

## Board of Trustees' Meeting

### **REVISED**

A public meeting of the Board of Trustees was held on Monday, October 28, 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:**

Alexandru Gheorghe; Carlos Valero

### **Administrative Officials Present:**

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

### **Special Resources For The Meeting:**

Lindsay Ford

### **Regrets:**

Janek Jagiellowicz; Shesh Maharaj; Laura Shoemaker; 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 6:01 p.m.

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

The opening prayer was led by F. Johnson, Board Pastoral Team. Intentions were offered for the following people who passed away – Ray Rennie a retired teacher, a parent at St. Elizabeth, a parent at Holy Rosary as a result of injuries in an accident, Breda Spence a teacher at Holy Spirit, and prayers for Kayla Baker a student at St. Benedict who is fighting recurring cancer.

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

Add May 7/14 Province-wide mass under Item 12. Announcements

**2013-144** -- It was *moved* by **F. Johnson** and *seconded* by **M. da Silva**:

*THAT the agenda for October 28 as amended be now approved. --- Carried by consensus.*

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

**1.3.1** From the current meeting – A. Piscitelli declared a conflict with 3.1.7 as he is an employee of the Region of Waterloo

**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 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 27/13 – tabled to Nov 25**
- 3.1.4 Minutes of Linkages Committee meeting of Sept 30/13
- 3.1.5 Minutes of Governance Committee meeting of Sept 30/13
- 3.1.6 Minutes of Open Access Task Force meeting of Sept 30/13
- 3.1.7 Bell Times Recommendation
- 3.1.8 Ends Statement Task Force of Oct 7/13
- 3.1.9 Minutes of Open Access Task Force meeting of Oct 21/13
- 3.1.10 Staffing Report as of Oct 23, 2013

**2013-145** -- It was *moved* by **G. Reitzel** and *seconded* by **J. Anderson**:

*THAT the Consent Agenda Board of Trustees and the recommendations contained therein, with the exception of 3.1.3, be now approved.*

A.Piscitelli asked to have recorded he did not receive notice of the Special Board meeting September 27<sup>th</sup>.

J. Anderson asked that item 3.1.3 be tabled to November 25<sup>th</sup> after the session with Eric Roher on November 11<sup>th</sup>. The motion carried by consensus. A.Piscitelli did not vote as he declared a conflict of interest with item 3.1.7.

### 4 Delegations

#### **4.1 VIP Award**

- 4.1.1 Wayne Buchholtz presented the award to Emilie Huhse, a student from Our Lady of Lourdes
  - 4.1.2 Manuel da Silva presented the award to Alexandra Alac, a student from St. Luke.
- The meeting recessed at 6:22 p.m.  
The meeting resumed at 6:25 p.m.

#### **4.2 Boundary Adjustments**

L. Ford advised these three boundary changes were presented at Committee of the Whole October 7<sup>th</sup>. Trustees requested information on the students who would be affected by the boundary change. She advised S. Maharaj met with both families and will accommodate their request to remain at Our Lady of Grace.

**2013-146** -- It was *moved* by **F. Johnson** and *seconded* by **M. da Silva**:

*The Board of Trustees approved the following boundary adjustments as presented in the report:*

1. *To move the boundary between St. Kateri Tekakwitha and St. Timothy further west to include this future development within St. Timothy's boundary.*
2. *That the boundaries be modified so that the Mattamy development be directed to Blessed Sacrament and the Becker development be directed to Our Lady of Grace.*
3. *That the boundary of Our Lady of Grace / St. Kateri Tekakwitha be moved to follow Huron Road. ---*

**Carried by consensus**

#### **4.3 Leadership Strategy and 4.4 Student Voice**

D. DeSantis reported on Leadership Strategy and Student Voice together. Ministry funding provides for leadership for our teachers and creating a learning environment conducive to student success. *Shepherd Leadership: Wisdom for Leaders from Psalm 23* by Blaine McCormick and David Davenport was provided to aspiring leaders as an excellent guide in what Catholic Leadership should look like.

Data from the *Tell Them From Me* survey measures student engagement, wellness and climate.

Student Voice Indicators:

1. Create platforms that empower students to express themselves respectfully without prejudice or judgement.
2. Keep students informed and involved in the decision-making related to their learning both inside and outside the classroom.
3. Create an inclusive community where all students are invited to participate.
4. Respect the dignity of all students by ensuring equitable treatment of each individual in all aspects of their Catholic education.
5. Advocate for the success of all students and offer the support necessary to meet the needs of students socially, emotionally and academically.
6. Celebrate and recognize student accomplishments and contributions both academic and non-academic in the faith community, at school

The next step is to use the indicators to develop a success strategy and action plan in each school.

D. DeSantis began the first session of the Catholic Leadership program on October 16<sup>th</sup> for 78 staff. Each participant received a Catholic School Leadership Level portfolio.

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

## 6 Actions From Board Committees/Task Forces

### 6.1 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)** – Each of the schools held Thanksgiving food drives; St. Mary's is having a coffee house and orange and black day with proceeds to Canadian Cancer society

**Success for Each (Student Success)** – all schools sent a team to the Students Research Forum

**A Place for All (Quality and Site Improvement)** – St. David's selling frozen yoghurt and Resurrection had a homecoming dance and barbecue this month

D. Gheorghe reported for the Cambridge Schools:

**Heart of the Community (Catholicity)** – St. Benedict has "Random Act of Kindness" day Nov. 1<sup>st</sup>. Making a Difference club will ask for non-perishable food items on Halloween, and Anti-bullying week is Nov 11 to 15. Both schools held Thanksgiving food drives

**Success for Each (Student Success)** – The Presidents' Council is currently planning a leadership conference in May – looking for a venue and guest speaker. The DECA club at St. Benedict had their retreat on Oct. 25<sup>th</sup>.

**A Place for All (Quality and Site Improvement)** – Monsignor Doyle and St. Benedict are having haunted houses on Oct 31<sup>st</sup>. St. Benedict had their Halloween dance Oct 24<sup>th</sup>. Monsignor Doyle is planning homecoming week; ECO schools yard clean-up and a pep rally to raise funds for a scoreboard.

W. Buchholtz advised the Catholic Board Council of Student Trustees of Ontario has requested OCSTA's support of their initiative to have a simultaneous celebration of the Eucharist among all secondary school students in every Catholic school board, province-wide on May 7th. A special invitation is being sent to Pope Francis requesting that the Holy Father lend his voice to this effort by providing a recorded video message to be shared with students and staff throughout our system during this special Mass.

### 6.2 Governance Committee Recommendations

G. Reitzel said there were two items to bring forward. The wording in Board Policy II 012 Student Representation role Description will remain the same. The committee recommended removing Article 4.1.7 from the Board By-law. This was deemed to have been read three times.

**2013-147** -- It was *moved* by **J. Anderson** and *seconded* by **M. da Silva**:

*THAT the Board of Trustees approved the Governance Committee recommendation to remove 4.1.7 from Article 4.1 Notice of Motion of the Board By-law. --- Carried by consensus*

### 6.3 Pastoral Care Team

F. Johnson advised the Pastoral Care Committee met last week and was investigating the opportunity for a Christmas project working with the Crime Prevention Council and the Women's Prison in Kitchener. Trustees and senior staff would be invited to purchase a gift(s) for children of the women in the prison. More information will forthcoming.

### 6.4 Linkages Committee

### 6.5 CPIC

### 6.6 Audit Committee

### **6.7 Open Access Task Force**

M. da Silva presented the task force's recommendations to change the terms of reference from the September 30<sup>th</sup> and October 21<sup>st</sup> meeting.

**2013-148** -- It was *moved* by **M. da Silva** and *seconded* by **G. Reitzel**:

*THAT the Board of Trustees approved the Open Access Task Force recommendations to change the name to Elementary Admissions Task Force and revise the terms of reference as outlined. --- Carried by Consensus*

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

### **7.1 Trustee Telephone Log**

Trustees discussed the importance of having a record of all calls/emails received with concerns from our ratepayers. B. Pilsner to work with Information Technology to set this up.

### **7.2 Call Tree**

W. Buchholtz advised an issue arose when there was a need to call a special board meeting on September 27<sup>th</sup> on short notice. Several trustees were absent. A call tree will be developed should an emergency situation arise. If a trustee does not respond to the email request a phone call will be made to inform them. Trustees discussed the Chair being assigned a mobile device for board business.

**2013-149** -- It was *moved* by **F. Johnson** and *seconded* by **M. da Silva**:

*That the Board of Trustees agreed the Chair be issued a mobile device to be used for his/her term covered by the trustee budget should he/she chooses to use one. --- Carried by consensus*

### **7.3 OCSTA Resolutions 2014 AGM**

W. Buchholtz advised the deadline for submitting resolutions for the OCSTA AGM and Conference April 24-26/14 is the end of January. Mental Health Government funding continuation is one resolution trustees wish to pursue and W. Buchholtz asked for input to prepare the resolution. A. Piscitelli recommended resubmitting the resolution to allow school boards the option to have three members other than trustees on the selection for external Audit Committee members. These two resolutions will be brought back to the December 16<sup>th</sup> Board meeting for discussion/approval.

## 8. Policy Discussion

## 9. Assurance of Successful Board Performance

### **9.1 Board Policy II 003 Board Job Description**

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

**2013-150** -- It was *moved* by **G. Reitzel** and *seconded* by **A. Piscitelli**:

*THAT the Board of Trustees reviewed Policy II 003 Board Job Description and finds we are in compliance. --- Carried by consensus*

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

Trustees agreed there is no need to review this 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 presented the 2013-2016 Draft Strategic Plan. The plan has 30 areas of priority under Heart of the Community, Success for Each, and A Place for All prepared by the Director and senior staff. Trustees were asked to review the document and it will be brought back to the Nov 11<sup>th</sup> Committee of the Whole for discussion. Trustees were asked to email the Director with their questions. Trustees were sent an electronic draft copy of the plan.

## 11. Potential Agenda Items

### **11.1 Trustee Inquiry Report from the CEO**

### **11.2 Shared Concerns**

## 12. Announcements

J. Anderson expressed to the trustees her regrets that during the September 19<sup>th</sup> Special Board meeting her comments included information that had been in-camera and should have not have been disclosed publically.

Eric Roher, from Borden Ladner Gervais, will be presenting to the trustees at the Nov 11<sup>th</sup> Special Board meeting. Trustees were asked to email their questions by Oct 31<sup>st</sup> which will be sent to Eric in preparation for the meeting.

Soup Sisters, Oct 29<sup>th</sup> starts at 6:00 – 9:00 p.m. at the Culinary Studio on Belmont Avenue.

### 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):

- 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 18 5:00 pm. Elementary Admissions Task Force
- 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

### 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

**2013-151** -- It was *moved* by **P. Reitmeier** and *seconded* by **W. Price**:

*THAT the meeting be now adjourned.*

The meeting was adjourned by consensus at 8:13 p.m.

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Chair of the Board

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Secretary