silva and the victims of bus crash in Ottawa.

#### **1.2 Approval of Agenda**

**2013-133** -- It was *moved* by **F. Johnson** and *seconded* by **G. Reitzel**:

*THAT the agenda for September 19, 2013 be now approved. --- Carried by consensus.*

J. Anderson asked to have her comments recorded on the process that is being used at this board meeting:

I received the seven page document in question only this evening and therefore have not had any opportunity to review it in advance.

I asked that the Chair provide copies of this document two days ago but this request was denied.

Three members of the Board have had access to the report in advance of this evening, while the remaining six members, including Mr. Piscitelli, have not had an opportunity to consider the document.

It is impossible for the Board to review and consider the contents in any meaningful way at this point in time. Such action is not aligned with our current practices as a board, and violates the most basic principles of fairness and justice.

It is important that this Board conduct itself in an open, transparent and fair manner at all times.

However, it is also important that the Board proceed with the discussion of this issue in a timely fashion and therefore despite my concerns, I will not request the matter tabled.

I do however request that the record reflect this failure in the process this evening.

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

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

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

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

## **4 Delegations**

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

## **6 Actions From Board Committees/Task Forces**

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

## **8. Policy Discussion**

### **8.1 Trustee Code of Conduct Concern**

W. Buchholtz presented the complaint against trustee Piscitelli under Section 218.3 of the Education Act from trustee Reitmeier. He gave trustees an opportunity to read the complaint. W. Buchholtz stated trustee Piscitelli had been invited to attend a meeting with himself and the Director of Education on Monday but declined to attend. Trustees will decide if a breach has occurred and if it has whether sanctions would be imposed.

Trustee Reitmeier's complaint (Appendix A) was that trustee Piscitelli violated Board Policy II 002 Governing Style and Board Policy II 007 Board Members' Code of Conduct by submitting an article to The Record on September 13 and on Twitter September 15 that contained misleading and non-factual statements.

**2013-134** -- It was *moved* by **P. Reitmeier** and *seconded* by **G. Reitzel**:

*THAT the Board of Trustees find trustee Anthony Piscitelli in violation of the WCDSB Board Policy II 007 Board Members' Code of Conduct and Policy II 002 Governing Style. --- No consensus.*

A.Piscitelli had the opportunity to read his statement (Appendix B) which he asked to have recorded in the minutes.

Trustees gave their opinion on whether they felt trustee Piscitelli was or was not in violation.

A.Piscitelli requested the following statement be recorded in the minutes:

You may dislike how I went about raising my opinions and I respect your right to feel that way. I also understand that many of you may disagree with my opinion. However, I firmly believe in my freedom of speech and that I have both a right, and an obligation, to share my thoughts with the public.

P. Reitmeier as the mover and G. Reitzel as the seconder of the motion were given the option for final comments before voting on the motion. A.Piscitelli is disqualified from voting under the Education Act.

#### **Vote:**

**In Favour:** G. Reitzel, M. da Silva, W. Price, P. Reitmeier, Frank, Wayne

**Against:** J. Anderson and J. Jagiellowicz

**Motion carried: 6 to 2**

**2013-135** -- It was *moved* by **F. Johnson** and *seconded* by **W. Price**:

*Whereas as trustee Piscitelli has been found to be in breach of the code of conduct for trustees he be suspended*

from attendance at committee meetings of which he is a member for the period of September to December 2013. ---  
**No consensus.**

A. Piscitelli requested that given the work of the Audit committee that he be allowed to sit on that committee. This was denied. G. Reitzel asked for clarification on the motion that it was just the committees he was suspended from attending and not Committee of the Whole meetings. The Chair stated it was just the committees he was appointed to sit on (Audit, Open Access Task Force, Suspension/Expulsion and as an alternate on the Catholic Parent Involvement Committee). The Chair called for a vote on the motion.

**Vote:**

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

**Against:** J. Anderson, J. Jagiellowicz

**Motion carried: 6 to 2**

P. Reitmeier moved that the Board of Trustees request that trustee Piscitelli be censured.

The Chair asked for a two minute recess to discuss trustee Reitmeier's motion.

The meeting recessed at 7:12 pm.

The meeting resumed at 7:14 p.m.

The Chair advised that the second motion would be publicly recorded suspending trustee Piscitelli from committee meetings however trustee Reitmeier had the right to make the motion regarding censure. P. Reitmeier withdrew the motion. The Chair advised trustee Piscitelli he had 14 days beginning September 20<sup>th</sup> to appeal the decision.

## **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**

**2013-136** -- 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 7:18 p.m.

---

Chair of the Board

---

Secretary

## Appendix A

Formal submission of complaint with regards to Trustee Piscitelli.

### Education Act

R.S.O. 1990, CHAPTER E.2

**Consolidation Period:** From September 12, 2012 to the [e-Laws currency date](#).

Last amendment: 2012, c. 11, s. 21.

#### Conduct of Members of School Boards

##### Duties of board members

**218.1** A member of a board shall,

- (a) carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1;
- (b) attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- (c) consult with parents, students and supporters of the board on the board's multi-year plan under clause 169.1 (1) (f);
- (d) bring concerns of parents, students and supporters of the board to the attention of the board;
- (e) uphold the implementation of any board resolution after it is passed by the board;
- (f) entrust the day to day management of the board to its staff through the board's director of education;
- (g) maintain focus on student achievement and well-being; and
- (h) comply with the board's code of conduct. 2009, c. 25, s. 25.

##### Code of conduct

**218.2 (1)** A board may adopt a code of conduct that applies to the members of the board. 2009, c. 25, s. 25.

##### Minister's regulations

**(2)** The Minister may make regulations,

- (a) requiring a board to adopt a code of conduct under subsection (1);
- (b) governing codes of conduct that apply to board members, whether permitted or required under this section, including,

- (i) prescribing codes of conduct or parts of codes of conduct, and
- (ii) prescribing matters to be addressed by codes of conduct. 2009, c. 25, s. 25; 2011, c. 9, Sched. 10, s. 2.

### **Enforcement of code of conduct**

**218.3 (1)** A member of a board who has reasonable grounds to believe that a member of the board has breached the board's code of conduct may bring the alleged breach to the attention of the board. 2009, c. 25, s. 25.

### **Same**

**(2)** If an alleged breach is brought to the attention of the board under subsection (1), the board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether the member has breached the board's code of conduct. 2009, c. 25, s. 25.

### **Same**

**(3)** If the board determines under subsection (2) that the member has breached the board's code of conduct, the board may impose one or more of the following sanctions:

1. Censure of the member.
2. Barring the member from attending all or part of a meeting of the board or a meeting of a committee of the board.
3. Barring the member from sitting on one or more committees of the board, for the period of time specified by the board. 2009, c. 25, s. 25.

### **Same**

**(4)** For greater certainty, the imposition of a sanction under paragraph 2 of subsection (3) barring a member from attending all or part of a meeting of the board shall be deemed, for the purpose of clause 228 (1) (b), to be authorization for the member to be absent from the meeting. 2009, c. 25, s. 25.

### **Same**

**(5)** A member of a board who is barred from attending all or part of a meeting of the board or a meeting of a committee of the board under subsection (3) is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public. 2009, c. 25, s. 25.

### **Same**

- (6)** If a board determines that a member has breached the board's code of conduct under subsection (2),
- (a) the board shall give the member written notice of the determination and of any sanction imposed by the board;
  - (b) the notice shall inform the member that he or she may make written submissions to the board in respect of the determination or sanction by a date specified in the notice that is at least 14 days after the notice is received by the member; and
  - (c) the board shall consider any submissions made by the member in accordance with clause (b) and shall confirm or revoke the determination within 14 days after the submissions are received. 2009, c. 25, s. 25.

**Same**

(7) If the board revokes a determination under clause (6) (c), any sanction imposed by the board is revoked. 2009, c. 25, s. 25.

**Same**

(8) If the board confirms a determination under clause (6) (c), the board shall, within the time referred to in that clause, confirm, vary or revoke the sanction. 2009, c. 25, s. 25.

**Same**

(9) If a sanction is varied or revoked under subsection (7) or (8), the variation or revocation shall be deemed to be effective as of the date the original determination was made under subsection (2). 2009, c. 25, s. 25.

**Same**

(10) Despite subsection 207 (1) but subject to subsection (11), the part of a meeting of the board during which a breach or alleged breach of the board's code of conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207 (2) (a) to (e). 2009, c. 25, s. 25.

**Same**

(11) A board shall do the following things by resolution at a meeting of the board, and the vote on the resolution shall be open to the public:

1. Make a determination under subsection (2) that a member has breached the board's code of conduct.
2. Impose a sanction under subsection (3).
3. Confirm or revoke a determination under clause (6) (c).
4. Confirm, vary or revoke a sanction under subsection (8). 2009, c. 25, s. 25.

**Same**

(12) A member who is alleged to have breached the board's code of conduct shall not vote on a resolution to do any of the things described in paragraphs 1 to 4 of subsection (11). 2009, c. 25, s. 25.

**Same**

(13) The passage of a resolution to do any of the things described in paragraphs 1 to 4 of subsection (11) shall be recorded in the minutes of the meeting. 2009, c. 25, s. 25.

**Same**

(14) The *Statutory Powers Procedure Act* does not apply to anything done under this section. 2009, c. 25, s. 25.

### Duties of Board Chair

**Additional duties of chair**

218.4 In addition to any other duties under the Act, the chair of a board shall,

- (a) preside over meetings of the board;
- (b) conduct the meetings in accordance with the board's procedures and practices for the conduct of board meetings;

- (c) establish agendas for board meetings, in consultation with the board's director of education or the supervisory officer acting as the board's director of education;
- (d) ensure that members of the board have the information needed for informed discussion of the agenda items;
- (e) act as spokesperson to the public on behalf of the board, unless otherwise determined by the board;
- (f) convey the decisions of the board to the board's director of education or the supervisory officer acting as the board's director of education;
- (g) provide leadership to the board in maintaining the board's focus on the multi-year plan established under section 169.1;
- (h) provide leadership to the board in maintaining the board's focus on the board's mission and vision; and
- (i) assume such other responsibilities as may be specified by the board. 2009, c. 25, s. 25.

Policy II are grouped under Governance Process

#### *Policy II 002 Governing Style*

*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.*

#### *Policy II 007 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 Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.*

The complaint I bring forward will allege that Trustee Piscitelli has violated these policies. The basis for the complaint is derived from Trustee Piscitelli's written submission to the Waterloo Region Record, published on Friday, September 13, 2013, and on Twitter from September 15, 2013.

1. PII 007 *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 Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.*

I submit that statements made by Trustee Piscitelli were misleading, non-factual and inaccurate as conditions that are "undignified, unprofessional or contrary to the preservation and promotion of Catholic values and teachings". The following are examples of the mis-leading and inaccurate comments.

a) from Waterloo Region Record, Friday September 13.

"the Ontario Catholic school system was slow to adopt reforms aimed at improving circumstances for gay and lesbian students."

This is a very broad and inaccurate statement based on no factual evidence. Trustees have been made fully aware and were updated regularly on supports within our schools.

b) from Waterloo Region Record, Friday September 13.

"Instead of fighting gay-straight alliances, school board leaders should have been focused on finding a way to make them work within a Catholic context."

Once again, there have been regular updates provided to the board on the efforts of the staff of our system, and also that of the OCSTA while creating Catholic context for Bill 13 in the form of the Respecting Difference framework document.

c) from Twitter post, Sunday September 15, 2013

Anthony Piscitelli @AnthonyPiscitel 15 Sep

@WCDSBNewswire the Director of Ed was provided an advance copy and did not share any factual corrections prior to publication

I understand the director did reach out to Trustee Piscitelli to attempt to clarify factual information. I defer to the director to provide a timeline of the offer.

d) from "Letter to the Editor", submitted by board chair Wayne Buchholtz to Waterloo Region Record, published Tuesday, September 18, 2013

"Anthony Piscitelli's column contains two serious factual errors.

Piscitelli, a Waterloo Catholic District School Board trustee, stated: "...in Waterloo Region we do not allow non-Catholics into our elementary schools."

This statement is not only totally false, it does a disservice to the board's staff who work diligently to provide a quality, inclusive, faith-based education in Waterloo Region and discourages families with a legitimate desire for their children to attend a faith-based elementary school from even asking if they qualify.

The fact is, for several decades Waterloo Region's Catholic schools have admitted non-Catholic students to our elementary schools. The admissions are made on a case-by-case basis by the director of education.

2. I ask you to consider the following as violation of the following policy statement in P II 002 "*policymaking principles, respect of roles, and ensuring the continuance of governance capability.*"

Also extracted from "Letter to the Editor", submitted by board chair Wayne Buchholtz to Waterloo Region Record, published Tuesday, September 18, 2013

"Piscitelli also referred to " ... the Waterloo Catholic District School Board's plans to launch a task force to study all aspects, and all the implications, of having non-Catholics attend Catholic elementary schools."

Piscitelli does not speak for the trustee task force nor does he speak for the board of trustees of the Waterloo Catholic District School Board. In fact, the terms of reference of the trustee task force have not been set — nor has the task force even met to discuss the issue — so Piscitelli can't possibly know what the committee will or will not consider.

It is not Piscitelli's role to make public announcements about board committee mandates. The terms of reference of the trustee committee will be announced by the board chair once they have been established."

Trustee Piscitelli in my view has breached the "policymaking principles" as given in the policy, but has also contravened the education act which states as a role of the chair of the board ...

[218.4](#) In addition to any other duties under the Act, the chair of a board shall,

(e) act as spokesperson to the public on behalf of the board, unless otherwise determined by the board;

## Conclusion

I ask the board to consider this submission given numerous incorrect and un-true statements made by Trustee Piscitelli as sufficient evidence that Trustee Piscitelli is in Violation of Board *Policy II 007 Board Members' Code of Conduct*, specifically for making statements that were misleading, non-factual and inaccurate as conditions that are "undignified, unprofessional or contrary to the preservation and promotion of Catholic values and teachings" as well as "The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members."., and, under *Policy II*

*002 Governing Style, that trustee Piscitelli be found in violation regarding “Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuance of governance capability.”*

**Motion**

*I move that the Board of Trustees find Trustee Piscitelli in violation of the WCDSB Board Policy II 007 Board Members' Code of Conduct, and Policy II 002 Governing Style.*

## **Appendix B**

### **A. Piscitelli's Statement**

I ask that this statement in its entirety be included in the minutes of the meeting. I will be reading the statement and I will provide a digital copy to the recording secretary when I am done speaking.

It was not my intent to violate the code of conduct and I do not believe I have violated it. My goal in writing an article and speaking to the media was to encourage the Board of Trustees to take steps which will ultimately lead to the opening up of our elementary system to all students regardless of their religion.

When I decided to write a newspaper article I *expected* members of the Board of Trustees would thoroughly review it to attempt to catch me in a technicality. I thought I had covered all contingencies. I even published the numbers on my own website showing that Catholic attitudes towards same-sex marriage had become more favourable to try and anticipate where criticism might arise.

I acknowledge that my article contained a factual error, and I now know that it is incorrect to state that non-Catholics cannot attend our elementary schools. I am sorry for any misperception this may have caused in the community.

I should not have written "in Waterloo Region we do not allow non-Catholics into our elementary schools". I should have instead been more specific, as I had been in a previous article, and written "Currently anyone can attend our secondary schools but Waterloo Catholic elementary schools, with some minor exceptions, are restricted to individuals who have been baptized Catholic or are children of baptized Catholic parents."

This was an error and if I had noticed it before publication I would have corrected it.

However, based upon Administrative Procedures Memorandum APA001 I believe an error in my wording is minor in nature. This procedure defines non-Catholic stating "Non-Catholic: refers to students who would be ineligible to attend a Waterloo Catholic school because their parent(s)/guardian(s) are not Roman Catholic and cannot direct their tax support to the Board. (The Exception is outlined in #11(d) below)." 11(d) then states "An elementary student, living in a residence within the jurisdiction of the Board which is not eligible to be assessed for Catholic District School Board Support, who would otherwise be admitted – that is both parent(s)/guardian(s) are non-Roman Catholic – may be admitted to a school operated by the Board if documentation is presented as evidence that the student is a baptized Roman Catholic." In another section direction is even provided to school Principals as follows "if the family is non-Catholic and unable to direct their taxes to the Waterloo Catholic District School Board. These families should be referred to the local public school."

While I believe the wording of this procedure shows my error was minor in nature, I do acknowledge that I made a technical error in my article of September 16th.

I believe the intent of my article is still valid. Non-Catholics are not automatically accepted into our system and less than 1% of the elementary students in our system are non-Catholic. My main conclusion was that we should remove all restrictions on non-Catholics attending our elementary schools. I stand firmly behind this belief and I stand behind my right to communicate this belief to the media in my role as an individual Trustee.

I would also like to respond to another claim against me. In a letter to the Editor on Wednesday September 18th the Chair of our Board wrote "'Piscitelli also referred to '... the Waterloo Catholic District School Board's plans to launch a task force to study all aspects, and all the implications, of having non-Catholics attend Catholic elementary schools.' Piscitelli does not speak for the trustee task force nor does he speak for the board of trustees of the Waterloo Catholic District School Board. In fact, the terms of reference of the trustee task force have not been set — nor has the task force even met to discuss the issue — so Piscitelli can't possibly know what the committee will or will not consider."

The reason I made that statement, and used the awkward phrasing "to launch a task force to study all aspects, and all the implications, of having non-Catholics attend Catholic elementary schools" is that I was paraphrasing a CBC article which stated: "WCDSB Chair Wayne Buchholtz told CBC News that the task force would be set up in September to study all aspects and all the implications of open access elementary schools."

I believe this clearly demonstrates I was not attempting to speak on behalf of the Board but instead simply repeating statements made by the Board's spokesperson.

I would also like to add that I am disappointed that we are here tonight. I believe this could have all been avoided.

On Thursday September 12<sup>th</sup> at 4:50pm I emailed the entire Board of Trustees and the Director of Education to give a heads up that my article had been accepted for publication. I also included a copy of the article. Less than an hour later I was emailed by the Director of Education who indicated he had concerns about the article. I replied to the Director of Education, Chair and Vice Chair at 6:44pm that the article may run on Friday morning and that if there were factual corrections I needed them soon. At 7:07pm the Director of Education replied but did not provide any specific factual concerns. I responded at 7:25pm again asking for factual corrections. I did not hear back from the Director of Education again until after the article had run.

Had I been told at this time there was a factual error I could have contacted the Record and corrected the article before it went to print.

On Friday September 13<sup>th</sup> and Saturday September 14<sup>th</sup> various concerns were shared with me by email about the article from multiple Trustees on the Board. No one expressed to me a concern that I had made a factual error with respect to my statement about non-Catholics attending our elementary schools. Had I been told on Friday or Saturday morning that I had made a factual error with respect to my statement about non-Catholic students attending our elementary schools I could have approached the Record and asked for a correction or retraction.

Trustees did indicate to me that they had concerns about one section where I wrote: “Last year, for example, the Ontario Catholic Trustees Association aggressively fought the provincial governments attempts to ensure that Gay Straight Alliances (GSAs) were available as a student support for every student in this province. Instead of opposing GSAs school board leaders should have been focused on finding a way to make them work within a Catholic context.” I stand behind this opinion and I firmly believe the public record from Provincial Committee hearings and media articles provide sufficient evidence to back it up.

On the morning of Saturday September 14<sup>th</sup> I sent an email to give the Board of Trustees and the Director of Education a heads up that I had been asked to do an interview with CTV news. No one indicated to me that I had previously made a factual error about non-Catholics attending our elementary schools.

On Sunday September 15<sup>th</sup> I received an email indicating that a Trustee had filed a complaint against me. Based on the previous emails I had received I assumed this complaint was with respect to the opinions I expressed in my article with respect to gay straight alliances. I was not sure though so I asked if I could see a copy of the complaint. Then on Sunday afternoon I received a tweet from the Board account which said “Despite what trustee [@anthonyiscitel](#) says [@WCDSBNewsWire](#) does admit non-Catholic students - case-by-case. [@anthonyiscitel](#) is totally wrong” Shortly after receiving this tweet I received an email indicating that the specific written complaint would not be shared with me at that time. I now feared a meeting scheduled for Monday afternoon might be an attempt to ambush me as such I indicated that I would no longer be participating in the meeting and I asked for the reasons the meeting was requested to be shared with me in writing.

On Monday September 16<sup>th</sup> I was told that a special board meeting was being held on Thursday to discuss the complaint brought against me. I asked the Chair of the Board to provide me the specific nature of the complaint to prepare for the meeting. I also indicated that the process does not appear to be procedurally fair.

On the morning of Tuesday September 17<sup>th</sup> when I read an article in the Waterloo Region Record I learned that the complaint brought against me was with respect to my statement regarding non-Catholic students attending our elementary schools. I still did not know the specific details of the complaint, or if any other concerns were being brought forward. The agenda package was released for the meeting on Tuesday and

the package did not contain a copy of the complaint. I did not receive a copy of the complaint until today.

I have recapped these events in detail because I believe it shows that this entire process has not been procedurally fair. I believe it also shows I have not been given enough information to defend myself at this meeting.

Aside from reviewing the events that occurred, I believe it is important to state that despite these proceedings I will not be changing my views on the important issues facing Catholic education in Ontario. I will also not back down from expressing these views.

I will continue to state I am pleased the government mandated that Gay Straight Alliances be allowed in Ontario schools

I will continue to advocate for allowing non-Catholics to attend our elementary schools.

And I will continue to argue that we need to do more to ensure that our gay and lesbian staff are comfortable being open about their sexuality in our schools.

These are my major concerns as a Trustee because I believe they are the areas where we are failing as a Catholic school system. I also believe it is in our systems self-interest to address these areas.

According to polls conducted by Forum Research about half of Ontarians oppose a publicly funded Catholic Education system. I believe some individuals oppose funding our system because they think we treat LGBTQ staff and students poorly. I believe others oppose funding our system because they see it as unfair that Catholics are the only religion that receives public money for education.

In the long term I think the only way the Catholic school system keeps its public funding is by changing to find a way to gain supporters among other faith communities. Society moves towards fairness and it's not fair to deny non-Catholics a religious education. In the long run this will likely either be resolved by finding a way to accommodate other faiths in a way that seems fair or by abolishing our system.

## Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, September 23, 2013 at the Waterloo Region Catholic Education Centre.

### Trustees Present:

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

### Student Trustees Present:

Alexandru Gheorghe; Carlos Valero

### Administrative Officials Present:

Larry Clifford; Derek Haime; Shesh Maharaj; Laura Shoemaker

### Special Resources For The Meeting:

### Regrets:

Gerry Clifford; David DeSantis; Maria Ivankovic; 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 6:08 p.m.

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

The opening prayer was led by J. Jagiellowicz, Board Pastoral Team. Intentions were offered for the families of the victims killed in Nairobi.

### **1.2 Approval of Agenda**

Add item 3.1.5 Items for Action from In-camera meeting of September 23/13; Remove Item 4.4; add Item 6.1a Clarification from Sept 19/13 Special Board of Trustees meeting; add Item 6.8 Open Access Task Force; add 10.2.1 Director Update

**2013-133** -- It was *moved* by **M. da Silva** and *seconded* by **G. Reitzel**:

*THAT the agenda for September 23, 2013 as amended be now approved. --- Carried by consensus.*

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

1.3.1 From the current meeting – NIL

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

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

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

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

3.1.1 Minutes of Board meeting of June 24, 2013

3.1.2 Minutes of Special Board meeting of June 26, 2013

3.1.3 Minutes of Ends Statement Task Force of August 29/13

3.1.4 Staffing Report as of September 18, 2013

3.1.5 Items for Action from In-camera meeting of September 23, 2013

**2013-134** -- 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*

A. Piscitelli requested to see the items approved from the in-camera Committee of the Whole meeting. The Chair asked B. Pilsner to send the items to A. Piscitelli and deferred decision until later in the meeting. Following Item 4.5 the Chair asked if the trustees were in consensus. The motion was **carried by consensus**.

## **4 Delegations**

### **4.1 Dominican Experience**

D. Haime introduced Cindy Smukavich, a teacher from St. Benedict and Alexandru Gheorghe, student trustee to give an overview of the Dominican Experience. A. Gheorghe reported the students are exposed to social issues and an understanding of the reason for poverty. They bring a sense of peace and justice back and experience our Catholic faith in action.

The students are housed with a host family. They visited different hospitals, clinics, elementary/high schools, and attend mass. They also visited a Batey which is a community with prominent poverty. Many residents in the Batey are ancestors of illegal immigrant workers and do not have identification papers. They often have no education, clean water or access to health care as it is not publicly funded.

The WCDSB provides support to the students, host families, donations to Grey Sisters and medical supplies to the local health clinic in Consuelo.

The Chair thanked them both for presenting their experience.

### **4.2 Skills Builder Programs: value-added student success programs offered through St. Louis for our elementary & secondary school communities**

L. Clifford introduced Paul Cox, principal of St. Louis Adult Learning and Continuing Education to give an overview of the summer learning programs. St. Louis' focus is on granting secondary school credits to adults, language training, and supportive services to day schools and communities.

St. Louis provides literacy and numeracy support through Homework clubs, Saturday Skills Builder, Summer Skills Builder and HeadStart for grade seven and eight students.

**Summer Skills Builder** – Eight half day sessions in July open to grade seven and eight in our Board and WRDSB with an academic focus on improved literacy and numeracy

**HeadStart** – Four half day sessions at the end of August for grade eight students attending a Catholic secondary school. An orientation focus on acclimatizing, organization and introductions, and a transition focus from grade eight to nine.

These free programs are managed through St. Louis and are excellent supportive, transition programs from elementary to secondary.

### **4.3 Literacy/Numeracy Plan**

L. Clifford introduced Colette Moffat, Beth Wolf and Nancy Snyder, Learning Services Consultants, to give an update on Literacy and Numeracy JK-12.

C. Moffat advised the focus for 2013-14 is on highly effective strategies that improve literacy. A team of five literacy/numeracy teachers rotate through the schools and provide dedicated professional learning for the teachers in K-8. C. Moffat will focus on providing primary reading networks and giving teachers intervention strategies that work to move students forward.

B. Wolf and C. Moffat are working on cross-panel sessions for intermediate teachers in the familiarization and use of the Adolescent Literacy guide to support instructional strategies particularly guided reading. They will also be providing support for teachers new to administering the Primary and Junior EQAO Assessments so that effective Literacy practices are ongoing throughout the testing year. At secondary we have cross-curricular Literacy teams that focus on overall literacy instruction and use EQAO data trends over time to target specific areas of need. We also administer a mock literacy test in the first half of semester one. This allows students to be familiar with the test and

provides data to inform us about student achievement and any gaps. B. Wolf will focus on working with intermediate teachers around reading and writing skills.

N. Snyder provides support for the grade seven to twelve teachers in numeracy. Three main areas for teachers are constructing content knowledge, building a repertoire of instructional approaches and being responsive to day-to-day learning.

#### **4.4 Student Voice** – deferred to October 7<sup>th</sup> Committee of the Whole

#### **4.5 Rural West Waterloo ARC Update**

Lindsay Ford advised information sessions in September/October for the school councils at St. Agatha, Holy Family, St. Clement, St. Nicholas, Holy Rosary provide an overview of the purpose of the review, the review process and timelines, and the role of the parent representative on the ARC. Invitations have been sent to the parishes to appoint a representative and the Chamber of Commerce requesting business representation on the committee. F. Johnson and W. Price will be the trustee representatives. The first ARC meeting is scheduled for October 21<sup>st</sup> at 6:00 p.m. at S. Nicholas and dates for subsequent meetings will be set at the first meeting.

The Chair returned to Item 3 for decision on the motion to approve the consent agenda.

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

## **6 Actions From Board Committees/Task Forces**

### **6.1a Clarification of Motion from September 19/13 Special Board of Trustees Meeting**

W. Buchholtz advised following the second motion under Item 8.1 Trustee Code of Conduct Concern at the September 19<sup>th</sup> Special Board meeting G. Reitzel asked whether A. Piscitelli's exclusion from attending committees would include Committee of the Whole and in-camera Committee of the Whole. F. Johnson verified the intent of the motion applied only to assigned committees. A. Piscitelli advised the wording in the motion was quite clear and on the advice of his legal counsel he will not be attending in-camera or public Committee of the Whole meetings. A. Piscitelli requested the Chair issue an apology or clarification for the article in the Cambridge Times around requesting approval from the Director of Education prior to posting articles.

### **6.1b Student Trustee Report**

Areas of Priority

- Heart of the Community (Catholicity)
- Success for Each (Student Success)
- A Place for All (Quality and Site Improvement)

C. Valero reported for the Kitchener-Waterloo Schools:

**Heart of the Community (Catholicity)** all secondary schools had opening liturgies

**Success for Each (Student Success)** – all schools had 'niner weeks' to make the opening weeks as exciting as possible.

**A Place for All (Quality and Site Improvement)** – St. Mary's is showcasing their new mascot and Resurrection is planning a fundraiser

Drew Gheorghe reported for the Cambridge Schools:

**Heart of the Community (Catholicity)** – M. Doyle had a mass and dance to welcome grade 9 students.

**Success for Each (Student Success)** – St. Benedict had student council meeting. Both schools had successful registration in August. Organized a co-curricular event showcasing events/clubs at each school

**A Place for All (Quality and Site Improvement)** – opening assembly is this Friday at St. Benedict and a coffee house on October 2. St. Benedict is looking to purchase a new mascot. Funds from grade 9 dance at M. Doyle on Sept 27 for Toonies for Terry. M. Doyle holding a sports day to promote healthy active living.

### **6.2 Trustee Budget Quarterly Update**

W. Buchholtz presented the final budget for 2012-13 year.

### **6.3 Governance**

### **6.4 Pastoral Care Team**

## 6.5 Linkages Committee

## 6.6 CPIC

## 6.7 Audit Committee

## 6.8 Open Access Task Force

W. Buchholtz provided a handout with the draft terms of reference for the task force. Trustees were requested to email their suggestions for change directly to him by this Friday. Changes will be incorporated and sent out to the trustees. The task force would like to begin meeting as soon as possible.

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

## 8. **Policy Discussion**

### 8.1 2013-14 Board Policy Assignments

W. Buchholtz advised the assignments of policies to trustees remains the same for this year.

### 8.2 2013-14 Board By-law Assignments

W. Buchholtz advised the assignments of By-laws to trustees remains the same for this year

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

### 9.1 Board Policy II 002 Governing Style

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

**2013-135** -- It was *moved* by **P. Reitmeier** and *seconded* by **M. da Silva**:

*THAT the Board of Trustees reviewed Policy II 002 Governing Style and finds we are not in compliance. --- Carried by consensus*

There was discussion last year on contacting OCSTA for a facilitator on policy governance. OCSTA was contacted however no feedback has been received to date.

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

Trustees agreed there is a need to review this policy and referred it to Governance to come back with a recommendation.

### 9.3 Board Policy III 006 CEO Compensation and Benefits

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

**2013-136** -- It was *moved* by **J. Jagiellowicz** and *seconded* by **G. Reitzel**:

*THAT the Board of Trustees reviewed Policy III 006 Compensation and Benefits and finds we are in compliance.*

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

Trustees agreed there is no need to review the policy.

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

### 10.1 Monitoring Reports & Vote on Compliance

#### 10.1.1

### 10.2 Advice from the CEO

#### 10.2.1 Strategic Plan

L. Clifford will have the strategic plan by October 28<sup>th</sup>.

## 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):

- 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

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

2013-137 -- 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 8:15 p.m.

---

Chair of the Board

---

Secretary

## Special Board of Trustees' Meeting

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

### Trustees Present:

Wayne Buchholtz (Chair); \*Manuel da Silva; Frank Johnson; Peter Reitmeier; Greg Reitzel

\*attended electronically

### Student Trustees Present:

### Administrative Officials Present:

\*Larry Clifford; Gerry Clifford

\*attended electronically

### Special Resources For The Meeting:

### Regrets:

Alexandru Gheorghe; Carlos Valero; David DeSantis; Derek Haime; Maria Ivankovic; Shesh Maharaj; Laura Shoemaker; Fr. Fred Scinto; John Shewchuk

### Absent:

Joyce Anderson; Janek Jagiellowicz; Anthony Piscitelli; Wendy Price

### 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 10:00 a.m.

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

### **1.2 Approval of Agenda**

**2013-138** -- It was *moved* by **P. Reitmeier** and *seconded* by **F. Johnson**:

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

### **1.3 Motion to Move In-camera**

**2013-139** -- It was *moved* by **F. Johnson** and *seconded* by **G. Reitzel**:

*THAT the Board of Trustees move to an in-camera meeting. --- Carried by consensus.*

The meeting moved to an in-camera session at 10:02 a.m.

The meeting resumed at 10:27 a.m.

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

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

**4 Delegations****5 Ownership Linkage (Communication with the External Environment)****6 Actions From Board Committees/Task Forces****7 Board Education (at the request of the Board)****8. Policy Discussion****9. Assurance of Successful Board Performance****10. Assurance of Successful Director of Education Performance****10.1 Monitoring Reports & Vote on Compliance****10.2 Advice from the CEO****11. Potential Agenda Items****11.1 Trustee Inquiry Report from the CEO****11.2 Shared Concerns****12. Announcements**

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

*2013-140 -- It was moved by M. da Silva and seconded by G. Reitzel:*

*THAT the meeting be now adjourned.*

The meeting was adjourned by consensus at 10:28 a.m.

---

Chair of the Board

---

Secretary

## Linkages Committee Meeting

A meeting of the Linkages Committee meeting was held on the 30th day of September, 2013 at 5:00 p.m. at the Waterloo Region Catholic Education Centre.

**Present:** Committee Members:  
Wayne Buchholtz, Peter Reitmeier, Alexandru Gheorghe, Carlos Valero

Administrative Officials:  
John Shewchuk

Other Attendees  
Manuel da Silva, Wendy Price

**Regrets:** Janek Jagiellowicz

**Next Meeting:** November 4, 2013

### 1. Welcome and Opening Prayer:

The meeting was called to order at 5:00 p.m. The opening prayer was offered by Peter Reitmeier.

### 2. Election of Chair

Peter Reitmeier was acclaimed to the position of Chair by consensus with no motion.

### 3. Approval of Agenda – as amended

**Motion:** Wayne Buchholtz

**Seconded:** Carlos Valero

The agenda was amended by consensus to include item 6.4 – “Additional Members”.

Motion carried by consensus.

### 4. Declared Pecuniary Interest

NIL

### 5. Approval of February 11, 2013 and April 22, 2013 Minutes

**Motion:** Wayne Buchholtz

**Seconded:** Drew Gheorghe

Motion carried by consensus.

### 6. Discussion Items

#### 6.1 Discussion of 2013-14 Committee Work

After discussion with the Director, Peter Reitmeier suggests Trustees engage with a cross section of representatives from the 33 local parishes – approx. 10 parishes. Same approach recommended in outreach to

school Principals – cross section of Principals with balanced geographic representation. The committee still supports a social event for trustees to meet pastors outside of a formal Deanery meeting format. The committee is concerned the Administrative Procedures Memo on school-parish relationships may be outdated in areas.

#### 6.2 Plan & Prioritize Engaging with Politicians

The committee agreed to a plan for Trustees to visit all local municipal councils as delegations to provide a “good news story” presentation about WCDSB – basically turn the “Board Profile” into a 10 minute slide presentation. John Shewchuk to provide slide presentation. Wayne Buchholtz will contact John Milloy with a request to attend an upcoming board meeting to explain the government’s new “one school system” consultation paper.

#### 6.3 Guest Speakers for Linkages Meeting

This item was addressed in the discussion on agenda item #6.4

#### 6.4 Additional Members

Suggestion to invite Fr. Freitas to attend a Linkages meeting (November 4) to discuss his work at the staff level facilitating stronger relationships between schools & parishes and how that work can be supported by Linkages – with an invitation for Fr. Freitas to join the committee if doing so will assist his ongoing work with board staff.

#### **Pending items for next meeting:**

NIL

### **7. Adjournment**

Motion to adjourn: Carlos Valero

Motion carried by consensus.

Meeting adjourned at 6 p.m.

## Governance Committee Meeting

A meeting of the Governance Committee was held on the 30th day of September, 2013 at 7:00 p.m.

**Present:**

**Committee Members:**

Greg Reitzel, Joyce Anderson, Wayne Buchholtz, Manuel da Silva

**Administrative Officials:**

Larry Clifford

**Regrets:**

**Next Meeting:** November 4, 3013

**1. Welcome and Opening Prayer:**

The meeting opened at 7:04 p.m. with prayer by G. Reitzel.

**2. Election of the Chair**

G. Reitzel was elected as the Chair.

**3. Approval of Agenda**

**Motion:** M. da Silva

**Seconded:** J. Anderson

**4. Declared Pecuniary interest**

NIL

**5. Approval of May 6, 2013 Minutes**

**Motion:** W. Buchholtz

**Seconded:** M. da Silva

**6. Discussion Items**

**6.1 Board Policy II 012 Student Representation Role Description – wording on students attending OCSTA AGM**

The committee recommended the wording remain the same. A parental release form must be signed and permission to attend an overnight conference is required.

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

Add By-laws to October 7/13 Committee of the Whole agenda to discuss the possible removal of 4.1.7.

**6.3 Board Policy II 010 Board Committee Structure**

G. Reitzel will research past practice of task force versus committee.

**6.4 Update Terms of Reference**

G. Reitzel will review.

**6.5 2012-13 Board Evaluation – Trustee Support Around Strategic Planning**

Committee members agreed to defer this item to the November 4<sup>th</sup> meeting.

**6.6 2012-13 Board Evaluation – Dealing with In-camera Business**

Committee members agreed to defer this item to the November 4<sup>th</sup> meeting.

**6.7 By-law Review Article 3.1 (review Board Meeting days first)**

Changes to Article 3.1 were approved by the Trustees at the June 24<sup>th</sup> board meeting.

**6.8 Board Policy II 002 Governing Style – discussion and recommendation**

The committee recommended an expert in different governing styles be brought in. J. Anderson, W. Buchholtz and L. Clifford will investigate.

**7. Adjournment**

The meeting was adjourned at 8:35 p.m.

## Open Access Task Force Meeting

A meeting of the Open Access Task Force was held on the 30th day of September, 2013 at 6:00 p.m. at the Waterloo Region Catholic Education Centre.

**Present:** Committee Members:  
Wayne Buchholtz, Manuel da Silva, Wendy Price, Greg Reitzel, Alexandru Gheorghe

Administrative Officials:  
David DeSantis, Derek Haime

**Regrets:**

**Next Meeting:** October 21, 2013

### 1. Welcome and Opening Prayer:

The meeting was called to order at 6:00 p.m. The opening prayer was offered by Wayne Buchholtz.

### 2. Approval of Agenda

**Motion:** Wayne Buchholtz

**Seconded:** Wendy Price

### 3. Election of Chair

Manuel da Silva was nominated by Greg Reitzel and seconded by Wayne Buchholtz to Chair this committee moving forward. Manuel accepted the role.

### 4. Discussion Items

4.1 The committee proposed that the name of this task force change from "Open Access Task Force" to "Elementary Admissions Task Force".

4.2 The committee reviewed the Terms of Reference. The following changes were made:

- a) Primary Aim – change "Open Access Elementary" to "**Elementary Admissions.**"
- b) Research the legal requirements for children to attend Catholic **elementary** schools.
- c) Research the position of other Catholic Boards as well as OCSTA re: **open-access** elementary **admissions** – denominational rights under BNA Act and Charter
- d) Research the present situation in our Board re: the admission of non-Catholics to the **Waterloo Catholic District** Board
- e) Research the potential challenges and implications if the Board chose to move to **adopt a policy for Non-Catholic Admissions to our elementary schools** ~~policy of Open Access Elementary~~
- f) Consult with **Catholic** ratepayers
- g) Budget Implications: All recommendations from the ~~Open Access Elementary Task Force~~ **Elementary Admissions Task Force** will include budget implications where needed.

**Next steps:**

- a. Manuel da Silva will divide up the boards to trustees to review their admission policies. Each trustee will print off a copy and bring it to the next meeting.
- b. A template will be developed that will summarize the findings from each board for further analysis at our next meeting.
- c. This analysis will allow the task force to go deeper with specific questions for boards.
- d. Next meeting is October 21/13 at 6:30 pm - motion by Greg Reitzel and seconded by Wayne Buchholtz

**5. Adjournment**

The meeting was adjourned by consensus



## Memorandum

**TO:** Board of Trustees  
**CC:**  
**FROM:** Larry Clifford, Director of Education  
**DATE:** October 28, 2013  
**SUBJECT:** Bell Times

---

Recommendation from the Board of Trustees, Committee of the Whole meeting on Monday, October 7, 2013:

*That the Board of Trustees requests that Senior Administration carry out a consultation process on changes to bell times up to 20 minutes, and that the results of this consultation be brought back to the Board for consideration and decision-making by December 2013.*

## Ends Statement Task Force Meeting

A meeting of the Ends Statement Task Force was held on the 7<sup>th</sup> day of October, 2013

**Present:**

**Committee Members:**

Joyce Anderson, Wayne Buchholtz, Manuel Da Silva, Wendy Price, Frank Johnson (Chair)

**Administrative Officials:**

**Regrets:**

Larry Clifford

**Next Meeting:**

To be determined

**1. Welcome and Opening Prayer:**

Meeting was opened at 4:00 p.m. with prayer led by F. Johnson

**2. Minutes of Meeting**

Minutes of the last meeting were reviewed and approved.

**3. Discussion Items:**

F. Johnson reviewed the consultation process to date with input from fellow task force members who were present at meetings.

The task force reviewed the revised draft Ends Statements that were changed as a result of the consultations with various focus groups and again, made some minor wording changes. On the whole the group felt that we had honored the spirit of the consultation process with the latest revisions.

The draft Ends were readied for presentation to the Committee of the Whole at its meeting on October 7, 2013.

F. Johnson will ask L. Clifford to ask John Shewchuk to draft an insert for church bulletins outlining the process for ratepayer input giving the link to the website survey.

**4. Adjournment**

The meeting adjourned at 4:26 p.m.

## Draft Ends Statements (Revised October 7, 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 living experience of Catholic faith.

### **Heart of the Community:**

Our schools are **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 the knowledge of the history, and regular experiences 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 all fully utilize their unique gifts while meeting their individual spiritual, 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 given the necessary supports to work to their highest level of ability,
- 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 and opportunities of an ever-changing world that demands a diverse skill set as well as a broad 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, 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 to ensure students are learning at their highest possible level of achievement through programming that meets their individual learning needs, spiritual 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.

## Open Access Task Force Meeting

A meeting of the Open Access Task Force was held on the 21<sup>st</sup> day of October, 2013 at 6:00 p.m. at the Waterloo Region Catholic Education Centre.

**Present:** Committee Members:  
Wayne Buchholtz, Manuel da Silva, Greg Reitzel, Alexandru Gheorghe

Administrative Officials:  
David DeSantis

**Regrets:** Derek Haime

**Next Meeting:** October 21, 2013

### 1. Welcome and Opening Prayer:

The meeting was called to order at 5:00 p.m. and opening prayer was offered.

### 2. Approval of Agenda

**Motion:** W. Buchholtz

**Seconded:** G. Reitzel

### 3. Declaration of Pecuniary Interest

Nil

### 4. Approval of September 30<sup>th</sup> minutes

Revise minutes to show W. Price as Other Attendee and G. Reitzel seconded the approval of the agenda.

**Motion:** A. Gheorghe

**Seconded:** G. Reitzel

### 5. Discussion Items

#### 5.1 Terms of Reference: Objectives #5

Consult with Catholic ratepayers and non-Catholic parents with elementary children currently in our system

#### 5.2 Review admission policies of Catholic boards in Ontario

- Inquire of Boards the actual count of non-Catholic students.
- Most boards have parents/guardians go through a committee for admission purpose. At other boards the decision was the principal/superintendent/director or a combination thereof. Some boards have the pastor of the school involved in the review process whether on a committee or in conjunction with the principal
- In some boards parents had to comply to the precepts of the Catholic church as a condition of enrollment (i.e. child participates in family life programs, mass but not in sacraments).
- Some boards have grandfathering provisions – if one sibling is allowed entry their younger siblings would receive the same accommodation.
- Some provisions – if the parent enrolls in the RCIA program and doesn't participate in Easter celebration their son/daughter will be removed the following school year.

- In some boards one parent must be baptized Catholic.
- Most boards had the provision that the student would be permitted access only if there was room, staff and resources
- If a Catholic parent remarries a non-Catholic parent and has non-Catholic children, these children are allowed access.
- There are similarities between the boards but also very diverse when admitting non-Catholic in elementary schools
- Not one board has open access, rather a board policy whereby non-Catholic elementary students are considered for admission through various mechanisms.
- In reviewing mechanisms it was articulated by the Director the importance of evangelization

5.3 M. da Silva will create a template and summarize the above findings. It will be emailed to committee members prior to the next meeting for review.

5.4 Template will help guide questions for further inquiry. Committee members will keep the same boards.

5.5 B. Pilsner to change terms of reference

5.6 Next meeting: November 18 at 5:00 pm.

## 6. Adjournment

**Motion:** A. Gheorghe

**Seconded:** G. Reitzel

**Date:** October 7, 2013  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Southwest Kitchener Boundary Changes – St. Kateri Tekakwitha, St. Timothy, and Our Lady of Grace

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

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

**Origin:**

APF008: Pupil Accommodation Review Process – Part A Boundary Review Process – *“In most cases, the final approval of a boundary change rests with the Board of Trustees and would involve a full public consultation process. There are, however, two exceptions to this rule which would allow senior administration to be the decision making body. These exceptions are as follows:*

- *Where a boundary change is being considered for an area where there are no existing students, the boundary options may be considered by senior administration and a decision reached by them without community consultation.*
- *Where there are relatively few students affected by a proposed boundary change, the families of those students will be consulted directly and given an opportunity to comment on the boundary options being considered. Following this consultation, senior administration may make a decision or elect to conduct a full review.*
- *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.”*

**Policy Statement:****Background/Comments:**

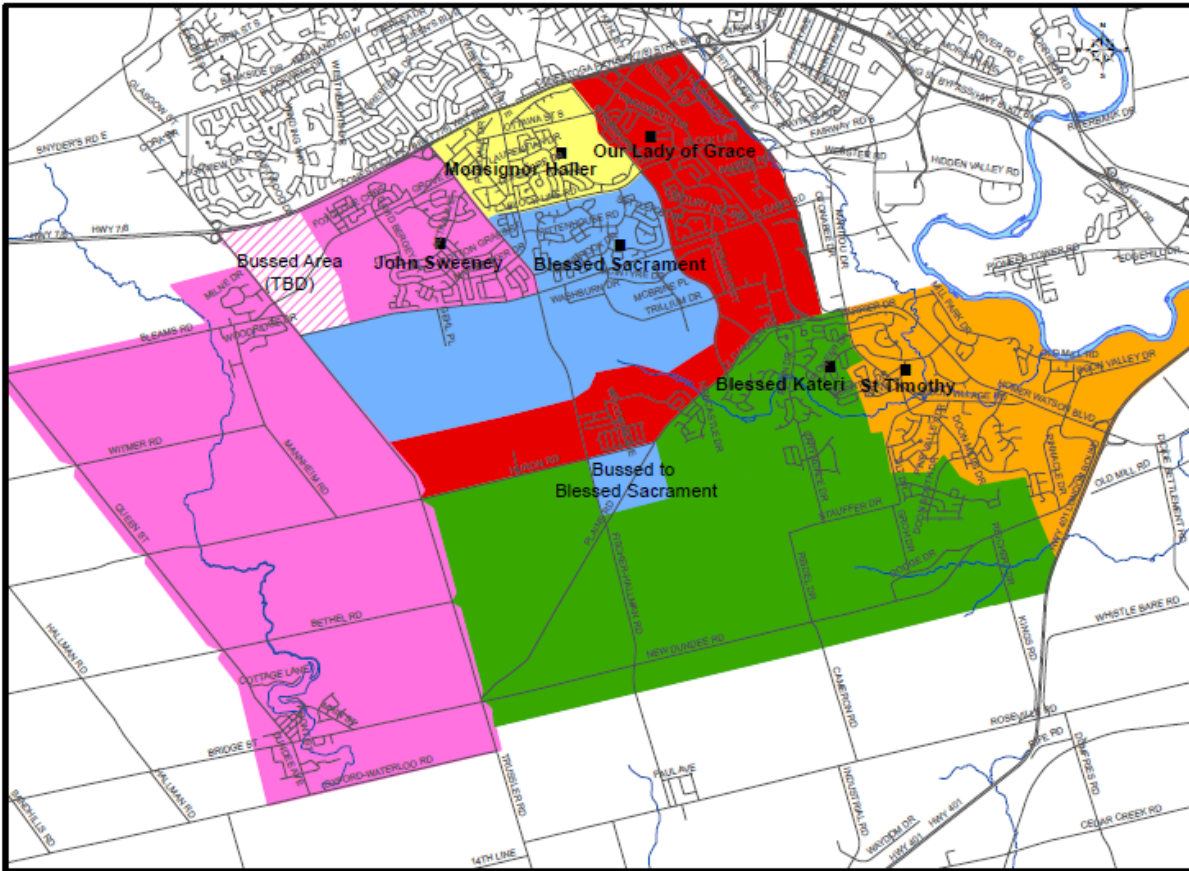
An accommodation review was completed during the 2008/2009 school year in the south-west Kitchener area and included John Sweeney, Monsignor Haller, Our Lady of Grace, Blessed Sacrament, St. Kateri Tekakwitha, and St. Timothy.

The preferred option brought forward to the Board of Trustees included two phases.

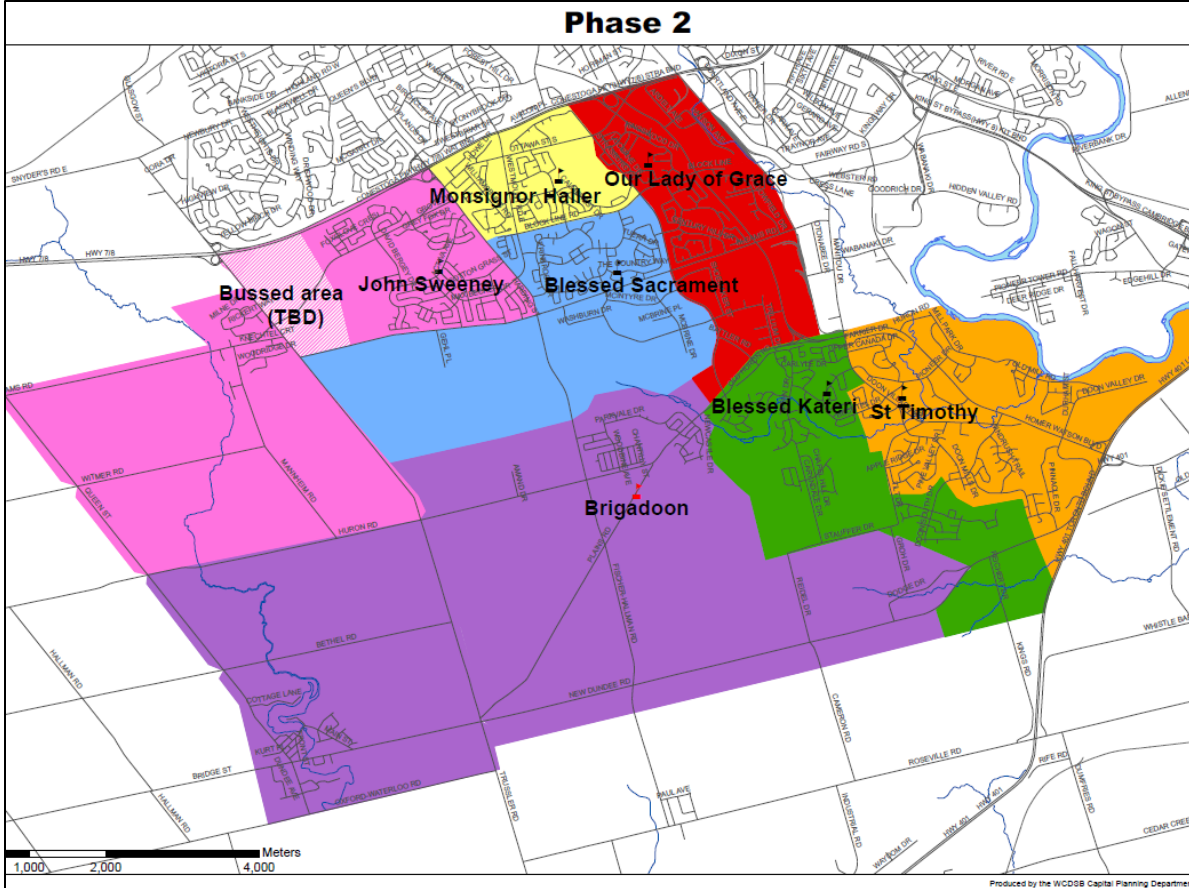
- Phase 1 addressed the immediate growth pressures at St. Timothy and John Sweeney through boundary changes. Specifically relevant to this report is that the southwest portion of St. Timothy’s boundary was moved to St. Kateri Tekakwitha.
- Phase 2 involved the construction of a new school in the Huron-Brigadoon area and boundary changes for St. Kateri Tekakwitha, Our Lady of Grace, Blessed Sacrament, and John Sweeney.

The following maps illustrate Phase 1 and Phase 2 of the boundary changes that were approved by the Board of Trustees in March 2009.

### Phase 1



### Phase 2



**1) St. Kateri Tekakwitha/St. Timothy Boundary Change**

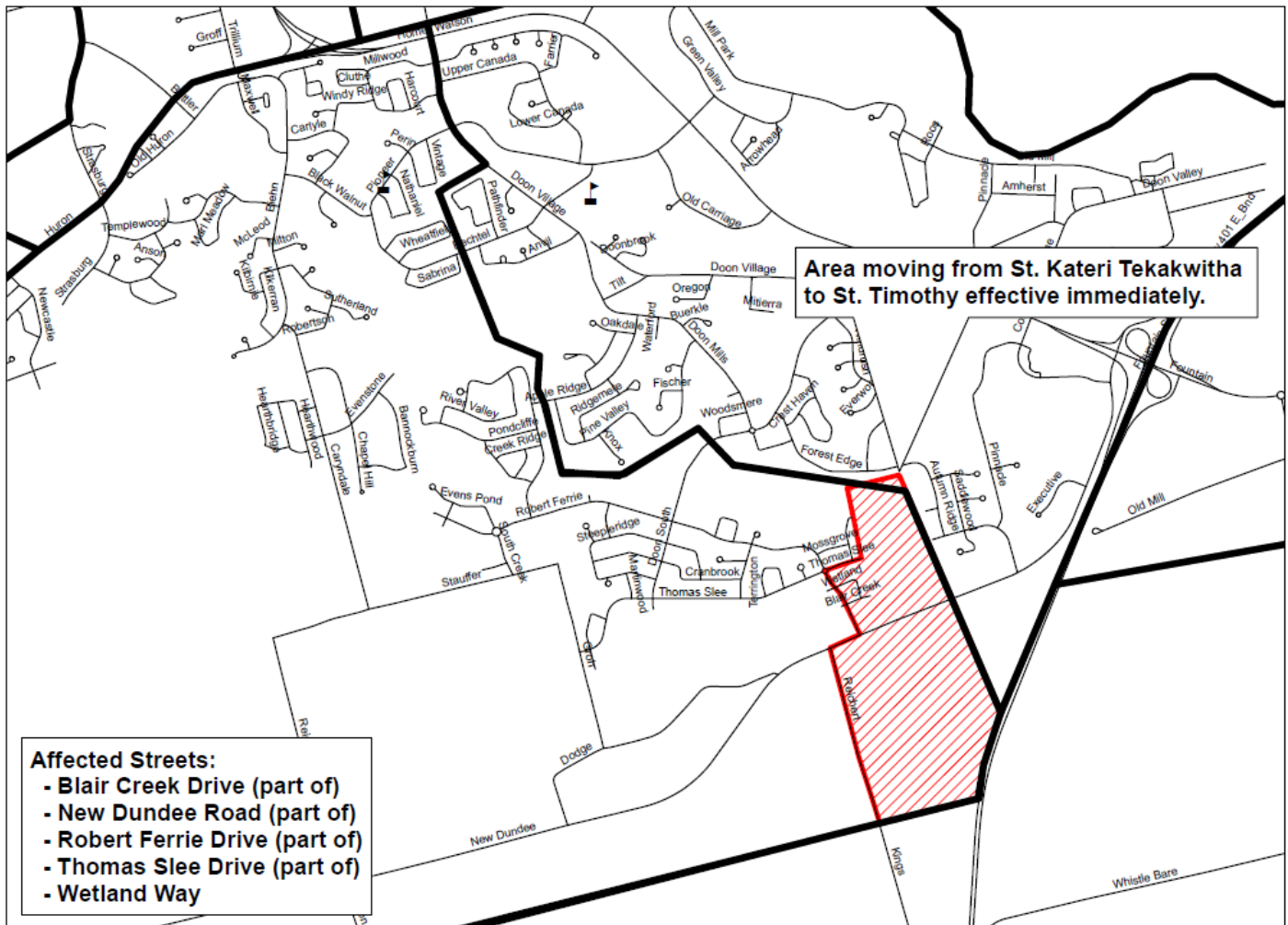
In 2008/09, St. Timothy had 6 portables and it would have been costly to add a 7<sup>th</sup> portable. A decision was made to re-direct approximately 90 students to St. Kateri Tekakwitha, which had no portables at that time. Following that boundary change, enrolment has declined at St. Timothy and increased slightly at St. Kateri Tekakwitha. Significant residential growth is planned within St. Kateri’s boundary (some of which will be alleviated by the new Huron-Brigadoon school). Enrolment is expected to drop slightly at St. Timothy but remain relatively stable.

There is a small subdivision of approximately 360 units being contemplated along New Dundee Road in the southeast area of St. Kateri Tekakwitha’s boundary. These units are expected to generate 30-50 students.

	Capacity	2013 Portables	2013 Enrolment	2018 Projections
St. Kateri Tekakwitha	337	4	428	488
St. Timothy	259	1	248	217

Staff is proposing to move the boundary between St. Kateri Tekakwitha and St. Timothy further west to include this future development within St. Timothy’s boundary. No existing students would be affected.

**St. Kateri Tekakwitha and St. Timothy Boundary Change  
EFFECTIVE IMMEDIATELY**



## 2) Blessed Sacrament / Our Lady of Grace Boundary Change

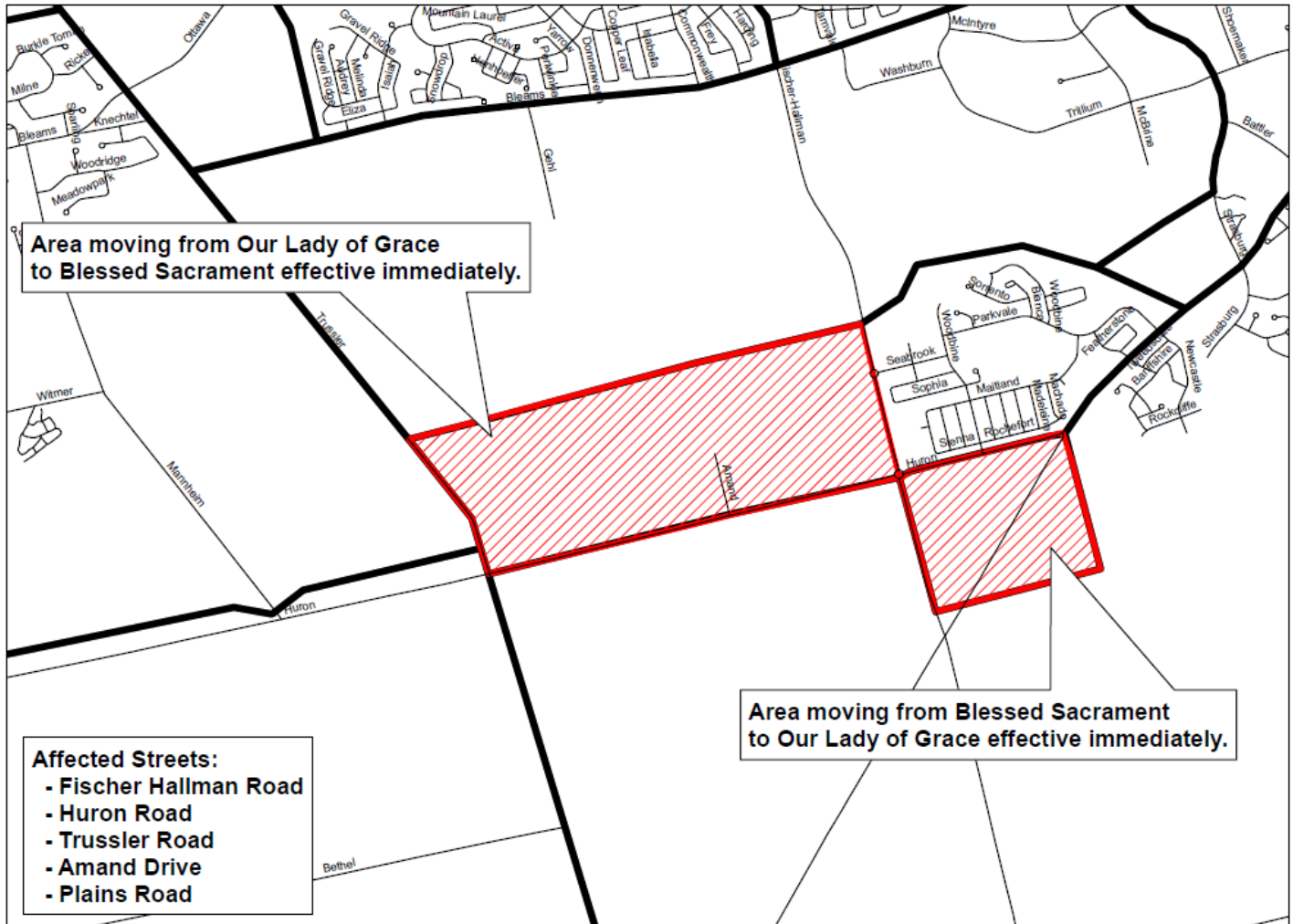
The 2008/09 boundary change included designating new development to Our Lady of Grace and Blessed Sacrament. Specifically, the Becker subdivision (which contains the Huron-Brigadoon school site) located in the southeast quadrant of Fischer Hallman Road and Huron Road was designated to Blessed Sacrament and the Mattamy subdivision located in the northwest quadrant of Fischer Hallman Road and Huron Road was designed to Our Lady of Grace.

At that time, the Becker lands were expected to develop well ahead of the Mattamy lands. It now appears that the Mattamy lands will develop ahead of the Becker lands. The Mattamy development in Hespeler developed at an unprecedented rate and it is expected that their Kitchener subdivision would develop at a similar rate. It is anticipated that the Mattamy subdivision will generate approximately 150 Catholic students and a large portion of those students could be living there prior to the new Catholic school opening. Once the new school is built, students from the Mattamy and Becker lands would attend the new school.

Our Lady of Grace currently has a capacity of 259 pupil places, enrolment of 276, and 3 portables. It could accommodate an additional 6 portables. Blessed Sacrament currently has a capacity of 325 pupil places, enrolment of 258 and 2 shuttered classrooms. It could accommodate 6 portables on site.

Staff is recommending that boundaries be modified so that the Mattamy development be directed to Blessed Sacrament and the Becker development be directed to Our Lady of Grace. One student would be affected.

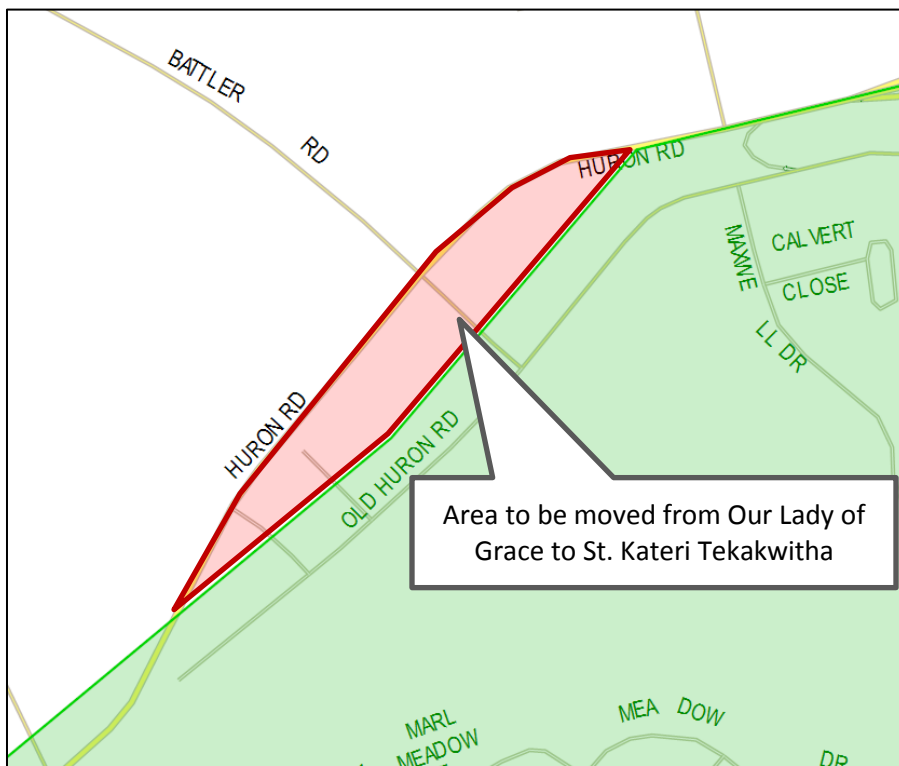
### Blessed Sacrament and Our Lady of Grace Boundary Change EFFECTIVE IMMEDIATELY



### 3) Our Lady of Grace / St. Kateri Tekakwitha Boundary Change

The boundary between Our Lady of Grace and St. Kateri Tekawitha is supposed to follow the centre of Huron Road but currently bisects two streets in BusPlanner (the database used by Student Transportation Services of Waterloo Region): Templewood Drive, Northbrook Place, and Battler Road. As a result, there are students living on either side of the boundary on Templewood Drive and Northbrook Place and two buses have to pick-up students on Templewood Drive to take the students to different schools.

Staff is recommending that the boundary be moved to follow Huron Road. One student would be affected.



#### Recommendation:

That the proposed boundary changes be approved.

**Prepared/Reviewed By:** Larry Clifford  
 Director of Education

Shesh Maharaj  
 Chief Financial Officer

Lindsay Ford  
 Manager of Planning, Admissions and Enrolment

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

**WATERLOO CATHOLIC DISTRICT SCHOOL BOARD**  
**GOVERNANCE COMMITTEE RECOMMENDATIONS**  
**FROM SEPTEMBER 30, 2013 MEETING**

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

**1. Board Policy II 012 Student Representation Role Description:**

The wording remain the same in the policy. A parental release form must be signed and permission to attend an overnight conference is required.

**2. Board By-law Article 4.1 Notice of Motion:**

Remove 4.1.7.

**WATERLOO CATHOLIC DISTRICT SCHOOL BOARD**  
**OPEN ACCESS TASK FORCE RECOMMENDATIONS**  
**FROM SEPTEMBER 30 and October 21, 2013 MEETINGS**

The following changes/additions were recommended by the Open Access Elementary Task Force to the Board of Trustees for approval:

- 4.1 The committee proposed that the name of this task force change from “Open Access Task Force” to “Elementary Admissions Task Force”.
  
- 4.2 Terms of Reference:  
Revised terms of reference attached.

## Task Force on ~~Open-Access~~ Elementary Admissions

Terms of Reference October 2013

### Primary Aim

To ensure the Board of trustees acquire pertinent data on “~~Open-Access~~ Elementary Admissions”.

### Objectives:

The Task Force will:

1. Research the legal requirements for children to attend Catholic elementary schools re: Education Act
2. Research the position of other Catholic Boards as well as OCSTA re: ~~open-access~~ elementary admissions – denominational rights under BNA Act and Charter
3. Research the present situation in our Board re: the admission of non-Catholics to the ~~Waterloo Catholic District~~ Board
4. Research the potential challenges and implications if the Board chose to move to ~~adopt a policy for Non-Catholic Admissions to our elementary schools a policy of Open-Access Elementary~~
5. Consult with Catholic ratepayers and non-Catholic parents with elementary children currently in our system
6. Make recommendations to the Board on possible courses of action

**Budget Implications:** All recommendations from the ~~Open-Access Elementary Task Force~~ Elementary Admissions Task Force will include budget implications where needed.

### Timelines:

Interim Report to the Board – February 2014

Final Report to the Board – June 2014

Superintendent Support: Derek Haime, David DeSantis

**Number: II 003**  
**Subject: Board Job Description**

**Approval Date:** September 29, 2008  
**Effective Date:** September 29, 2008.  
**Revised:** April 26, 2010; January 30, 2012

---

**Policy Statement:**

The work of the board is to serve as trustees for the Catholic ratepayers of Waterloo Region in determining and ensuring appropriate organizational performance within the legal requirements of the Province of Ontario. 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:
  - a. *Aims/Ends:* Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which people and needs, at what cost)
  - b. *Governance Process:* Description of how the board conceives, carries out and monitors its own work
  - c. *Board-Director of Education Relationship:* Delegation of power and its proper use monitored; the Director of Education role, authority and accountability
  - d. *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.
5. Orientation of all new board members.