Committee of the Whole Meeting

Date: February 10th, 2014
Time: 6:00 p.m.

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

Location: St. Teresa CEC, 270 Edwin Street, ON

Attendees:

**Board of Trustees:**

**Student Representatives:**
Alexandru Gheorghe, Carlos Valero

**Senior Administration:**
Larry Clifford, Gerry Clifford, David DeSantis, Derek Haime, Maria Ivankovic, Shesh Maharaj, Laura Shoemaker

**Special Resource:**
Fr. Fred Scinto, CR; John Shewchuk.

**Recording Secretary:**
Barb Pilsner

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<p>| 2. Consent Agenda: Director of Education (eg: operational matters from the Ministry of Education that the Board is required to do; update on the system) |
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<td>12.1 The following reports are posted on the Board web page:</td>
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<td><a href="http://www.wcdsb.ca">www.wcdsb.ca</a></td>
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<td>a) Minutes of SEAC Meeting of</td>
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<td>b) Minutes of Parent Involvement Committee Meeting of</td>
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<td>12.2 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):</td>
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14. Adjournment
   Confirm decisions made tonight
   Closing Prayer
   Director of Education

15. Motion to Adjourn
   Board of Trustees
   Motion
   Approval

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**CLOSING PRAYER**

O Risen Lord, you have entrusted us with the responsibility to help form a new generation of disciples and apostles through the gift of our Catholic schools.

As disciples of Christ, may we educate and nurture hope in all learners to realize their full potential to transform God’s world.

May our Catholic schools truly be at the heart of the community, fostering success for each by providing a place for all.

May we and all whom we lead be discerning believers formed in the Catholic faith community; effective communicators; reflective and creative thinkers; self-directed, responsible, life-long learners; collaborative contributors; caring family members; and responsible citizens.

Grant us the wisdom of your Spirit so that we might always be faithful to our responsibilities. We make this prayer through Christ our Lord.

Amen

Rev. Charlie Fedy, CR and the Board of Trustees, 2010
A public meeting of the Committee of the Whole was held Monday, January 13, 2014 at St. Joseph CES, 980 Westminster Dr., S., Cambridge, ON

**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; Gerry Clifford; David DeSantis; Derek Haime; Shesh Maharaj; Laura Shoemaker

**Special Resources For The Meeting:**

**Regrets:**
Maria Ivankovic; John Shewchuk; Fr. Fred Scinto

**Absent:**

**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 6:11p.m.

1.1 **Opening Prayer & Memorials**
The opening prayer was led by F Johnson. Intentions were offered for Kayla Baker student at St Benedict, Mayela Fitzgerald student at St. David, Ron St. Louis superintendent at Northeastern CDSB, RomaLee Bumbacco-Sodaro’s father, Lynn Woodbeck’s mother-in law and a former staff member of Larry Clifford who all passed away.

1.2 **Approval of Agenda**
Move Items 10.2.1 and 10.2.2 to follow 4.3

2014-10 -- It was moved by M. da Silva and seconded by G. Reitzel:
THAT the agenda for January 13, 2014 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 meeting of November 11, 2013
3.1.2 Items for action from previous in-camera meeting of January 13, 2014

2014-11 -- It was moved by W. Price and seconded by J. Anderson:
THAT the Consent Agenda Board of Trustees and the recommendations contained therein be now approved. ---
Carried by consensus

4 Delegations

4.1 VIP Awards
4.1.1 P. Reitmeier presented the VIP award to Emily Louro, a student at Holy Spirit
4.1.2 G. Reitzel presented the VIP award to Lourd Melki, a student at St. Ambrose
4.1.3 J. Anderson presented the VIP award to Brianna Fortunato, a student at St. Anne C
4.1.4 W. Buchholtz presented the VIP award to Kambel Schmalz, a student at St. Joseph C

The meeting recessed at 6:35 p.m.
The meeting resumed at 6:39 p.m.

4.2 Compassionate Care Framework
W. Buchholtz introduced Michael Whitehead, school social worker to speak about the Compassionate Care Framework.

M. Whitehead said the document focuses on our values and being “the heart of the community”. It is to build capacity and community in difficult times. A tool has been developed to help schools determine how much support and the type of support they need. The main tool used is the Compassionate Care Flowchart. The document is a working draft and adjustments will be made as necessary.

Our values
- healing works best when it occurs in a community/family. As a community we support one and other. Staff, students and community can grow together through difficult circumstances.

Our approach
- least intrusive approach and only involve outside support when necessary. Every school has its own culture. We respect the culture but provide direction.

Framework Components
- Small accessible document (provides immediate direction and responses tailored to the situation)
- Supported by online resources
- Expert staff guide, support and lead

There are four levels of events when considering support
- Compassionate care event (school team leadership takes the lead)
- Localized crisis (social worker collaborates with the school)
- System trauma (leadership by Compassionate Care lead)
- Community or world trauma (senior Administration and Government take lead)

Implementation Plan
The document was presented to Senior staff in October 2013. There was an orientation for student services and intensive training for social workers in December. Orientation for SEAC was in January. Administrators, chaplains, and Pastoral teams will be trained in the spring. The document will be revised for January 2015 based on feedback from these groups. L. Clifford expressed his thanks on behalf of senior staff.

4.3 St. Joseph Tour
M. Godin gave the trustees a tour of St. Joseph school facilities showing student achievement in the classrooms.

4.4 Marketing Strategy
V. Degutis advised the marketing plan is a key cog in keeping our board vital, moving forward and informing the community of what we are doing and doing well.

He gave an overview of our Marketing Plan Objectives. Our message delivered through television, print, media and internet/social media is ‘Waterloo Region's Catholic Schools Come Experience the Difference…’
4.5 Communication Training for Administrators
V. Degutis advised he and John Shewchuk offered two sessions for administrators, senior staff, communication tech teachers, and learning services designed to define the role of public relations and build confidence. An expert panel from different media were present. Mock interviews were held followed by debriefing and discussion.

4.6 Culture of Life Student Leadership Conference
D. Haime said we have been invited to send our students to the conference the Diocese of Hamilton is hosting on Feb 13th. The theme is The Social Injustice of Abortion. Bishop Miehm will close the conference celebrating mass at the Cathedral Basilica of Christ the King.

4.7 Fully Alive and Born of the Spirit Resource Updates
D. Haime advised the purchase of the Fully Alive program has been completed for grades 1 to 8 and is being implemented. The Bishops have determined the Born of the Spirit program needs replacing. Funds will need to be budgeted for the purchase as this is not funded by Grants for Student Needs or EPO grants.

5. Ownership Linkage (Communication with the External Environment)

6. Actions From Board Committees/Task Forces
6.1 Ends Statement Task Force Recommendation
F. Johnson advised the task force presented a revised draft Ends statement after consultation and online surveys. The task force is recommending trustees approve the Ends statement. A recommendation to accept the draft Ends Statement will be added to the Consent Agenda: Board of Trustees on January 27, 2014 for approval.

6.2 2013-14 Revised Committee Assignments
W. Buchholtz reviewed the adjustments made to committees with the change of Vice-chair. Accommodation Review Committee will be added listing W. Price and F. Johnson.

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

8. Policy Discussion

9. Assurance of Successful Board Performance
9.1 Trustee Code of Conduct
W. Buchholtz advised with the completion of the Ends Task Force F. Johnson asked to set up a task force to look at the Trustee Code of Conduct. W. Price, G. Reitzel, M. da Silva, P. Reitmeier and J. Anderson volunteered to sit on the task force. A recommendation will be added to the Consent Agenda: Board of Trustees that a task force be set up to revise Board Policy II 007 Board Members’ Code of Conduct to be completed by November 2014.

10. Assurance of Successful Director of Education Performance
10.1 Monitoring Reports & Vote on Compliance

10.2 Advice from the CEO
10.2.1 Marketing Strategy – moved to 4.4
10.2.2 Communication Training for Administrators – moved to 4.5

10.2.3 Areas of Priority (Strategic Alignment)
L. Clifford reported:
Heart of the Community (Nurturing Our Catholic Community)
- Bishop’s Banquet May 13/14
- D. Haime appointed Vice-chair of Catholic Curriculum consortium
- Appointment of Principal to St. Gabriel will be made public this week
- Principal/vice-principal interviews begin next Monday
• FACE group and Linkage Committee will be working with J. Shewchuk and D. DeSantis to bring the MPPs into the secondary schools in March
• Working with the French Catholic Board on the Board wide Diocesan mass Sept 25/14
• D. Haime/G. Clifford to chair the Board-wide Spiritual Development Day

A Place for All (Building Capacity to Lead & Learn)
• Dec 12th meeting with Ministry of Education re Board Improvement plans
• Restorative Justice training held
• Suicide prevention training – all administrators

Success for Each (Student Achievement & Well Being)
• Director of Education/Superintendents school visits
• St. Benedict School Council meeting re: Bell times
• Deanery Meeting presentation re: Elementary admissions
• Catholic Charities Lottery

11. Potential Agenda Items

12. Announcements

12.1 The following reports are posted on the Board web page: www.wcdsb.ca
   a) Minutes of SEAC Meetings
   b) Minutes of Parent Involvement Committee Meetings

13. Items for the Next Meeting Agenda/Pending Items

13.1 Items for the Next Meeting Agenda

13.2 Pending Items:


The Recording Secretary confirmed the meeting decisions.

15. Motion to Adjourn

2014-13-- It was moved by M. da Silva and seconded by P. Reitmeier:
THAT the meeting be now adjourned.
The meeting was adjourned by consensus at 9:00 p.m.
Jennifer Rothfischer (Delegation February 10/14):

- to discuss the current request sitting with the Ministry to decide if the current St. Agatha ARC can change its Terms of Reference based on an option that I believe was brought forth at the January 27th meeting;

- discuss points I noted at the February 3rd Public Open house in St. Agatha from the information boards;

- Particularly the issue that I have with the continuation of the current ARC process should the Ministry approve the change to the Terms of Reference relating to the current defined Study Area for this ARC; and

- Should the decision come back from the Ministry approving a change to the Terms of Reference and that request come to vote in front of the Board again, that the Trustees should deny it as the entire current ARC process would then be tainted. If the Terms of Reference change part way through the process and all schools of interest are not aware up front of their standing and potential outcome, the current ARC process should be discontinued and the process re-evaluated and begun again.
Lindsey Dietrich (Delegation February 10/14)

- Chair of the St. Clement Catholic School parent school council.
- It is unfortunate and devastating that St. Agatha is facing potential closure, and I realize that we cannot make decisions with our hearts but that the board must make objective, factual decisions based on goals outlined.
- Disappointed that it seems the Accommodation Review Committee seems to have already lost sight of the five goals outlined for the committee.
- Concerned that the committee asked to expand the scope of the Terms of Reference to include considering closing St. Clement school without asking themselves if doing so would better meet the five goals outlined for the committee than the options outlined that are within the current Terms of Reference.
- Trustees voted/decided to ask the Ministry of Education if the Terms of Reference can be expanded to include St. Clements, as the recommendation brought forth by the committee listed many reasons why it would not make sense to close both St. Agatha and St. Clement and rebuild in a new location such as Wellesley. It also listed many of the strengths of St. Clement which are in line with the committee goals. Again I am disappointed that just because the Trustees didn't know the answer to this question, that they asked the Ministry if they could have permission instead of declining the request.
- Explain the reasons that make St. Clement worthy of staying open that are in line with the goals of the committee.
- Should the Ministry agree, I would ask the Trustees to vote no.
Mathew P. Thomas  
Manager, Capital Policy and Programs Branch  
Ministry of Education

Dear Mathew,

We currently have an accommodation review going on which includes certain schools in Waterloo and in townships just west of Waterloo. Our terms of reference are here:


Recently, our ARC developed an option which considers the closure of a school which was not previously considered in the terms of reference. After some deliberation, the ARC voted to send the terms of reference back to our Trustees for amendment such that the additional school closure could be considered.

The terms of reference allow for the closure of one school – St. Agatha. This is referenced in section 2.4. The school which the ARC would like to consider is St. Clement.

Having given consideration to the matter, staff believes this change can be accomplished by the Trustees passing a motion to amend section 2.4 to read as follows:

- **The following schools will not be considered for closure: St. Nicholas, Holy Rosary, and Holy Family.**

Trustees have asked staff to contact the Ministry of Education to obtain their view on the permissibility of such a change.

Can you please advise if the Trustees are within their rights to make this change?

Respectfully Yours,

Shesh Maharaj  
Superintendent of Corporate Services
Mr. Shesh Maharaj  
Superintendent of Corporate Services  
Waterloo Catholic District School Board  
35 Weber Street West, P.O. Box 91116  
Kitchener, ON N2G 4G2  

Dear Mr. Maharaj,

Thank you for your letter dated January 31, 2014 regarding the Terms of Reference for the Waterloo Catholic DSB’s Rural West Waterloo Accommodation Review.

As you are aware, the Ministry’s Pupil Accommodation Review Guideline (“the Guideline”) requires school boards to provide Accommodation Review Committees (ARC’s) with a Terms of Reference that describes the ARC’s mandate and the reference criteria that frame the parameters of ARC discussion. Examples of reference criteria may include grade configuration, school utilization, and program offerings.

According to the Guideline, school boards are required to present to the ARC at least one alternative accommodation option that addresses the objectives and reference criteria outlined in the Terms of Reference. The ARC may also create alternative accommodation options, which should be consistent with the objectives and reference criteria outlined in the Terms of Reference. School boards are not required to include a specific accommodation option in an ARC’s Terms of Reference.

It is our understanding that in the case of the Rural West Waterloo ARC, an accommodation option has been implied in the Terms of Reference based on the list of schools noted which are proposed not to be closed. Please note that because this is a matter that is not specifically addressed in the Guideline, it is up to the Board to decide how to proceed in this matter based on the Board’s accommodation review policy. As this ARC is currently ongoing, any changes to the existing Terms of Reference adopted by the board should be communicated promptly by the Board to the ARC and the communities of all of the schools included in the ARC. As required by the Guideline, any decision taken by a school board regarding the future of a school must be made with the full involvement of an informed local community.

Thank you again for writing.

Sincerely,

Mathew Thomas  
Manager  
Capital Policy and Programs Branch