### Committee of the Whole Meeting

**Date:** November 10, 2014  
**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 (Chair), Janek Jagiellowicz, Frank Johnson, Anthony Piscitelli, Wendy Price, Peter Reitmeier, Greg Reitzel  
**Student Representatives:** Karen Hakim, Maria Paz Rodriguez  
**Senior Administration:** Michael Schmitt, Gerry Clifford, Derek Haime, David DeSantis, Maria Ivankovic, Shesh Maharaj, Laura Shoemaker  
**Special Resource:** John Shewchuk.  
**Recording Secretary:** Barb Pilsner

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Who</th>
<th>Agenda Section</th>
<th>Method &amp; Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order</td>
<td>Board Chair</td>
<td>--</td>
<td>Approval</td>
</tr>
<tr>
<td>1.1 Opening Prayer &amp; Memorials</td>
<td>Board Pastoral Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Approval of Agenda</td>
<td>Board of Trustees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3 Declaration of Pecuniary Interest</td>
<td>Individual Trustees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3.1 From the current meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3.2 From a previous public or in-camera meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Consent Agenda: Director of Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e.g: operational matters from the Ministry of Education that the Board is required to do; update on the system)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Consent Agenda: Board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Minutes of meetings)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Approval of Minutes of Regular and Special Meetings</td>
<td>Trustees</td>
<td>pp. 1-4</td>
<td>Approval</td>
</tr>
<tr>
<td>3.1.1 Minutes of Meeting of Oct 6, 2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1.2 Items for Action from previous In-camera meeting Nov 10, 2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITEM</td>
<td>Who</td>
<td>Agenda Section</td>
<td>Method &amp; Outcome</td>
</tr>
<tr>
<td>------</td>
<td>-----</td>
<td>----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>4. Delegations:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Ownership Linkage</td>
<td>Trustees</td>
<td></td>
<td>Discussion</td>
</tr>
<tr>
<td>(Communication with the External Environment related to Board’s Annual Agenda; ownership communication)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Reports from Board Committees/Task Forces</td>
<td>Trustees</td>
<td>pp. 5-11</td>
<td>Discussion</td>
</tr>
<tr>
<td>6.1 Linkages Committee Direction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Board Education</td>
<td>Trustees</td>
<td>pp. 12-16</td>
<td>Discussion</td>
</tr>
<tr>
<td>(at the request of the Board)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.1 2015 OCSTA AGM/Conference Resolutions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Policy Discussion</td>
<td>Trustees</td>
<td></td>
<td>Discussion</td>
</tr>
<tr>
<td>(Based on Annual Plan of Board Work)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.1 Board Policy II 007 Board Members’ Code of Conduct</td>
<td>Frank Johnson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Assurance of Successful Board Performance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Assurance of Successful Director of Education Performance</td>
<td>Michael Schmitt</td>
<td>p. 17</td>
<td>Information</td>
</tr>
<tr>
<td>10.1 Monitoring Reports &amp; Vote on Compliance</td>
<td>Derek Haime</td>
<td>p. 18</td>
<td>Information</td>
</tr>
<tr>
<td>10.1.1</td>
<td>Michael Schmitt</td>
<td>pp. 19-21</td>
<td>Discussion</td>
</tr>
<tr>
<td>10.2 Advice from the CEO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.2.1 United Way Campaign</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.2.2 Parent Consultation – Elem Curriculum (Sexual Health)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.2.3 St. Jerome’s University Renewal Campaign</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Potential Agenda Items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Announcements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.1 The following reports are posted on the Board web page:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.wcdsb.ca">www.wcdsb.ca</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Minutes of SEAC Meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Minutes of Parent Involvement Committee Meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.2 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Items for the Next Meeting Agenda</td>
<td>Trustees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Adjournment</td>
<td>Director of Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITEM</td>
<td>Who</td>
<td>Agenda Section</td>
<td>Method &amp; Outcome</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>15. Motion to Adjourn</td>
<td>Board of Trustees</td>
<td>Motion</td>
<td>Approval</td>
</tr>
</tbody>
</table>

**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, October 6, 2014 at Waterloo Region Catholic Education Centre, Kitchener

Trustees Present:
Joyce Anderson; Wayne Buchholtz; Manuel da Silva (Chair); Frank Johnson; Peter Reitmeier; Greg Reitzel

Student Trustees Present:
Karen Hakim, Maria Paz Rodriguez

Administrative Officials Present:
Michael Schmitt; Gerry Clifford; David DeSantis; Derek Haime; Maria Ivankovic; Shesh Maharaj; Laura Shoemaker

Special Resources For The Meeting:

Regrets:
Janek Jagiellowicz; Anthony Piscitelli; Wendy Price; John Shewchuk

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 called the meeting to order at 6:00 p.m.

1.1 Opening Prayer & Memorials
The opening prayer was led by F. Johnson, Pastoral Team Committee. Intentions were offered for a former neighbour of F. Johnson who passed away, the father of a neighbour of P. Reitmeier who passed away, and a colleague of M. da Silva who is ill.

1.2 Approval of Agenda
2014-161 -- It was moved by W. Buchholtz and seconded by J. Anderson: THAT the agenda for October 6, 2014 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 September 8, 2014
3.1.2 Items for Action from previous In-camera meeting October 6, 2014
It was moved by F. Johnson and seconded by W. Buchholtz:
THAT the Consent Agenda Board of Trustees and the recommendations contained therein be now approved. ---
Carried by consensus

4 Delegations
4.1 Pathways
D. DeSantis introduced Judy Carley, Pathways & Placement Officer, to speak about the Pathways Planner. This is a culmination of the Pathways subcommittee who looked at where the gaps were between elementary and secondary. The planner informs parents about what pathways are available for students entering secondary school.

Committee Mandate:
- Engage parents/teacher to support students in their learning and pathway planning
- Highlight our Waterloo Catholic District School Board programs that enhance student learning and student success
- Deepen and strengthen Pathways knowledge
- Increase retention of students to our Secondary schools

Focus
- Transitioning
- Defining the 5 Pathways to success
- The changing world of work/careers/schools
- Resources and support available
- Highlight our exceptional experiential learning programs

J. Carley advised five pathways were created tailored to each family of schools. At each family of schools the focus is on parents as the primary source of support/influence for career planning. Each parent will receive an Entering Secondary School booklet. Success for students is the combination of acquired knowledge, skills and abilities as well as being well educated.

The Five Pathways to success are apprenticeship, college, community living, university, and work. Pathway planning activities are created for all students in grades 7 to 12 in Career Cruising answering the questions – Who am I? What are my opportunities? What do I want to become? What is my plan? Career Cruising is a web-based interactive program used by students, parents and teachers to facilitate career exploration, pathways planning, post-secondary research and portfolio development.

Experiential programs available:
- Cooperative education
- College co-op
- University co-op
- Apprenticeships
- OYAP dual credits
- Specialist High Skills Major
- Community home build
- E-learning and blended learning

4.2 Elephant in the Room– introduction to a board wide anti-stigma campaign regarding mental health
L. Shoemaker introduced Amanda Warne, Mental Health Lead, and a graduate of our board.

A. Warne spoke about the mental health strategy (a three year plan) and the Elephant in the Room campaign.

What has been done thus far?
- Community Partners (Ray of Hope, Lutherwood, Front Door, Carizon, Interfaith Counselling, Waterloo Regional Police, Public Health, Grand River Hospital, Cambridge Memorial Hospital, Mood Disorders Association of Canada, Waterloo Region Suicide Prevention Council, CCAC - MHAN
- Protocols – prevention and postvention as well as reviewing protocols already in place i.e. Suicide Protocol
- Child and Youth services Planning Council
- How do we utilize student trustees
- Hospital programing
• Prevention programming
• Align with clinical pulse (Social Worker team)
• Anti-stigma

The Elephant in the Room Campaign is to address anti-stigma. The goal is for students to be able to go to staff who are really comfortable with the issue of mental health. The campaign will be presented to Administrators on Oct 15th.

4.3 Parent Reaching Out Grants
D. Haime reported this year we will be receiving 49 Parents Reaching Out Grants which is up from 19 grants last year. He congratulated the Parent Involvement Committee for the support they provided to school council to apply for these grants.

5. Ownership Linkage (Communication with the External Environment)

6. Actions From Board Committees/Task Forces
   6.1 Rural West Waterloo ARC Motion – clarification – deferred to later in the meeting

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
       10.1.1

10.2 Advice from the CEO
   10.2.1 St. Louis C Enrolment
       G. Clifford reported trustees requested information on enrolment numbers for the St. Louis programs in Cambridge. The Beverly street site was closed due to the condition of the building and programs were offered in the annex at St. Benedict, St. Paul Lutheran church in Galt and the Kitchener campus.

       P. Cox provided a verbal report that numbers were similar to last year for the programs offered. Enrolment numbers will be provided to the trustees.

   10.2.2 Beacons of Hope Recognition Program
       M. Schmitt advised trustees supported the VIP recognition. He suggested renaming it “Beacons of Hope” as our mission statement is to educate and nurture hope in all learners. Students, parents, principals, parish priests and trustees would be invited to celebrate together by family of schools and St. Louis.

   10.2.3 Diocesan Mass on October 1, 2015
       M. Schmitt advised the Waterloo Catholic District School Board will host the Diocesan mass on October 1, 2015.

   10.2.4 ‘The Year of the Consecrated Life’ from Advent 2014 – February 2, 2016
       M. Schmitt said the Bishop announced it is the Year of Consecrated Life beginning in Advent. Further information will be provided as announced.

   10.2.5 Dr. Bette Stephenson Recognition of Achievement Nov 19, 2014
       M. Schmitt reported St. Mary’s High School was identified for their progress in student achievement by EQAO. He and M. da Silva have been invited to the recognition ceremony on November 19th. St. Mary’s staff will join with the other schools the following day in a learning forum.
10.2.6 Executive Council/Trustee Social
Trustees agreed to have a social with Executive Council on November 28th. M. da Silva will look at venues and report back to M. Schmitt and the trustees.

The meeting recessed at 7:08 pm
The meeting resumed at 7:13 pm

10.2.7 Rural West Waterloo ARC Motion – clarification
M. da Silva advised M. Schmitt asked for clarification on wording in the Rural West Waterloo ARC motion passed at the June board meeting. He advised parents also had questions. The motion will come back to the board meeting for clarification/revised wording and then communicated to the families. S. Maharaj will bring information relative to transportation for grandfathering students.

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

   2014-163-- It was moved by F. Johnson:
   THAT the meeting be now adjourned.
   The meeting was adjourned by consensus at 7:38 p.m.

Chair of the Board  Secretary
September 24, 2014

MEMO TO: Chairpersons and Directors of Education
         Catholic District School Boards

FROM: Margaret Binns, Office Administrator

RE: 2015 AGM & Conference Resolutions

The 2015 OCSTA Annual General Meeting will once again offer an opportunity for delegates to consider and vote on all resolutions received from our members.

The resolution process provides member boards with the opportunity to bring important issues, which have provincial implications, to the attention of all trustees in the province.

The processing of all resolutions is a fundamental responsibility of the Association. Attached please find guidelines to assist you in the preparation of your resolution(s).

Please Note:
To assist OCSTA with preparation for the Annual Finance Brief to the Minister and in providing input into the consultation process regarding the GSNs, boards are encouraged to submit education funding issues requiring Association action and advocacy by October 15, 2014. However, should a board prefer to use the AGM Resolutions process for funding issues with provincial implications, they are, of course, welcome to do so.

THE DEADLINE FOR RECEIPT OF RESOLUTIONS IN THE OCSTA OFFICE IS:
12:00 P.M. EST, JANUARY 30, 2015.
Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to address problems, solutions or concerns, which affect Catholic education in Ontario. A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.

A. Criteria for Submitting a Resolution

A resolution should:

a. Address an area of concern for the province’s Catholic school boards.
b. Concern a matter which requires attention or action.
c. Be written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
d. Be accompanied by substantiated rationale.
e. Not deal with education funding issues (a separate process has been created to deal with this type of issue).

B. Steps in Preparing a Resolution

1. Identify the concern. Be sure the concern is a matter of province-wide scope.
2. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
3. Write the resolution in the following proposed format taking care to ensure that:
   a. Each “Whereas” is accompanied by adequate background material.
   b. The “Therefore be it Resolved” directs OCSTA to take specific action.

C. Writing A Resolution

Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word “WHEREAS”.

2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble. If more than one action is being recommended, the “Therefore be It Resolved” portion should be divided into a), b), c), etc.

3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]  
[Seconder’s Name]  
[Board Name]  
[Topic]

D. Submission Deadline Date

The deadline date for receipt of resolutions in the OCSTA office is 12:00 p.m. EST, January 30, 2015. We encourage boards to submit their resolutions by email to Jane Ponte at jponte@ocsta.on.ca. The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by April 10, 2015.

E. Regulations

Please see the attached current regulations regarding submission and presentation of resolutions at the AGM.

These guidelines and the enclosed template and the resolution session procedures have been provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.
Template

Please do not use tables, text boxes or any type of graphic. The type of font to be used in this document is Times New Roman 12pt.

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

Moved by: [Mover’s Name] [Board Name]
Seconded by: [Seconder’s Name]
Topic: [e.g. Vacancies on School Boards]

Whereas: from time to time a vacancy occurs in the office of a member of the board; and
Whereas: according to Section 221(1) of the Education Act, the vacancy must be filled by either a by-election or by appointment; and
Whereas: boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and
Whereas: the Education Act requires that the process be fully completed within 60 days of the office becoming vacant; and
Whereas: the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

Therefore be it Resolved that:

OCSTA petition the Ministry of Education to review the section of the Education Act which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

If you have any questions regarding this template please contact Jane Ponte either by telephone at 416-932-9460 ext. 223 or by e-mail at jponte@ocsta.on.ca.
Explanation of Committee Recommendations & Resolution Session Procedures

Resolution sessions will be conducted using “Robert’s Rules of Order” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

### Explanation of Committee Recommendations

The Conference Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

i. **Approve**
   The direction given in the “therefore be it resolved” section of the resolution will be carried out.

ii. **Approve and refer to the …. committee for appropriate implementation.**
   The resolution will be forwarded to the designated committee for implementation.

iii. **Receive and refer to the …. committee for study.**
    The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.

iv. **Not approve**
    No action will be taken.

v. **No recommendation**
    The committee is not making any recommendation with respect to the resolution.

vi. **No action required**
    The intent of the resolution has been met. No further action will be taken.

### Resolution Session Procedures

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak one time to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates present at the session when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - i.e. proxy badge. Ballots will be provided in the event that a vote by ballot is called for.

**Note Re Quorum:** A quorum for the transaction of business at any general meeting of Members shall consist of not fewer than forty (40) individuals entitled to vote, present in person.
Grouped Resolutions

a. the chair of the session will ask for a mover and seconder to approve the grouping of various related resolutions.

b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.

c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

Resolutions Handled Individually

These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.

A. Resolutions with committee recommendations

1. The chair of the session will announce the resolution number and the name of the sponsoring board:

   - the chair will call for the sponsoring board to move and second the committee recommendation;
   - delegates will speak to the committee recommendation;
   - delegates will vote on the committee recommendation.

2. If the sponsoring board does not move the committee recommendation from the floor:

   - the chair will call for the sponsoring board to move their original resolution;
   - delegates will speak to the resolution;
   - delegates will vote on the resolution.

3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

B. Resolutions without committee recommendations

1. These resolutions will be handled as follows:

   - the chair will call for the sponsoring board to move their original resolution;
   - delegates will speak to the resolution;
   - delegates will vote on the resolution.

2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.
C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- the chair will **read** the amendment;
- delegates will speak to the amendment;
- delegates will vote on the amendment;
- delegates will vote on the resolution as amended.

If the amendment is defeated:

- delegates will be asked to speak to the original resolution;
- delegates will vote on the original resolution.

D. Resolutions Presented from the Floor

After resolutions presented by the committee have been dealt with, other resolutions may be presented from the floor. The following rules apply:

- 2/3 of the voting delegates present at the session must consent to consider the resolution;
- sufficient copies of the resolution (and background material) must be provided for all those present at the resolution session;
- these resolutions will be handled as outlined above.

The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **April 10, 2015**.
Waterloo Catholic District School Board  
Draft Code of Conduct for Board Members  
II 007

Policy Statement:

Waterloo Catholic District School Board Trustees represent all the citizens of Waterloo Region and are responsible to separate school supporters through the democratic process. The separate school supporters of Waterloo Region have entrusted Trustees, through the democratic process, with the education of all students in its schools and serve as their advocates. The public is entitled to expect the highest standards from the school Trustees it elects.

Board members must represent un-conflicted loyalty to the interests of the ownership. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the organization’s services.

In addition to the duties of a Trustee under Section 218 of the Education Act and Regulations of Ontario, Catholic Trustees honour a set of additional expectations that have been set for them by the Catholic community. These include, but are not limited to:

- An appreciation that Catholic schools are an expression of the teaching Ministry of the Church;
- The facilitation of the best possible Catholic education according to the programs approved by the provincial Minister of Education and supported by the Canadian Conference of Catholic Bishops;
- A recognition and defense of the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- An affirmation of a strong sense of Catholic community; and
- Prayer, support and encouragement for the efforts of all persons engaged in the ministry of Catholic education in Canada.
- The promotion of a positive image of the Board.
- Finally, Trustees will not cause or allow any conditions, procedures, actions or decisions that are undignified unprofessional, or contrary to the preservation of Catholic values and teaching.

Individual Trustees are expected to:

- Familiarize themselves with their duties and any requirements of them as prescribed by the Education Act and Regulations;
- Familiarize themselves with their duties and any requirements of them as prescribed by the Municipal Freedom of Information and Protection of Privacy Act and their related regulations;
- Familiarize themselves with positions, policies and directions of the Ontario Catholic School Trustees Association;
- Comply with the Municipal Conflict of Interest Act in declaring any and all direct and indirect pecuniary interests in a matter before the Board. Trustees are responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or an appearance of a conflict of interest;
- Respect and treat others fairly regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
• Agree that all information deemed private or confidential that is provided is for Board
business only, and will not be communicated beyond those to whom it has been provided;
• Commit to being fully prepared to participate and deliberate on all matters before the
Board;
• Share in the distribution of Board workload including preparing, attending and
participating in meetings, committees, public events such as graduations or other
assignments as appointed.
• Trustees who sit on committees of the Board will bring on-going reports back to the Board
of Trustees describing the work and any new learning and information gained as a result of
the work of the committee.
• Trustees will treat each other with the respect and dignity requisite with their office
including proper use of authority and appropriate decorum when acting as Board members.

Statutory Duties of a Trustee:

Trustees are expected to comply with the duties of a Board member as set out in Section 218.1 of
the Education Act and Regulations.

A board member shall:
• Carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties
under this Act., including but not limited to the Board’s duties under Section 169.1;
• Attend and participate in meetings of the board, including meetings of Board committees of
which he or she is a member;
• Consult with parents, students and separate school supporters on
the Board's multi-year
plan under clause 169.1(1) (f);
• Uphold the implementation of any Board resolution after the Board has made a decision;
• Maintain focus on student achievement and well-being through the development of policies.

Relationship with the CEO and staff:

Board members may not attempt to exercise individual authority over the organization.

• Board members interaction with the CEO, or with staff, must recognize the lack of authority
vested in individuals except when explicitly authorized by the Board;
• Board members interaction with the public, press or other entities must recognize the same
limitation of any board member to speak for the Board;
• Except for participation in Board deliberation about whether reasonable interpretation of
Board policy has been achieved by the CEO, Board members will not express individual
judgments of performance of employees of the CEO.
• Board members will respect the confidentiality appropriate to issues of a sensitive nature
and all issues in-camera;

Enforcement of Code of Conduct and Municipal Conflict of Interest Act:
Step One: Informal Process

Notwithstanding policies and procedures contained in other Board bylaws, in accordance with the
provisions of section 218.3 of the Education Act, a breach of this Code of Conduct may be dealt with
by the following procedures:
• A Trustee who has reasonable grounds to believe that another Trustee has breached this
Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair. Alternatively, a Roman Catholic elector may petition the Board of Trustees directly. Any allegation of a breach of the Code must be brought to the attention of the Chair no later than 6 weeks after the breach comes to the knowledge of the Trustee (or Roman Catholic elector) reporting the breach. Unless the allegation is of a criminal nature, allegations of a breach of the code should not come to the Chair if they are alleged to have occurred earlier than six months prior to coming to the awareness of the Trustee or ratepayer.

- If an alleged breach is brought to the attention of the Chair, s/he, along with the Vice-Chair shall make inquiries into the matter and shall, based on the result of the inquiries, determine whether there has been a breach. Investigations of alleged breaches of the Code are to be undertaken by the Chair and Vice-Chair of the Board or by two other Trustees selected by the Board for this purpose. The Chair or Vice-Chair and/or selected Trustees shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or view.

- If in the opinion of the Chair and Vice-Chair of the Board an outside consultant should conduct the inquiry, the Director will appoint the consultant. At any time in the process, the Trustee who is alleged to have breached the Code can ask for an outside consultant to be brought in if, in her/his opinion, he/she is not being dealt with fairly.

### Step Two: Informal Process Resolution

If, after hearing the evidence provided through the informal process, the Board determines that a Trustee has breached this Code of Conduct, the Board may select from a number of options moving forward in a progressive discipline approach:

1. A conversation between the Chair/Vice Chair and the Trustee in question where clarification, re-direction and/or a request for an apology may be sought.

2. The Chair/Vice Chair may recommend the Board use a Restorative Circle approach to bring understanding of the alleged offence and reconciliation of the issue so that, as a group, the Trustees can move on and healing occur. If this method is selected an outside facilitator, trained in Restorative Circles, will work with the group on this process.

3. The Board may also opt for a formal process to resolve the issue.

### Formal Process Resolution:

4. Similar to the informal resolution process, the Chair/Vice-Chair (or in certain circumstances an outside consultant) investigates alleged breaches and brings a formal report to the Board. The Board will hear the evidence gathered through the investigation and determine if a breach of the Code occurred. It may impose one or more of the following sanctions:

   - request for an apology,
   - reprimand, censure or other sanctions as per board motion. These could include:
     a) Censure of the Trustee
     b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board
     c) Barring the Trustee from sitting on one or more committees of the Board for a period of time determined by the Board or
     d) Removal of the Chair or Vice-Chair of the Board or Committee. A Trustee who is removed from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that related to that meeting or that part of the meeting that are not available to any member of the public.
In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

5. If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.
6. The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or any sanction imposed by the Board.
7. The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee.
8. The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee’s submissions are received.
9. If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanctions imposed by the Board are also revoked.
10. If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee’s submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.
11. If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.
12. Despite subsection 207 (1) of the Education Act which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:
   1. The security of the property of the Board;
   2. The disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
   3. The acquisition or disposal of a school site;
   4. Decisions in respect of negotiations with employees of the Board or
   5. Litigation affecting the Board.

Process to be followed after decision to impose sanctions:

The 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:

- Make a determination that a Trustee has breached this Code of Conduct;
- Impose a sanction on a Trustee for a breach of this Code of Conduct;
- Confirm or revoke a determination regarding a Trustee’s breach of this Code of Conduct;
- Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee’s breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above. When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting.

The Statutory Powers Procedures Act does not apply to any of the enforcement provisions under section 218.3 of the Education Act. Nothing in this Code of Conduct prevents a Trustee’s breach of the Municipal Conflict of Interest from being dealt with in accordance with that Act.
A Trustee who is subject to a board inquiry to determine whether the Trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses will not be paid unless extraordinary circumstances are determined by Board motion.

The required vote on any resolutions of determination will be made by a simple majority of all Trustees on the Board not including the accused Trustee.
Date: November 10, 2014
To: Board of Trustees
From: Director of Education

Type of Report: ☑️ Decision-Making
☑️ Monitoring

Type of Information: ☑️ Information for Decision Making
☐ Monitoring Information
☐ Information Only

Origin:
Each year United Way Kitchener Waterloo and United Way Cambridge and North Dumfries conduct an annual campaign to raise funds in support of ensuring our communities remain strong and vibrant.

Policy Statement:
Policy IV – 002 Treatment of Public
Policy IV – 003 Treatment of Students
Policy IV - 004 Treatment of Staff

Background/Comments:
United Way works with community partners to improve local communities where we all live, work, and raise our families. Whether it is mental health supports like counseling, leadership development through mentoring, or meeting basic needs like food and shelter, United Way and the network of supported programs are there for all of us.

The Waterloo Catholic District School Board United Way Campaign will run from Monday, November 10 2014 to Friday, November 21, 2014. Last year the WCDSB campaign raised $36,246, which allowed United Way to support 60 Partner Agencies and more than 100 programs, initiatives and partnerships. This year we are aiming to raise $40,000.

Recommendation:

Prepared/Reviewed By: Michael Schmitt
Director of Education

*Bylaw 5.2 “where the Board of Trustees receives from the Director of Education a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board of Trustees on a matter delegated by policy to the Board - the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the Director, subject in all instances to what otherwise actually occurred.”*
Date: Monday, November 10, 2014
To: Board of Trustees
From: Derek Haime, Superintendent of Learning
Subject: Parent Consultation on the Human Development and Sexual Health Component of the Elementary Curriculum

Type of Report: ☑ Decision-Making
☐ Monitoring
☐ Incidental Information concerning day-to-day operations

Type of Information: ☑ Information for Board of Trustees Decision-Making
☐ Monitoring Information of Board Policy
☐ Information only of day-to-day operational matters delegated to the CEO

Origin: (cite Education Act and/or Board Policy or other legislation)
An updated Health and Physical Education curriculum for grades 1–12 will be implemented in Ontario classrooms beginning in September 2015. The Ministry of Education is asking parent representatives from every elementary school and school board in Ontario to share their thoughts about the curriculum. The insights and advice they hear through this process will be considered alongside expert advice and research, and information from the extensive consultations already completed (which includes consultation with Catholic education stakeholders including the Institute for Catholic Education). This feedback will assist the government as they finalize the curriculum, develop parent or educator resources and plan for the curriculum’s implementation. An updated curriculum will be current, relevant and age-appropriate and will provide students with the skills and information they need to make informed decisions about their health and well-being.

Policy Statement and/or Education Act/other Legislation citation:
“Students need to have the best information possible so they can make informed decisions about their health and well-being. In our increasingly interconnected world, students often get information from unreliable and inaccurate sources. That is why an up-to-date, relevant and appropriate health and physical education curriculum is needed now more than ever, and is why we are committed to having one in place for the 2015 school year” (Liz Sandals, Minister of Education).

Background/Comments:
The Growth and Development section of the elementary Health and Physical Education curriculum has not been updated since 1998 – before the widespread use of social media and smartphones. This current round of consultations builds on the earlier consultations and focus groups with students, teachers, parents, faculties of education, universities and colleges, as well as other organizations and stakeholders. More than 70 health-related organizations submitted reports for consideration and more than 2,400 people provided feedback on the draft curriculum.

Recommendation:
To be received as information.

Prepared/Reviewed By: Derek Haime, Superintendent of Learning
Michael Schmitt, Director of Education

*Bylaw 5.2 “where the Board of Trustees receives from the Director of Education a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board of Trustees on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the Director, subject in all instances to what otherwise actually occurred.”
Date: November 10, 2014
To: Board of Trustees
From: Director of Education
Subject: St. Jerome University Campus Renewal Campaign

Type of Report: ☑ Decision-Making
☐ Monitoring
☐ Incidental Information

Type of Information: ☑ Information for Decision Making
☐ Monitoring Information
☐ Information Only

Origin:
St. Jerome University was established 150 years ago to promote a post-secondary educational vision that upholds the “Gospel values of love, truth and justice as exemplified by Jesus, for young people to admire promoting dignity and respect for all.” St. Jerome’s University is located on the University of Waterloo campus and was established by the Congregation of the Resurrection.

Policy Statement:
Policy I 001 – Ends
Policy IV 002 – Treatment of Public

Background/Comments:
The University is embarking on a substantial capital project that will cost $47 million dollars. It is the first investment in new infrastructure since 1986. Furthermore most of the current infrastructure was built in the 1960s. The project is scheduled for completion in July of 2016. Among the numerous upgrades and additions are:

- Teaching/learning spaces,
- Student residences,
- Relocation/upgrade to the Chapel,
- Gymnasium, and
- Renovations to current buildings.

To view the artist drawing of the completed project visit:


In order to support their fund raising efforts, the university is seeking the endorsement of the Board for the
campus renewal project. Along with the other partners of Catholic education (all Catholic school boards in the Diocese of Hamilton) – the university hopes that the Board’s endorsement of the renewal campaign will provide added encouragement through financial contributions from the Catholic community.

**Recommendation:**

THAT the Committee of the Whole recommends that the Waterloo Catholic District School Board endorses the St. Jerome's University Campus Renewal Campaign and lets its name stand on a list of prominent Catholic institutions that support the campaign.

**Prepared/Reviewed By:** Michael Schmitt
Director of Education

*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.”*
SJU Campus Renewal 2015

SJU was established on the cornerstone of the almost 150 year old educational vision of the Congregation of the Resurrection in the Diocese of Hamilton and is grounded in the pedagogical philosophy of educating the whole person — body, mind and soul -- “harmonizing the education of the heart with instructions of the mind and in holding up the Gospel values of love, truth and justice as exemplified by Jesus, for young people to admire promoting dignity and respect for all.”

Campus Renewal 2015 is the first investment in new infrastructure at SJU since the building of Siegfried Hall in about 1986. Most of our current infrastructure was built in the 1960s. We have grown over the last 50 years and are now beyond capacity. The residences, teaching spaces, and worship space no longer effectively support our teaching, research, student life, and ministry activities. In this regard, we are unable to pursue new important opportunities to support the delivery of our Mission.

Campus Renewal 2015 is an investment in the future of St. Jerome’s University to ensure that we have the resources and infrastructure necessary to support our programming for the next 150 years. We are building infrastructure that supports a diverse and vibrant community that brings together Faith, Academics, and Student Life, to continue to meet the educational and spiritual needs of our students and community both now and in the future. I invite you to follow the project's progress through the Build 2015 button on our website, www.sju.ca.

Our Mission and programming/activities, in consultation with our faculty, students and staff, have informed every aspect of the infrastructure design, location, and allocation so that we build our campus to support and animate our program delivery. The $47 million project includes new residence and academic buildings that will provide much needed student accommodation and teaching space. The new residence building is designed to enhance the student experience programming that we offer at SJU. Our classrooms are being designed to enrich the variety of teaching and learning experiences of our faculty and students. Furthermore, the project design gives priority to a place of prominence for the chapel as an important part of our Catholic University identity.

The new residence and academic centre will ensure our long-term financial stability, and strengthen our ability to continue to deliver on our almost 150 year old educational mission of formation of the whole person; a mission that we at SJU continue to recognize and highly value, as fundamental to our spirit and vision of Catholic education. It is not just about what our students accomplish academically, it is about who they are and what they contribute to the common good that is fundamental to our spirit and vision of Catholic education, and reflects the true value of our mission. When we inspire our students to broaden their horizons and see the world from many different perspectives, we teach them to empathize with the experiences, hopes and dreams of others. By cultivating their imagination we foster in our students the ability to see what is, to advocate for the common good, the vision to see what might be and the courage to stand up for what is just, so that in this way we can truly work for a just society.

I want to thank you for considering our request for support of St. Jerome’s University, as together we continue to build on the solid educational foundation that supports our strong mission that gives our students the opportunity to be the wings of the future. I would be very happy to come and meet with you to discuss this project. I look forward to hearing from you.

Sincerely,

Dr. Katherine Bergman
President and Vice Chancellor
St. Jerome’s University