



Board of Trustees' Board Meeting

Date: December 15, 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, Bill Conway, Manuel da Silva (Chair), Amy Fee, Frank Johnson, Wendy Price, Greg Reitzel, Brian Schmalz, Melanie Van Alphen

Student Representatives:

Karen Hakim, Maria Paz Rodriguez

Senior Administration:

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

Special Resource:

John Shewchuk

Recording Secretary:

Barb Pilsner

ITEM	Who	Agenda Section	Method & Outcome
1. Call to Order	Board Chair		
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			
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)			
APH027 Concussion Procedures https://www.wcdsb.ca/ap_memos/PDF/APH027.pdf	Trustees	--	Information

ITEM	Who	Agenda Section	Method & Outcome
3. Consent Agenda: Board (Minutes of meetings, staff report)			
3.1 Approval of Minutes of Regular and Special Meetings			
3.1.1 Minutes of Board meeting of November 24, 2014	Trustees	pp. 1-4	Approval
3.1.2 Minutes of SEAC meeting of November 5, 2014	Trustees	pp. 5-7	Receipt
3.1.3 Minutes of CPIC meeting of October 1, 2014	Trustees	pp. 8-10	Receipt
3.1.4 Minutes of Board Inaugural of December 8, 2014	Trustees	pp. 11-12	Approval
3.1.5 Staffing Report as of December 10, 2014	Trustees	--	Approval
4. Delegations/Presentation			
4.1 St. Teresa Bell Times	Kevin Viana	pp. 13-19	Presentation
5. Advice from the CEO			
5.1 Multi-year Strategic Plan	Michael Schmitt	pp. 20-26	Approval
5.2 French Immersion	Maria Ivankovic	pp. 27-33	Information
5.3 Special Needs Strategy	Laura Shoemaker	pp. 34-46	Information
5.4 Revised Estimates	Shesh Maharaj	pp. 47-48	Information
5.5 Bell Times Report	Shesh Maharaj	pp. 49-53	Information
6. Ownership Linkage (Communication with the External Environment)			
6.1 OCSTA Selection process for Regional Directors	Trustees	pp. 54-56	Decision
7. Reports from Board Committees/Task Forces			
7.1 Student Trustee report and presentation	Karen Hakim/Maria Paz Rodriguez	--	Information
7.2 2014-15 Trustee Quarterly Budget	Manuel da Silva	p. 57	Information
7.3 2014-15 Board Committee Members Assignment	Manuel da Silva	pp. 58	Information
8. Board Education (at the request of the Board)			
8.1			
9. Policy Discussion			
9.1 Board General By-law/Board Policy Assignment	Manuel da Silva	pp. 59-60	Information
10. Assurance of Successful Board Performance			
10.1 Board Policy II 005 Consultation	Trustees	pp. 61	Approval
10.2 Is There a Need to Review This Policy?	Trustees	--	Discussion
11 Assurance of Successful Director of Education Performance			
11.1 Monitoring Reports & Vote on Compliance			
11.1.1			
12. Potential Agenda Items/Trustee Inquiry Report (CEO)			
12.1 Trustee Inquiry Report from the CEO			
12.2 Shared concerns			
13. Announcements			
13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):			
Jan 7 7:00 pm. SEAC			
Jan 12 6:00 pm. Committee of the Whole			
Jan 14 6:00 p.m. Pastoral Care Team			
Jan 15 – 17 OCSTA Trustee PD Session			
Jan 19 5:00 p.m. Linkages/6:30 p.m. Governance			
Jan 26 6:00 pm. Board of Trustees			
Jan 23 9:00 am. Board Office Mass			

ITEM	Who	Agenda Section	Method & Outcome
13.2 Pending Items: <ul style="list-style-type: none"> Look at building our rural population Consider a committee to review the boundaries for future consideration 13.3 Pending Items for OCSTA Consideration <ul style="list-style-type: none"> <i>Public Sector Compensation Restraint to Protect Public Services Act, 2010</i> (the "Restraint Act") 	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
14. Items for the Next Meeting Agenda	Trustees		
15. Adjournment Confirm decisions made tonight	Director of Education		
16. Closing Prayer			
17. Motion to Adjourn	Board of Trustees	Motion	Approval

CLOSING PRAYER

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

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

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

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

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

Amen

Rev. Charlie Fedy, CR and the Board of Trustees, 2010

Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, November 24, 2014 at the Waterloo Region Catholic Education Centre.

Trustees Present:

Joyce Anderson; Wayne Buchholtz; Manuel da Silva (Chair); Janek Jagiellowicz; Frank Johnson; Wendy Price; *Peter Reitmeier

*attended electronically

Student Trustees Present:

Karen Hakim; Maria Paz Rodriguez

Administrative Officials Present:

Michael Schmitt; Gerry Clifford; David DeSantis; Maria Ivankovic; Shesh Maharaj; Laura Shoemaker

Special Resources For The Meeting:

Regrets:

Anthony Piscitelli; Greg Reitzel; Derek Haime; 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 6:18 p.m.

1.1 Opening Prayer & Memorials

The opening prayer was led by F. Johnson, Pastoral Care Team. Intentions were offered for K. Hakim on her birthday, and for John Reansbury, a former teacher who passed away.

1.2 Approval of Agenda

2014-174 -- It was *moved* by **F. Johnson** and *seconded* by **W. Price**:

THAT the agenda for November 24, 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)

2.1 SEAC Membership

2014-175 -- It was *moved* by **W. Buchholtz** and *seconded* by **J. Anderson**:

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

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

3.1 Approval of Minutes of Regular and Special Meetings

- 3.1.1 Minutes of Board meeting of October 20/14
- 3.1.2 Minutes of Pastoral Care Team Committee October 22/14
- 3.1.3 Minutes of Governance Committee November 3/14
- 3.1.4 2013-14 Fourth Quarter Interim/Financial Statements
- 3.1.5 Committee of the Whole Recommendation re: Policy II 007 Board Members' Code of Conduct
- 3.1.6 Committee of the Whole Recommendation re: St. Jerome's University Renewal Campaign
- 3.1.7 Staffing Report as of November 18, 2014
- 3.1.8 Items for Action from Previous In-camera Meeting of November 24, 2014

2014-176 -- It was *moved* by **F. Johnson** and *seconded* by **W. Price**:

THAT the Consent Agenda Board of Trustees and the recommendations contained therein be now approved. --- Carried by consensus

4 Delegations

5 Ownership Linkage (Communication with the External Environment)

6 Actions From Board Committees/Task Forces

6.1 Student Trustee Report and Presentations

K. Hakim reported:

St. Mary's – Movember challenge, enrichment day, love is louder video for bullying awareness week, Elephant in the room video for mental awareness and posters for safe places for students
Monsignor Doyle – homecoming week, annual haunted house, grade 8 day for family of schools, float in the Santa Claus parade on Nov 15th.

M. Paz Rodriguez reported:

St. David – grade 8 night for students and families in December, Christmas assembly before break with talent show.
Resurrection – 2000 pounds of food for Food Bank, haunted house and pumpkin decorating, Movember beginning, Homecoming at The Museum, Remembrance Day mass, November 17 – 21 Elephant in the Room mental wellness campaign, Nov 24 – 28 Resurrection Reads week
St. Benedict – fall fair on October 29th, through November names of students, staff who passed away and troops killed in the line of duty were read at announcements, Random Acts of Kindness day, Red Day November 11th for Remembrance Day, THINK week November 17 to 21

Both student trustees attended the Ontario Student Leadership Conference. They said there were great motivational speakers and breakout sessions.

6.2 Governance Committee Recommendations

2014-177 -- It was *moved* by **J. Anderson** and *seconded* by **F. Johnson**:

THAT the Board of Trustees accept the recommendations of the Governance Committee as outlined in the agenda --- Carried by consensus

6.3 Pastoral Care Team Committee Report

J. Jagiellowicz advised several activities were suggested at the October meeting. F. Johnson has contacted the Grand Valley Institute for Women to purchase Christmas gifts for the children of the women who are residents. F. Johnson will send an email to trustees, senior administration and all employee groups that if they wish to participate and support the women at the shelter please let him know.

6.4 Audit Committee Report 2013-14 Financial Statements

J. Jagiellowicz advised the work of the committee is self-explanatory.

2014-178 -- It was *moved* by **J. Jagiellowicz** and *seconded* by **W. Buchholtz**:

THAT the Board of Trustees authorizes the Chair of the Audit Committee to submit this report to the Ministry of Education on behalf of the Board of Trustees. --- Carried by consensus

7 Board Education (at the request of the Board)

8. Policy Discussion

9. Assurance of Successful Board Performance

9.1 Board Policy II 004 Advocacy and Advertising

2014-179 -- It was *moved* by **W. Price** and *seconded* by **F. Johnson**:
THAT the Board of Trustees reviewed Policy II 004 Advocacy and Advertising 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 Children's Safety Village

M. Schmitt reported the letter outlined the role John Shewchuk, Chief Managing Officer, had supporting the village as a representative of the school board.

10.2.2 CDSB of Eastern Ontario – Trustee Honorarium Letter

M. Schmitt advised this in an information item regarding a letter sent by the Catholic District School Board of Eastern Ontario to the Minister of Education.

10.2.3 St. Paul Canon Law Webinars

M. Schmitt advised this is information on the webinars offered by St. Paul's University in Ottawa for trustees.

10.2.4 French Immersion Program

M. Schmitt stated our Board is going to move forward and offer French Immersion as a pilot in Kitchener, Waterloo and Cambridge for 2015. A more fulsome report will be brought to the December Board meeting.

10.2.5 Parent Consultation re: Sexual Health Curriculum

M. Schmitt contacted Michael Paulter of ICE (Institute for Catholic Education) who advised of major consultation with trustees in 2008. When the government did not go ahead as planned they committed to consult with parents when it was re-introduced. ICE will receive transfer payments to help develop resources. M. Schmitt sent a letter to parents that we are always aligned with the Fully Alive program. Trustees agreed there was no need to send a letter to OCSTA as they had requested at the November Committee of the Whole

10.2.6 Patrick Daly, OCSTA Director Recognition

Patrick Daly was selected by His Holiness, Pope Francis to receive The Honour of Knight of St. Gregory the Great. He has been an advocate for the protection of Catholic education in Ontario.

M. da Silva asked trustees to share an event they attended or read about from the school newsletter.

J. Anderson thanked Wayne Buchholtz for his many years of service to Catholic education working tirelessly for the greater good of the board for students and parents. Wayne Buchholtz said he began with the Board in 1970 as a teacher, then vice-principal and principal retiring from St. Brigid in Ayr. He became a trustee following his retirement in 2003.

F. Johnson had the pleasure of recognizing Janek Jagiellowicz as a passionate supporter of the Catholic school system and rural schools. He thanked him for his four years of service and commitment to students. Janek Jagiellowicz thanked him for his kind words saying he enjoyed his time and is looking forward to spending more time with his family.

W. Price recognized Peter Reitmeier as passionate about catholic education and putting the needs of the board before his own. She thanked him for his service to the board, to the system, staff, student and parents in Waterloo region. Peter Reitmeier said he really enjoyed these last four years and said it was a wonderful experience.

M. da Silva spoke about Anthony Piscitelli and his passion and dedication to the Audit committee. He was passionate about our procedures and very dedicated and he thanked him for his service.

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

- a) Minutes of SEAC Meetings
- b) Minutes of Parent Involvement Committee Meetings

12.2 Upcoming Meetings/Events (all scheduled for the Catholic education Centre unless otherwise indicated):

12.3 Pending Items:

- Look at building our rural population
- Consider a committee to review the boundaries for future consideration

12.4 Pending Items for OCSTA Consideration

- *Public Sector Compensation Restraint to Protect Public Services Act, 2010* (the "Restraint Act")

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

2014-180 -- It was *moved* by **F. Johnson**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 7:17p.m.

Chair of the Board

Secretary

SEAC Committee Meeting Minutes

Date & Time:	Wednesday, November 5, 2014 7:00 pm
Location:	Catholic Education Centre
Next Meeting:	Wednesday, December 3, 2014
<p>Committee Members: Joyce Anderson, Peter Reitmeier, John Spinak, John Gilbert, Frank Thoms, Rhonda Ruetz, Kim Murphy, Jeanne Gravelle, Zina Bartolotta</p> <p>Guest: Manuel da Silva</p> <p>Administrative Officials: Laura Shoemaker</p> <p>Regrets: John Klein</p>	

<p>1. Opening Prayer Welcome: Laura Shoemaker opened with a prayer.</p>	Laura Shoemaker
<p>2. Approval of Agenda</p> <p>Motion by: Joyce Anderson Seconded: Zina Bartolotta</p>	
<p>3. Declared Pecuniary Interest</p>	None
<p>4. Approval of the Minutes</p> <ul style="list-style-type: none"> • October 1, 2014 <p>Motion by: Joyce Anderson Seconded: John Gilbert</p>	
<p>5. School System Operational Business</p> <p>5.1 Special Needs Strategy – moved to December agenda.</p> <p>5.2 December Christmas Dinner moved to January 7th and will start at 6:00 pm with vegetarian option. December meeting will now start at 6:30 with a presentation.</p> <p>5.3 Updated SEAC Member and Association Information Agencies where indicated vacant associations should be removed from the Board website as it looks like the spot is free. Blank associations will be kept on a separate list. Corrections were noted and will be corrected along with any association updates.</p>	<p>All</p> <p>All</p>
<p>5.9 Ministry Updates</p> <p>1. Nil</p>	



<p>6. SEAC Committee Functions</p> <p>6.1 Raise the Flag for Autism Campaign</p> <ul style="list-style-type: none"> • Visibility of flags for support and awareness • Bring awareness to community • Schools register by raising \$250.00 • Flag, online resources, videos • Handout Raise the Flag 2015 – Introduction • In order for them to participate schools need permission • Perhaps issue with 'BMO' • Flag would be below the Canadian flag • If flag can't be flown the remainder of the proposal can go forward • Laura to investigate possibility of "raise the flag" Autism Ontario <p>6.2 SEAC Protocols</p> <ul style="list-style-type: none"> • Roberts Rules are in effect during Committee meetings • The meetings are not an avenue for personal concerns (communication protocol) • SEAC members to be part of discussion • Encouraging non-members to attend • Want to welcome guests • Members who have alternates – inform alternates of information and inform the chair • Orientation guide for SEAC provided to all members on memory sticks that were distributed • Encourage everyone to review contents (particularly chapter 4) • Minutes – Tuesday following SEAC minutes will be sent • Agenda well before meeting <p>6.3 SEAC Topics</p> <ul style="list-style-type: none"> • Parent Allison Morse does presentations for Ministry, what is SEAC's role, PAC on SEAC, etc. • Send an invitation to chair of public board of SEAC, Wellington CDSB • All trustees to be invited • Invitation for Principals, student services staff, S.O. staff • Dinner to be moved to January 7th at 6:00 pm and meeting will start at 6:30 pm • Manuel will speak to Barb about inviting trustees to December 3rd meeting 	
<p>7. Association Updates/Conference Sharing (20 minutes)</p> <ul style="list-style-type: none"> • Continue to do verbal updates • Electronic updates in pdf to be sent to administrative assistant within two days of meeting and they will be sent out in an email with all the association updates two days after meeting • Email will contain a disclaimer • We have consent to send email association updates <p>Downs Syndrome Conference (KidsAbility)</p> <ul style="list-style-type: none"> • Reminder of the upcoming Fall Mini Conference on Saturday November 15th <p>FASD</p> <ul style="list-style-type: none"> • Zina see email sent November 5th Kinship • FASD working on a document, call to action, provincial strategy • Is there a path to share this information to board to share with families • Should Kinship be a topic to be discussed at SEAC • Have a Google drive for SEAC to post information 	
<p>8. Policy Advice to the Board</p>	

None provided	
9. Pending Items	
10. Adjournment Motion by: Frank Thoms Seconded: Zina Bartolotta	
11. Action Items Place Holder	

Catholic Parent Involvement Committee Minutes

Date: Wednesday, October 1st, 2014
Time: 5:30pm
Location: Catholic Education Centre- St. Aloysius Room
Next Meeting: Wednesday December 3, 2014

Attendees: **Committee Members:** Chris Spere (Chair and St. Mary Elementary), Anthony Piscitelli (Trustee), Frank Johnson(Trustee), Melina Pearson (Diocesan Rep.), Kimberly Snage(Resurrection-Elementary), Dorothy McCabe (member at large), Bill Conway(Vice-Chair and Monsignor Doyle- Elementary) , Vacant(St. David Elementary), Jorge Cortes(Kitchener-Secondary), David Perlaky(St. Benedict Elementary), Teresa Palmer(Waterloo-Secondary), Katherine Flitton(member at large), Jody Fritz (Cambridge - Secondary), Paul Smith (Elementary Principal Rep.) , Simone Beaucage (Secondary Principal Rep.)

Administrative Official: Derek Haime

Regrets: Teresa Palmer, Paul Smith, Anthony Piscitelli, Katherine Flitton

Guests: Manuel Da Silva, Peter Reitmeier, Tracy Jasmins, Amanda Warne

1. **Welcome, Introduction of Guests and Opening Prayer:** The meeting began at 5:30pm. Bill, Melina
2. **Approval of Agenda: amended – 8.1 moved to after #3- Christine, Melina**
3. **Declared Pecuniary Interest: none**
4. **Approval of the Minutes: amended (2 typos corrected): Christine, Jorge**

- 5. Council Chair and Vice-Chair Election:** All voting members reviewed and appointed applicants to vacant positions by vote. Chris Spere self-nominated for Chair and his nomination was seconded by Jorge Cortes- acclaimed. Bill Conway self-nominated as Vice-chair and was seconded by Christine- acclaimed. The successful applicants were: Bill Conway - Monsignor Doyle- Elementary, David Perlaky- St. Benedict Elementary, Kimberly Snage- Resurrection-Elementary, Dorothy McCabe- Member at large, Jody Fritz- Cambridge Secondary, Jorge Cortes- Kitchener-Secondary, Chris Spere- St. Mary- Elementary. Derek expressed gratitude to departing members.
- 6. OAPCE: Katherine-** deferred until the next meeting
- 7. Trustee Update: Frank, Peter and Manuel:** It was announced to the CPIC that the Board has appointed Michael Schmitt as Interim Director of Education. Manuel Da Silva was appointed as Chair as Wayne Buchholtz resigned as Chair but remains as a trustee until the end of October. It was also announced that our new student trustees, Karen Hakim and Maria Paz Rodriguez, took their Oath of Office at the last Board Meeting. The new board will be sworn in on the first Monday of December. The major initiatives of the Board for the upcoming year were reviewed.

8. Discussion Items

8.1 - Guest Presentation (10 min): Tracy Jasmins, Waterloo Region Crime Prevention Council:

Tracy provided an update re: the upcoming 30 Days of THINK contest (an effort to demonstrate how to use social media for good, to be respectful and responsible digital citizens, and to learn to use some fun apps in an educational context; and to share the parent resources page (on WRCPC website).

Guest Presentation (5min): Amanda Warne: WCDSB Mental Health Lead:

Amanda updated the CPIC on WCDSB mental health initiatives and the five goals. Amanda offered her support to the CPIC to help engage parents especially around the well-being piece associated with mental health.

8.2 - Review of Purpose and Goals, PRO Grants: Chair; The purposes of the CPIC were reviewed. Goals for this year were discussed. Potential projects for the 2014-2015 CPIC were discussed: to re-emphasize the handbook, maintain support for Parents Reaching Out Grants and promote and support the Building Parent Engagement and Building Healthy Relationships resources from the Council of Directors of Education. These and any other potential initiatives will be reviewed at the next meeting.

8.3 - Budget Update: Chair: A review of the 2013-2014 actuals and the 2014-2015 budget was conducted. The actuals and budget were received and were approved. Bill, Jorge.

8.4 - 2014-2015 Meeting Dates and Times: Chair:

October 2, December 3, Feb 4, April 1, June 3

8.5 - School Council Chairs Update: Chair: Denise Porter sent out an email regarding the fall meeting. CPIC has offered support and Chris will represent the CPIC at this meeting.

8.6 - CPIC Attendance, Vacancy, By-laws: Chair: The St. David elementary position will be reposted as it is still vacant. The bylaws will be reviewed at the next meeting.

9. Closing Prayer: Melina

10. Adjournment: The Meeting ended at 7:30pm. Jorge, Bill

Discussion Items for next meeting: Jeff Admans- 1 hour mandatory CPIC procurement training, CPIC Initiatives for 2014-2015, By-laws.

Next Meeting: Wednesday December 3, 2014 @ 5:30pm

DRAFT

Board of Trustees' Annual General Meeting

A public meeting of the Board of Trustees was held on Monday, December 8, 2014 at the Waterloo Region Catholic Education Centre.

Trustees Present:

Joyce Anderson; Bill Conway; Manuel da Silva; Amy Fee; Frank Johnson; Wendy Price; Greg Reitzel; Brian Schmalz; Melanie Van Alphen

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:

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 Secretary of the Board called the meeting to order at 7:05 p.m.

2. Roll Call

All trustees were present.

3. Declaration and Signing of Oath of Allegiance

Trustees together made their declaration and signed their Oath of Allegiance.

4. Election of the Chair

4.1 Election of the Chair

The Secretary asked for nominations for Chair of the Board.

2014-01 -- It was *moved* by **F. Johnson** and *seconded* by **W. Price**:

THAT Manuel da Silva is nominated to be Chair of the Board of Trustees.

The Secretary asked if there were further nominations for Chair of the Board. No further nominations were received.

Manuel da Silva was elected as Chair of the Board.

5. Election of the Vice-Chair

5.1 Election of the Vice-Chair

The Chair asked for nominations for Vice-chair of the Board.

2014-02 -- It was *moved* by **W. Price** and *seconded* by **F. Johnson**:

THAT Joyce Anderson is nominated to be Vice-chair of the Board of Trustees.

The Chair asked if there were further nominations for Vice-chair of the Board. No further nominations were received.

Joyce Anderson was elected as Vice-chair of the Board.

6. Inaugural Remarks by the Chair of the Board

The Chair gave his inaugural remarks.

7. Motion to Adjourn

2014-03 -- It was *moved* by **W. Price** and *seconded* by **G. Reitzel**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 7:14 p.m.

Chair of the Board

Secretary

LATER BELL TIMES

THE "FOR IT" PERSPECTIVE



WHY AM I HERE?

- **NO AWARENESS TO “CHANGE IT BACK” MOVEMENT**
- **VOICE OF PARENTS AND FAMILIES “FOR” THE CHANGE**
- **ASKING QUESTIONS**
- **REAL LIFE DATA THAT ENCOURAGES NEW BELL TIME**

CHANGE IT BACK MOVEMENT

- **WASN'T AWARE**
- **SURVEYS IN PTA TAKE HOME MATERIALS UNCLEAR**
- **NO VOICE OF YOU LIKE NEW BELL TIME**
- **THEREFORE PARENTS UNREPRESENTED**

I'VE GOT A QUESTION

- **PURPOSE OF TODAY?**
- **PTA SURVEY RESULTS? METHODOLOGY? RESPONSE RATE?**
- **WHO IS ACTUALLY AFFECTED?**
- **BOARD'S NEXT STEPS?**
- **NEW SURVEY A POSSIBILITY?**

**STRESS IN CHILDREN HAS INCREASED
45% IN THE LAST 30 YEARS**

**PROVEN ACADEMIC PERFORMANCE
BENEFITS ACROSS ALL AGES**

45 US STATES
SOUTH KOREA
UNITED KINGDOM
***REGINA CATHOLIC SCHOOLS**
***TORONTO**
***VICTORIA**
***OTTAWA**



Date: December 15, 2014
To: Board of Trustees
From: Director of Education
Subject: Multi-Year Strategic Plan 2015 - 2018

Type of Report: Decision-Making
 Monitoring
 Incidental Information

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

Origin:

The current Multi-Year Plan 2010 – 2014 comes to a conclusion at the end of this calendar year. It is important for the board to develop a new multi-year plan (2015 – 2018) to ensure that our Catholic school system is focused on identified priorities that will move closer to achieving its vision.

Policy Statement:

Education Act Section 169.1 Every board shall: (f) develop a multi-year plan aimed at achieving the goals of student achievement, positive school climate, inclusive an accepting schools, stewardship of resources, and effective and appropriate education programs to its pupils.

The board shall (g) annually review the multi-year plan with the board's director of education and (h) monitor and evaluate the performance of the board's director of education in meeting his or her duties under the Act or any policy, guideline or regulation under this Act, including duties of developing a multi-year plan with the board.

Policy I 001 Ends The ends statements act as guiding principles that will lead to our preferred future as a system.

In a policy governance model, "ends statements" act as guiding principles that will lead us to our preferred future as a system. 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.

Background/Comments:

Appendix A includes a proposed outline for the process and timelines in developing a renewed Multi-Year Plan. Appendix B provides examples of strategic plans from various Catholic School Boards and Community Agencies.

Recommendation:

That the Board approves the process and timelines for the development of a renewed Multi-Year Plan.

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.”

Appendix A: Process and Timelines for Development of Multi-Year Plan

Background

The Education Act requires school boards to develop multi-year plans that are 3 years or more in scope. The multi-year plan provides focus and direction to the board to achieve both the Ministry of Education goals but as importantly, the vision of the board. The multi-year plan is aimed at achieving the Ministry of Education goals of student achievement, positive school climate, inclusive an accepting schools, stewardship of resources, and effective and appropriate education programs to its pupils.

Additionally, effective annual monitoring of the multi-year plan by the board with the director of education forms the basis of the performance of the board's director of education in meeting his or her duties under the Act. Therefore, monitoring reports to the board should reflect progress towards the attainment of the multi-year plan and ideally be part of Board Policy.

Considerations for Multi-Year Plan Process

The development of a multi-year plan should give consideration to the following:

Ministry of Education Goals

- Achieving Excellence
- Ensuring Equity
- Promoting Well Being
- Enhancing Public Confidence

Board Improvement Plan for Student Achievement (BIPSA)

- Nurturing Catholic Community
- Student Achievement and Well Being
- Building Capacity to Lead and Learn

Mission Statement

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

Our Vision

"Our Catholic Schools: heart of the community -- success for each, a place for all."

To be strategic, the multi-year plan should move the Waterloo Catholic School Board towards its future or desired state which is best articulated in the vision statement.

Multi-Year Strategic Planning Committee

Chair of the Board (or designate)
 Director of Education (or designate)
 Dean of the Waterloo Region Deanery (or designate)
 Chair of the Catholic Parent Involvement Committee (or designate)
 Chair of the Special Education Advisory Committee (or designate)
 One Student Trustee
 School Superintendent (or designate) - Academic
 Senior Manager Corporate Services
 Manager Human Resources
 Religion/Family Life Consultant
 Principal – Elementary and Secondary

Multi-Year Plan Process

The Multi-Year Plan can take a number of formats. Appendix B demonstrates a number of strategic plans and the various ways that organizations express their strategic direction and goals. The Board will align its multi-year plan with its Mission and Vision. The work of the Board is to identify the strategic priorities and goals while the work of staff is to operationalize these priorities and goals.

The Planning Committee will begin the process by identifying strategic priorities (strategic commitments) based on the previous strategic plan, the ministry of education goals, BIPSA, the current vision statement and articulation of the future state that the board wishes to attain.

Each strategic priority will be supported by a number of strategic goals or initiatives that support this strategic priority. A plan of action is developed by staff to ensure that the strategic priority and goals are achieved over the life of the plan. Monitoring reports will come to the board annually to report on progress made towards the achievement of the strategic priorities. Annually, the multi-year plan is updated to keep the board moving towards attainment of its strategic priorities and goals.

Structure of Multi-Year Plan

Strategic Priority A	Strategic goal A.1 Strategic goal A.2 Strategic goal A.3	Plan of Action: developed for each goal by staff
Strategic Priority B	Strategic goal B.1 Strategic goal B.2 Strategic goal B.3	
Strategic Priority C	Strategic goal C.1 Strategic goal C.2 Strategic goal C.3	

Once identified, each strategic priority needs to be clearly defined in order that strategic goals can be articulated to support the priority. System and stakeholder input will be required to identify key strategic goals.

Multi-Year Plan Timelines

December 2014 to June 2015

December 2014

- Introduction and approval of the process, timelines and planning committee to the Board of Trustees
- Invitation to Multi-Year Strategic Plan Committee members

January 2015

- Communication to the system and stakeholders of the Multi-Year Strategic Plan process
- Initial meeting of the Multi-Year Strategic Plan committee members
- Begin process to identify strategic priorities

February 2015

- Draft Strategic priorities brought to the board for input and approval
- Identification of Strategic Goals and desired outcomes will be undertaken via the creation of a web based survey to stakeholders
- Strategic Goals (and targets) will be identified via the consultation process

March 2015

- A web based survey will invite all stakeholders to provide input into the Strategic Goals and desired outcomes (targets).
- Feedback will be gathered from SEAC, CPIC, Deanery and School Councils

April 2015

- Committee will examine input from various stakeholder groups and draft a Multi-Year Strategic Plan

May 2015

- Draft Multi-Year Plan will come to the Board for review and approval
- Communicate new Multi-Year Plan throughout system and community

June 2015

- Staff will begin to develop a year one plan of action for each strategic goal
- Year one plan of action will identify the goals, targets and metrics used to measure achievement of goal

Appendix B

Appendix B outlines Strategic Priorities and Goals from a sampling of Catholic School Boards and Community Agencies.

Strategic Priorities

Algonquin Lakeshore CDSB	<ul style="list-style-type: none"> Discipleship Scholarship Stewardship
CDSBEO	<ul style="list-style-type: none"> Living Our Catholic Faith Achieving Literacy for All Making Resources Matter
Ottawa CDSB	<ul style="list-style-type: none"> Living Our Gospel Values (encompasses all) Success for Students Success for Staff Stewardship of Resources
Simcoe Muskoka CDSB	<ul style="list-style-type: none"> Nurturing a Distinct Catholic Identity Improving Student Achievement and Well-Being Using Resources Wisely
BHNFCD SB	<ul style="list-style-type: none"> Catholicity Student Achievement Leadership Communications
Kenora CDSB	<ul style="list-style-type: none"> Increasing Student Achievement and Well-Being Fostering Catholic Environment of Respect, Acceptance and Accountability Using Our Resources Wisely Creation and Celebration of Joy in the Education Journey
St. Clair CDSB	<ul style="list-style-type: none"> Living Our Faith Promoting Educational Achievement and Innovation Fostering Stewardship, Leadership and Social Justice

Hamilton Wentworth DSB

Achievement Matters
Engagement Matters
Equity Matters

Conestoga College

Capacity
Quality
Sustainability

Family & Children's Services

Strong Families Caring Safely for Children and Youth
Collaboration with Aboriginal Families and Communities
Community Confidence and Investment in Child Welfare
A Healthy and Creative Organization



Date: December 15, 2014
To: Board of Trustees
From: Director of Education
Subject: French Immersion

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 **XX XXX**
 Information only of day-to-day operational matters delegated to the CEO

Origin: (cite Education Act and/or Board Policy or other legislation)

The WCDSB does not offer the French Immersion Program for its students and is one of very few boards in Ontario that does not provide the program.

In November 2014 a steering committee began working on an implementation plan for September 2015 in 3 pilot sites.

Policy Statement and/or Education Act/other Legislation citation:

Policy 1: 001 Aims

Background/Comments:

The French Immersion Program Review Committee has examined available space in the board, developed registration procedures, identified admission criteria and timelines and a marketing plan.

In the 2015/16 school year the French Immersion Programs will be offered in Grade 1 at the following pilot locations: Sir Edgar Bauer Catholic Elementary School, Waterloo; St Anne Catholic Elementary School, Kitchener; and St Peter Catholic Elementary School, Cambridge. Attendance boundaries for the French Immersion Program are based on the student's home address.

The application process for admission to the French Immersion program begins January 5, 2015. Applications are made the year a child is in Senior Kindergarten for entry in grade one. (Children that are born in 2009.) It is a two-step process:

Step 1: Parents visit www.wcdsb.ca between January 5th and January 31st and click on the link for French Immersion Registration. In 2015/2016 there will be up to 2 classes offered at each location based on interest. These spots will be filled via lottery system. The school in which a student is placed will be determined by their home address. Parents will have an option of indicating a 2nd location choice if they wish to drive their child to another city. (Second choices will only be filled if there are open spots after all first choices have been filled.)

Step 2: Parents will be notified by e-mail in February as to the results of the lottery. When offered a placement, they **MUST** take action to accept this placement by going into the school to register by the deadline requested. Once the deadline has passed, their spot may be given to the next person on the waiting list. (Extra names will be pulled to create a waiting list)

Elementary admissions are based on the criteria outlined in APA001

https://www.wcdsb.ca/ap_memos/PDF/APA001.pdf

There will be no preference given to in-boundary students: all students will be chosen by a lottery system.

Transportation to a French Immersion program offered at a school that is not the child's home school is the responsibility of the parent/guardian. The regular walking distance policy applies to students attending their neighbourhood school for the French Immersion program. Please refer to APO 012 https://www.wcdsb.ca/AP_Memos/PDF/APO012.pdf for details.

Parent Information Evenings will be held at:

St Anne Catholic Elementary School - Tuesday January 6, 2015 - 6:00-7:00pm

St Peter Catholic Elementary School - Thursday January 15, 2015 - 6:00-7:00pm

Sir Edgar Bauer Catholic Elementary School - Monday January 12, 2015 - 6:00-7:00pm

Recommendation:

This report is presented to trustees as information.

Prepared/Reviewed By: Michael Schmitt,
Director of Education
Maria Ivankovic (Superintendent of Learning)
Jennifer Kruithof (French Program Consultant)

*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."

French Immersion Program

Parent Information



Waterloo Catholic
District School Board

THE IMPORTANCE OF LEARNING FRENCH

The ability to speak and understand French allows students to communicate with French-speaking people in Canada and around the world, to understand and appreciate the history and evolution of their cultures, and to develop and benefit from a competitive advantage in the workforce.

While the knowledge of any language has value, French is not only a global language but the mother tongue of many Canadians and an integral part of the Canadian identity. Learning French equips students to communicate with French-speaking Canadians and millions of French speakers around the world.

In addition to strengthening students' ability to communicate, learning another language develops their awareness of how language and culture interconnect, helping them appreciate and respect the diversity of Canadian and global societies. When a student is exposed to another culture through its language, he or she begins to understand the role that language plays in making connections with others. Learning an additional language not only challenges a mind, it also teaches understanding, encourages patience, and fosters open-mindedness.

Knowledge of an additional language strengthens first-language skills. The ability to speak two or more languages generally enhances cognitive development, as well as reasoning and creative-thinking skills. It also enhances the student's confidence as a learner, facilitates the learning of additional languages, and contributes to academic achievement. As their strengths develop, French language learners become more flexible and adaptable in new and unforeseen situations. For example, second-language learners tend to be more divergent thinkers, with improved memory and attention span.

Ontario Curriculum: FSL, Ministry of Education, 2013

PROGRAM LOCATIONS

In the 2015/16 school year the French Immersion Programs will be offered in Grade 1 at the following pilot locations:

Sir Edgar Bauer Catholic Elementary School, Waterloo;
St Anne Catholic Elementary School, Kitchener; and
St Peter Catholic Elementary School, Cambridge.

PROGRAM DESCRIPTION

In the 2015/2016 school year the Waterloo Catholic District School Board will begin offering a French Immersion Program with a grade 1 entry point. French Immersion programs are designed for students who do not speak French at home. The program will offer 50% of the day in French.

Subjects taught in French include French Language, Social Sciences, Science and Technology, Health and Physical Education, and the Arts.

Subjects taught in English include English Language, Mathematics, and Religion and Family Life.



REGISTRATION

The application process for admission to the French Immersion program begins January 5, 2015. Applications are made the year your child is in Senior Kindergarten (children born in 2009) for entry into grade one. It is a two-step process:

Step 1: Visit www.wcdsb.ca between January 5th and January 31st. Click on the link for French Immersion Registration. In 2015/2016 there will be up to 2 classes offered at each location based on interest. These spots will be filled via a lottery system. The school in which a student is placed will be determined by their home address. You will have an option of indicating a 2nd location choice if you wish to drive your child to a school in another city. (Second choices will only be filled if there are open spots after all first choices have been filled.)

Step 2: You will be notified by e-mail in February as to the results of the lottery. When offered a placement, you **MUST** take action to accept this placement by going into the school to register by the deadline requested. Once the deadline has passed, your spot may be given to the next person on the waiting list. **Communication will be sent via the email address you provide.** Please check your email regularly, including junk mail folders.



ADMISSION CRITERIA

All elementary admissions are based on the criteria outlined in APA001.

https://www.wcdsb.ca/ap_memos/PDF/APA001.pdf

TRANSPORTATION

Transportation to a French Immersion program offered at a school that is not your child's neighbourhood school is the responsibility of the parent/guardian.

PROGRAM BOUNDARIES

Attendance boundaries for the French Immersion Program are based on the city boundaries of Cambridge, Kitchener, and Waterloo. Students in the townships will be placed according to the French Immersion boundary map.

PARENT INFORMATION EVENINGS

Parent Information Evenings will be held for those interested in asking additional questions about the French Immersion Program. Attendance at the Information evening does not influence your child's chance of being chosen in the lottery.

St Anne Catholic Elementary School 250 East Avenue, Kitchener, Ontario, N2H 1Z4	Tuesday January 6, 2015 6:00-7:00pm
St Peter Catholic Elementary School 92 Avenue Road, Cambridge, Ontario, N1R 1C1	Thursday January 15, 2015 6:00-7:00pm
Sir Edgar Bauer Catholic Elementary School 660 Glen Forest Boulevard, Waterloo, Ontario, N2L 4K2	Monday January 12, 2015 6:00-7:00pm

FREQUENTLY ASKED QUESTIONS

My neighbourhood school has French Immersion. When I register, will my child have priority to attend the French Immersion program?

There will be no preference given to in-boundary students: all students will be chosen by lottery.

My child has been accepted to the French Immersion program, but we are moving over the summer. Will my child be guaranteed a spot in the French Immersion Program in our new city?

Placements are made based on the address you provide prior to the application deadline. If your address changes between the application deadline and the fall of the Grade 1 year, there is no guarantee of placement in your new area.

My spouse and I don't speak French. Will our child be at a disadvantage?

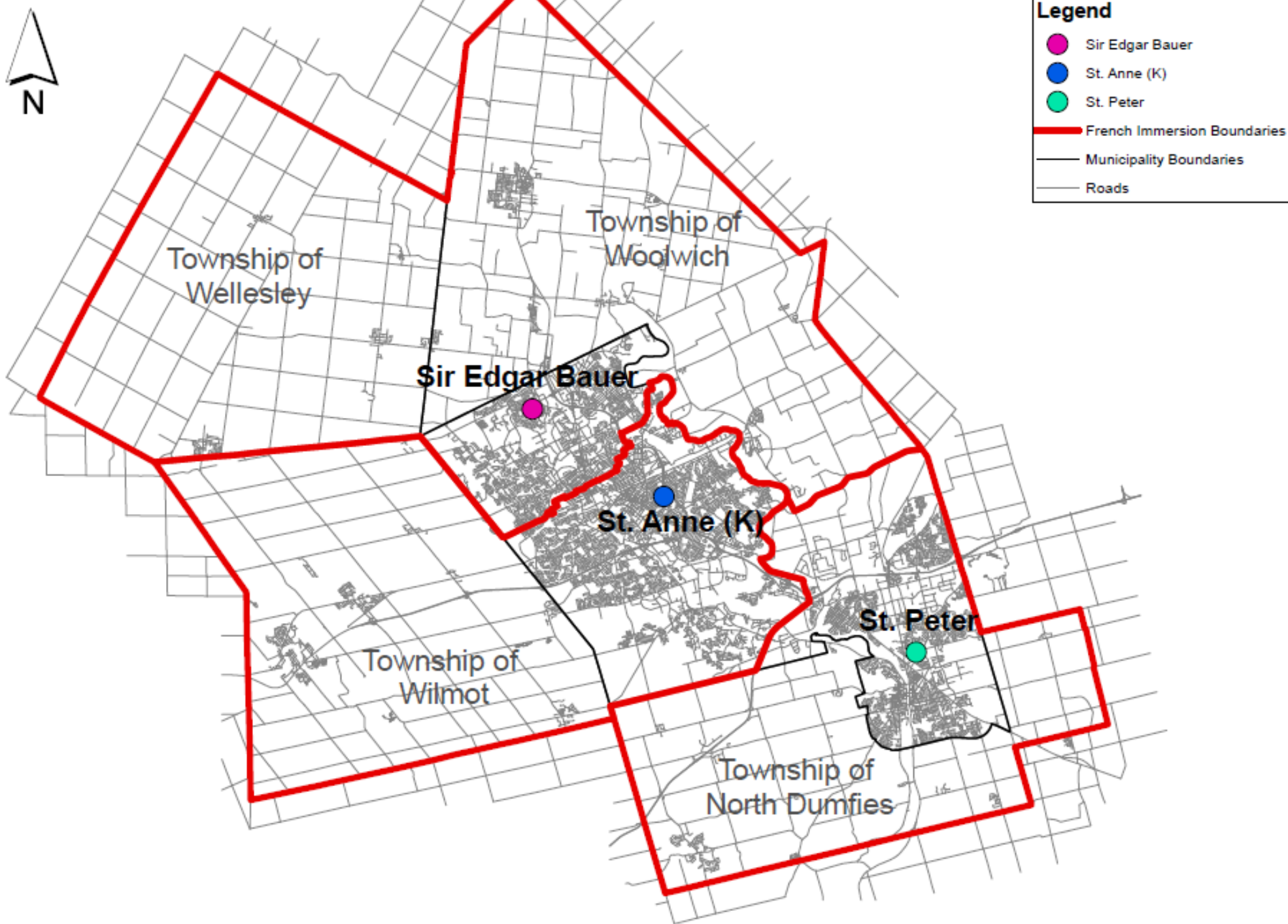
French Immersion is a French second language program designed for students whose first language is not French. It is not necessary for parents or guardians to know or speak French. The best way to help your child is to be positive and supportive.

CONTACT INFORMATION

For more information about French as a Second Language Programs, please call: 519-578-3660 x2333, or visit the Board website at www.wcdsb.ca



FRENCH IMMERSION SCHOOL CATCHMENT AREAS



ONTARIO'S SPECIAL NEEDS STRATEGY FOR CHILDREN AND YOUTH

... and what's happening in Waterloo region?

Board Meeting

December 15, 2014

Special Needs Strategy Vision

“An Ontario where children and youth with special needs get the timely and effective services they need to participate fully at home, at school, in the community, and as they prepare to achieve their goals for adulthood”.

Special Needs Strategy **Vision**

- A system that is coordinated, accessible, and focused on child/youth and family needs

Special Needs Strategy **Goals**

To connect children and youth to the services they need as early as possible and improve the service experience of families in three key areas:

- Early identification and quicker access to the right support
- Coordinated service planning
- Seamless service delivery and supports

What Will the Strategy Mean For Families³⁸

- Seamless experience of services
- Clear access and service plans
- Smooth transitions
- Telling their stories once

What the Strategy is **NOT**

- **NOT** an attempt to reduce funding, decrease the number of agencies, or cut jobs
- **NOT** a “one size fits all” proposition
- **NOT** a criticism of the quality of current services

Participants

Leaders from across the education, health and children/youth service sectors:

- District School Boards/School Authorities
- Community Care Access Centres
- Local Health Integration Networks
- Agencies funded to provide inter-agency service coordination
- Preschool Speech and Language Program Lead Agencies
- Children's Treatment Centres
- Autism Intervention Program Lead Agencies
- Applied-Behaviour Analysis-based Services and Supports Lead Agencies

These organizations are expected to sign local proposals for coordinated service planning and/or integrated delivery of rehabilitation services

Special Needs Strategy: Overview of First Steps

A new, **voluntary developmental screen** to identify potential risks to children's development and connect them with the services they need (provincial consultation group in place)

Coordinated service planning processes for children with multiple and/or complex special needs so families can access a range of services and supports

Integrated delivery of rehabilitation services so children have access to speech-language therapy, occupational therapy and physiotherapy services delivered seamlessly from birth to the end of school.

Who's At the Waterloo Special Needs Strategy Planning Table?

Organizations in YELLOW font are signatories

- Children's Planning Table
- Community Care Access Centre (CCAC)
- Erinoak Kids
- French Language Public School Board
- French Language Catholic School Board
- Kerry's Place
- KidsAbility Centre for Child Development
- KidsAbility School Authority
- K-W Habilitation

Who's At the Waterloo Special Needs Strategy Planning Table?

- Local Health Integration Network (LHIN)
- Lutherwood
- Region of Waterloo Children's Services and Public Health
- Sunbeam Centre, Developmental Services Resource Centre
- Waterloo Catholic District School Board
- Waterloo Region District School Board
- Waterloo Region Family Network

Here's what we've done in Waterloo

- 2 Co-chairs for each of the 2 projects
- Roles of the co-chairs
- Clarity of the population in question
- Submission of proposal development table chairs, member agencies, one-time grant request to MCYS (for facilitator, *etc.*)
- Sub-committee established to search for facilitator

Here's what we've done at WCDSB

- Dedicated a continuous presence at the local and provincial tables (Laura, Wayne, & John)
- Informed and updated senior administration
- Informed and updated Student Services
- Informed and updated Program Services leads
- Informed and updated the WCDSB Special Education Advisory Committee
- Informed and updated key employee associations (*i.e.* APSSP)
- Gathered feedback from the aforementioned

Next Steps

- Weekly meetings
- Creation and implementation of a detailed work plan
- Community engagement
- Coordinated Service Planning proposal (due March 5, 2015)
- Integrated Delivery of Rehabilitation Services proposal (due June 1, 2015)



Date: December 15, 2014
To: Board of Trustees
From: Director of Education
Subject: Revised Estimates – Impacts on Approved Budget

- 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)

This report provides Trustees with information on changes made to the approved budget as a result of enrolment changes and operational needs.

Policy Statement and/or Education Act/other Legislation citation:

N/A

Background/Comments:

Revised Estimates has been prepared using actual enrolment as at October 31, 2014 and a revised projection for March. This resulted in a recalculation of revenues. Due to revised enrolment and changing operational needs, expenses have been adjusted accordingly. The revised estimates budget will be filed with the Ministry based on the changes outlined below.

Enrolment Changes:

	2014-2015 Estimates	2014-2015 Revised Estimates	Change
Elementary	14,406	14,475	69
Secondary	6,220	6,159	(61)
Difference	20,626	20,634	8

A summary of the changes follows:

	2014-2015 Revised Estimates	Notes
Estimates submission		- Balanced in June 2014
Changes to revised estimates		
French Immersion start-up	\$ 95,000	
Professional fees	39,000	Known commitments
Increased supply teacher costs	350,000	Based on prior year results
Staffing and department adjustments	-404,000	
	80,000	Net added expenses to budget
Revenue adjustments		
Elementary enrolment increase	\$ 690,000	
Secondary enrolment decrease	-610,000	
	80,000	Net revenue added to budget
Revised Estimates submission		- Balanced in November 2014

Recommendation:

That the Board of Trustees receive this report as information.

Prepared/Reviewed By: Michael Schmitt
Director of Education

Shesh Maharaj
Chief Financial Officer

Laura Isaac
Senior Manager of Financial Services

*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: December 15, 2014
To: Board of Trustees
From: Director of Education
Subject: Bell Times Report – Follow Up

- 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)

In May 2014 the Board of Trustees passed the following motion:

2014-89 -- It was *moved* by **J. Anderson** and *seconded* by **J. Jagiellowicz**:
THAT the Board of Trustees ask staff to review bell times for the 2015-16 school year with a goal of having all schools start no later than 9:00 a.m. --- Carried by consensus

This report satisfies that request.

Policy Statement and/or Education Act/other Legislation citation:

Background/Comments:

Start and end times (bell times) for schools were shifted across the Region effective September 2014. The rationale for the shift related to a potential savings for both the public and Catholic school boards of \$1M each. Savings came from the synchronization of bell times (which resulted in fewer buses being used), and a shift away from the use of public transit as a primary mode of transportation.

Feedback was received from families and staff prior to the adoption of the bell times model, after the adoption of the model, and after implementation.

Schools Starting After 9:00 a.m.

15 elementary schools:

- 9 schools beginning at 9:10 a.m.
- 3 schools beginning at 9:15 a.m.
- 3 schools beginning at 9:20 a.m.

1 secondary school:

- St. Mary's HS beginning at 9:05 a.m.

Requested Model

Attached as Appendix A is the model that shows all schools starting before 9:00am as requested.

Notes on Appendix A:

- A cost estimate was provided to Trustees in the spring of 2014 to shift all schools to start before 9:00 a.m. This estimate was \$2.2M and was derived by taking the number of buses required to service the post 9:00 a.m. schools and multiplying it by the cost of a bus for a year.
- Having now implemented the model, and having identified areas where efficiencies can be had, a better estimate can be now be made. 47 vehicles need to be added at a cost of of \$1.6M per year.

Alternate Model

Attached as Appendix B is an alternate model which moves all elementary schools to 9:00 a.m. or earlier.

Notes on Appendix B:

- In this model, secondary schools do not change.
- 36 vehicles need to be added at a cost of \$1.2M per year.

Implementation Issues with Existing Model

Issue	Status
Buses late at multiple sites during school start up.	Drivers are now used to their new routes, no atypical issues being presented at this time, except as identified below.
St. Mary's HS – second of two departure 'waves' consistently late.	Issue related to construction on routes of first wave caused second wave to be late. Buses added, and construction should be complete before year end. STSWR continues to monitor and tweak as necessary.
Appeal to CMC re: having two waves of buses at St. Mary's HS	Two parents appealed having two waves of buses (20 minutes apart) at the end of the day. Old model also had two waves of buses, but these families were on first wave last year, this year they are on the second.
Window of availability of buses for field trips has been shortened – new window is approximately 9:30 a.m. to 2:30 p.m.	Both school boards collaborating on solutions to this problem. The hours of programs may need to shift from traditional times, and venues have been contacting staff with ideas to help speed that process. Bus companies may begin to add inventory as needs warrant, but costs for buses may be higher as they will no longer be 'idle' buses being reused by operators.
Secondary athletics – window of availability (see above) has created situations where students are arriving earlier than desired at neighbouring schools sites for sporting events. Some wait for up to an hour before game time.	Issue brought forward for consideration at Executive Council table in December 2014.
Trustees requested supervisors be placed at 15 elementary schools which start after 9:00 a.m.	Supervisors have been hired and placed as requested.

Pursuit of a Joint Model

On November 12, 2014, Manuel da Silva (WCDSB Board Chair), Michael Schmitt (WCDSB Director of Education), Ted Martin (WRDSB Board Chair), and John Bryant (WRDSB Director of Education) met to discuss bell times, and in particular, implementation issues and the potential development of a joint model that would shift later schools to earlier starts. The following commentary was made during that meeting:

- There was no direction given by WRDSB Trustees to alter existing times or develop new bell time models for consideration.
- Feedback was received from families and staff, but the context and volume of the feedback not negative. WRDSB attributes this to:
 - 33 schools starting after 9:00 a.m. prior to implementation of new model
 - 41 schools start after 9:00 a.m. with the new model (a difference of 8)
 - Most schools moved 10 minutes or less
 - The schools that moved to times after 9:00 a.m. are now operating with times previously used by other WRDSB schools
 - All schools moved within guidelines which indicate no school will start after 9:30 a.m.
- The implementation of the model allowed WRDSB to contain transportation costs within funding provided by the Ministry for that purpose.
- WRDSB is not willing to entertain a jointly developed model at this time.

Implementation

A decision can be made to adopt either of the proposed models, another model, or to maintain the bell times as they exist. Any changes will be effective for 15/16 and will need to be conveyed to STSWR by January 2015.

Factors to be Considered

- Parental, staff, and other stakeholder feedback
 - From delegations, e-mails, telephone calls, meetings
- Declining enrolment
 - 2015 – 20,603
 - 2016 – 20,524
 - 2017 – 20,465
 - 2018 – 20,337
 - 2019 – 20,222
- Opportunities for alternative revenue sources
 - No major alternatives available presently
- Programs and services potentially affected by changes
 - Classroom supports will be impacted
- Strategic Priorities
- Impact on families for changes effective 15/16
 - New daycare arrangements will have to be found for 15/16 for before and or after school care for parents who use these services
 - Changes in routines for parents, students

Recommendation:

This information is being provided to satisfy the official request made in May 2014. No recommendations are being made.

Prepared/Reviewed By: Michael Schmitt
Director of Education

Shesh Maharaj
Superintendent of Corporate Services

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APPENDIX A

Name	Current Start	Current End	Proposed Start	Proposed End
Blessed Mother Teresa CES	8:55 AM	3:25 PM		
Blessed Sacrament	8:30 AM	3:00 PM		
Canadian Martyrs	9:10 AM	3:40 PM	9:00 AM	3:30 PM
Christ the King	8:30 AM	3:00 PM		
Holy Family	9:00 AM	3:30 PM		
Holy Rosary	8:20 AM	2:50 PM		
Holy Spirit Catholic School	9:10 AM	3:40 PM	9:00 AM	3:30 PM
John Sweeney Elementary	8:50 AM	3:20 PM		
Monsignor R.M. Haller	8:50 AM	3:20 PM		
Our Lady of Fatima	8:50 AM	3:20 PM		
Our Lady of Grace	9:10 AM	3:40 PM	9:00 AM	3:30 PM
Our Lady of Lourdes	8:30 AM	3:00 PM		
Saint John Paul II CES	8:20 AM	2:50 PM		
Sir Edgar Bauer	8:40 AM	3:10 PM		
St. Agatha	8:50 AM	3:20 PM		
St. Agnes	9:20 AM	3:50 PM	9:00 AM	3:30 PM
St. Aloysius	9:00 AM	3:30 PM		
St. Ambrose	8:45 AM	3:15 PM		
St. Anne (C)	9:20 AM	3:50 PM	9:00 AM	3:30 PM
St. Anne (K)	8:55 AM	3:25 PM	9:00 AM	3:30 PM
St. Augustine	8:45 AM	3:15 PM		
St. Bernadette	9:10 AM	3:40 PM	9:00 AM	3:30 PM
St. Boniface	9:10 AM	3:40 PM	9:00 AM	3:30 PM
St. Brigid	8:35 AM	3:05 PM		
St. Clement	8:50 AM	3:20 PM		
St. Daniel	9:10 AM	3:40 PM	9:00 AM	3:30 PM
St. Dominic Savio	9:15 AM	3:45 PM	9:00 AM	3:30 PM
St. Elizabeth	9:10 AM	3:40 PM	9:00 AM	3:30 PM
St. Francis (C)	8:45 AM	3:15 PM		
St. Gabriel CES	9:10 AM	3:40 PM	9:00 AM	3:30 PM
St. Gregory	8:30 AM	3:00 PM		
St. John	9:15 AM	3:45 PM	9:00 AM	3:30 PM
St. Joseph (Cambridge)	9:10 AM	3:40 PM	9:00 AM	3:30 PM
St. Kateri Tekakwitha CES	8:25 AM	2:55 PM		
St. Luke Catholic School	8:20 AM	2:50 PM		
St. Margaret of Scotland	8:50 AM	3:20 PM		
St. Mark	8:55 AM	3:25 PM		
St. Matthew	8:50 AM	3:20 PM		
St. Michael (C)	9:00 AM	3:30 PM		
St. Nicholas Catholic School	9:15 AM	3:45 PM	9:00 AM	3:30 PM
St. Paul	8:20 AM	2:50 PM		
St. Peter	8:30 AM	3:00 PM		
St. Teresa (E)	8:35 AM	3:05 PM		
St. Teresa (K)	9:20 AM	3:50 PM	9:00 AM	3:30 PM
St. Timothy	9:00 AM	3:30 PM		
St. Vincent de Paul	9:00 AM	3:30 PM		
Don Bosco - Cambridge	8:30 AM	3:30 PM		
Don Bosco - Kitchener	8:30 AM	3:30 PM		
Monsignor Doyle Catholic Secondary School	8:35 AM	2:39 PM		
Resurrection Catholic Secondary School	8:10 AM	2:10 PM		
St. Benedict Catholic Secondary School	8:00 AM	2:05 PM		
St. David Catholic Secondary School	8:15 AM	2:20 PM		
St. Mary's Secondary School	9:05 AM	3:11 PM	8:15 AM	2:21 PM



Ontario Catholic School
Trustees' Association

November 10, 2014

TO: Chairpersons & Directors of Education
CC: All Trustees
FROM: Kevin Kobus, Executive Director
RE: **Changes in Selection Process for Regional Directors**

**Please place this memo on the agenda of a meeting of your board
for consideration and decision.**

[A response is required by January 16, 2015](#)

Under the new Amended and Restated OCSTA By-Law Number 2014-01, the Selection Process for Regional Directors has changed considerably from past practice.

The following section no longer exists under the new By-Law.

Additional Qualifications for Candidacy

Where a Region consists of more than one (1) Member Board, a Trustee Member is not eligible to be a candidate for nor hold the office of Regional Director if:

- *another Trustee Member of the same Member Board is a candidate for or holds the office of Regional Director; or*
- *the President, Vice President or Past President is a Trustee Member of the same Member Board;*

The related section in the Amended & Restated By-Law Number 2014-01 states:

7.4 Selection Process for Regional Directors

No particular manner or method is prescribed for how each Region selects its Regional Director. The CDSBs comprising each Region, therefore, shall devise and adopt a fair, equitable and democratic process by which their Regional Director is selected, in accordance with Board guidelines, provided however, that:

- 7.4.1 Regional Directors from CDSB's described in Section 6.1.1 shall be selected in odd numbered years, and Regional Directors described in Sections 6.1.2 and 6.1.3 shall be selected in even numbered years; and
- 7.4.2 the selection process once adopted may not be altered more frequently than every second year, and in any event not later than one hundred and eighty (180) days prior to the second Annual Meeting following the previous use of the process.

Catholic District School Boards comprising each Region may choose to:

- devise and adopt a process by which the regional director(s) are selected (as outlined in s.7.4) or
- conduct elections as per past practice with a call for nominations by the Association and elections by ballot held, if required, at the Annual General Meeting.

Regions are not all required to follow the same process for the Selection of Regional Directors.

- Each region is required to submit their decision regarding the Selection Process for Regional Director to OCSTA by [January 16, 2015](#)
- For regions choosing to conduct elections as per past practice, OCSTA will distribute nomination forms with a submission deadline of [April 2, 2015](#).
- Regions choosing other methods will facilitate and conduct a fair and equitable selection process and submit their selection to OCSTA by [April 2, 2015](#).

The following section of the OCSTA By-law applies if any region is unable to agree on a process.

7.5 Failure to Agree Upon Regional Director Selection Process

In the event that the CDSBs comprising a Region are unable to reach a consensus as to the process to be adopted for that Region for the selection of its Regional Director, any CDSB within that Region may refer the selection process to the Board; and upon referral:

7.5.1 the OCSTA Board shall give notice to the other CDSBs within that Region, requesting each to make representations to the Board within thirty (30) days after the notice, as to the selection process to be adopted;

7.5.2 within a further thirty (30) days, the Board shall consider all representations received from the CDSBs within that Region, and determine the process by which such Regional Director is selected;

7.5.3 such determination by the Board shall be final and binding for such Region and from which there is no right of appeal, but without prejudice to the right to adopt a new selection process subject to the limitations described in clause 7.4.2.

We encourage you to discuss this at a meeting of your board and to initiate communications with other boards in your region about the selection process for OCSTA Regional Directors.

Attachments:

- *Regions Chart*

Link

- [Amended and Restated By Law Number 2014-01](#)

Distribution

All Catholic District School Boards except: Dufferin-Peel, Ottawa, Toronto, York

Kathy Burtnik, President
 Bob Schreder, Vice President
 Marino Gazzola, Past President

- Niagara CDSB
 - Renfrew County CDSB
 - Wellington CDSB

Region 1	Huron-Superior CDSB Nipissing-Parry Sound CDSB Northeastern CDSB Sudbury CDSB	Colleen Landers <i>Northeastern CDSB</i>
Region 2	Kenora CDSB Northwest CDSB Superior North CDSB Thunder Bay CDSB	Paul Landry <i>Kenora CDSB</i>
Region 3 (at large)	Northern Regions No. 1 & 2	Anne-Marie Fitzgerald <i>Northwest CDSB</i>
Region 4	Brant Haldimand Norfolk CDSB Bruce-Grey CDSB Huron-Perth CDSB Waterloo CDSB Wellington CDSB	Beverley Eckensweiler <i>Bruce-Grey CDSB</i>
Region 5	London DCSB St. Clair CDSB Windsor-Essex CDSB	Linda Ward <i>St. Clair CDSB</i>
Region 6	Toronto CDSB	John Del Grande Frank D'Amico
Region 7	Dufferin-Peel CDSB	Anna da Silva Thomas Thomas
Region 8	York CDSB	Carol Cotton
Region 9	Durham CDSB Peterborough, Victoria, Northumberland & Clarington CDSB Simcoe-Muskoka CDSB	Shawn Cooper <i>Simcoe Muskoka CDSB</i>
Region 10	Algonquin & Lakeshore CDSB CDSB of Eastern Ontario Renfrew County CDSB	Andrew Bray <i>Renfrew County CDSB</i>
Region 11	Halton CDSB Hamilton-Wentworth CDSB Niagara CDSB	Patrick Daly <i>Hamilton CDSB</i> Arlene Iantomasi <i>Halton CDSB</i>
Region 12	Ottawa CSB	Mark Mullan

Bishop John Boissonneau, ACBO Liaison to the OCSTA Board of Directors
 Father Patrick Fitzpatrick, Chaplain
 Kevin Kobus, Executive Director

Date	Professional Development 3170 31 6 600 001	Catering 3510 31 6 600 001	Other Travel Expenses (non mileage) 3520 31 6 600 001	Mileage within Region 3630 31 6 600 001	Mileage outside Region 3631 31 6 600 001	Phone 4050 31 6 600 001	Office 4100 31 6 600 001	Legal Fees 6520 31 6 600 001	Other Contracts 6540 31 6 600 001	Board Membership 7010 31 6 600 001	Trustee Awards 7040 31 6 600 001	57 Miscellaneous 7250 31 6 600 001
	(9,000.00)	(700.00)	(8,500.00)	(8,000.00)	(3,500.00)	(550.00)	(500.00)	(7,000.00)	(5,000.00)	(75,500.00)	(750.00)	(900.00)
9/5/2014	-102.00											
9/5/2014						85.31						
9/18/2014		39.26										25.00
10/6/2014				222.04	30.74							
10/6/2014				81.00								
10/6/2014	50.00			135.61								
10/7/2014						71.59						
10/20/2014												75.00
10/20/2014												65.00
10/27/2014	360.00											
10/27/2014		150.95										
10/27/2014								750.00				
10/27/2014												60.00
10/28/2014			89.09									
10/28/2014			123.08									
10/31/2014	360.00		104.2									
10/31/2014	813.66											19.41
11/4/2014										75074.00		
11/4/2014				333.60								
11/4/2014								446.95				
11/4/2014				171.41	68.71							
11/12/2014				166.35								
11/21/2014												100.00
11/25/2014				113.55								
11/25/2014						76.57						
11/19/2014									100.53			
			626.34									
			777.69									
	1612.40											
				16.40								
	150.00											
		195.00										53.68
				220.00	75.60							
				127.20								
				510.70								
				107.20								
	50.00			319.20								
												12/1/2014 88.14
	(5,705.94)	(314.79)	(6,779.60)	(5,475.74)	(3,324.95)	(316.53)	(500.00)	(7,000.00)	(3,702.52)	(426.00)	(750.00)	(413.77)

BOARD OF TRUSTEE – BY-LAW ASSIGNMENTS – 2014-2015

Article #	Article Name	Trustee
1	Interpretation	All
2	Inaugural Meeting Of The Board	Manuel da Silva
3	Meetings	Amy Fee
4	Board Meeting Process	Joyce Anderson
5	Delegations	Melanie Van Alphen
6	Committees	Melanie Van Alphen
7	Officers	Frank Johnson
8	Trustee Vacancy	Brian Schmalz
9	Execution Of Documents	Wendy Price
10	Development Of and Changes to Board Policy	Bill Conway
11	Amendments to By-Laws	Greg Reitzel

BOARD OF TRUSTEE – POLICY ASSIGNMENTS – 2014-2015

Policy #	Policy Name	Trustee
I 001	Ends	All
II 001	Global Governance Commitment	All
II 002	Governing Style	Amy Fee
II 003	Board Job Description	Joyce Anderson
II 004	Advocacy and Advertising	Manuel da Silva
II 005	Consultation	Bill Conway
II 006	Celebration and Excellence	Frank Johnson
II 007	Board Members' Code of Conduct	Greg Reitzel
II 008	Role of the Chair	Joyce Anderson
II 009	Board Committee Principles	Bill Conway
II 010	Board Committee Structure	Bill Conway
II 011	Student Representation on the Board	Greg Reitzel
II 012	Student Trustee Job Description	Joyce Anderson
II 013	Cost of Governance	Brian Schmalz
II 014	Trustee Expenses	All
II 015	Ownership Linkage	Chair
III 001	Global Governance-Management Connection	Chair
III 002	Unity of Control	Chair
III 003	Accountability of the CEO	Amy Fee
III 004	Delegation to the CEO	Melanie Van Alphen
III 005	Monitoring CEO Performance	Brian Schmalz
III 006	CEO Compensation & Benefits	Chair
IV 001	General Executive Limitation	All
IV 002	Treatment of the Public	Melanie Van Alphen
IV 003	Treatment of Student	Student Trustees
IV 004	Treatment of Staff	Wendy Price
IV 005	Hiring and Promotions	Wendy Price
IV 006	Employee Compensation	Melanie Van Alphen
IV 007	Financial Planning Budgeting	Greg Reitzel
IV 008	Financial Conditions and Activities	Amy Fee
IV 009	Asset Protection	Frank Johnson
IV 010	Facilities Accommodations	Frank Johnson
IV 011	Emergency CEO Succession	Brian Schmalz
IV 012	Communication & Support to the Board	Manuel da Silva
IV 013	Leadership	Wendy Price



Number: II 005
Subject: Consultation

Approval Date: September 29, 2008

Effective Date: September 29, 2008

Revised: May 31, 2010, February 28, 2011, May 27, 2013

Policy Statement:

The Board of Trustees values a culture that holds consultation at its core. Consultation occurs to gain different perspectives. We believe that meaningful consultation is planned, purposeful, and equitable and that it contributes to enhanced decision making. Consultation occurs because the views and experiences of our owners, stakeholders and other partners in Catholic education are valued and inform the work of the board.

1. The Board of Trustees and associated advisory committees will confirm that meaningful consultation occurs on matters of importance that affect the WCDSB. Matters of importance shall include but not be limited to:
 - a. Establishment or amendment of Board policies affecting one or more groups.
 - b. Matters which specifically require a board decision.
2. Consultation may be formal or informal.
3. All consultations will provide feedback to participant groups/individuals