

## Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, December 15, 2014 at the Waterloo Region Catholic Education Centre.

### Trustees Present:

Joyce Anderson; Bill Conway; Manuel da Silva (Chair); 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:

John Shewchuk

### Regrets:

### 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 5:59 p.m.

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

M. da Silva welcomed Thomas Slabon, former student trustee for two years, to lead us in prayer. Intentions were offered for Trayton Smith diagnosed with cancer; Nicholas Spencer who died last week as a result of his injuries and for his family from St. Paul whose home burned; Helena da Silva, mother-in-law of Mike Devoy who passed away; and Rex Barger long-time volunteer at Mount Mary who passed away.

T. Slabon is currently at the University of Toronto taking Philosophy and will be applying to get his Ph.D for 2015. He said ultimately he would like to go back to the priesthood. As a student his academic foundation was incredibly important to prepare him for the challenges of university. Our school board does a great job of forming students of faith and character. As a student trustee he always felt his opinion was valued.

### **1.2 Approval of Agenda**

Add Item 8.1 Good Governance and Item 10.3 Motion to Move In-camera

**2014-04** -- It was *moved* by **W. Price** and *seconded* by **M. Van Alphen**:

*THAT the agenda for December 15, 2014 as amended be now approved. --- Carried by consensus.*

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

1.3.1 From the current meeting – NIL

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

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

### **2.1 APH027 Concussion Procedures**

**2014-05** -- It was *moved* by **B. Conway** and *seconded* by **A. Fee**:

*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 November 24/14 Revised to read Women's Crisis Shelter instead of Grand Valley Institute for Women

3.1.2 Minutes of SEAC meeting of November 5/14

3.1.3 Minutes of CPIC meeting of October 1, 2014

3.1.4 Minutes of Board Inaugural of December 8, 2014

3.1.5 Staffing Report as of December 10, 2014

**2014-06** -- It was *moved* by **F. Johnson** and *seconded* by **G. Reitzel**:

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

### **4 Delegations**

#### **4.1 St. Teresa Bell Times**

Kevin Viana, a parent from St. Teresa, stated he wasn't aware the bell time was an issue. He said a few surveys were circulated asking parents to identify if they were in agreement with the new bell times or not but no information on what would be done with the results. His family is fine with the new times as his daughter said she doesn't feel rushed in the morning. He listened to a facilitator at a symposium in the fall talk about the increase in stress on children over the past 30 years and one of the elements that contribute to that stress is lack of sleep.

### **5 Advice from the CEO**

#### **5.1 Multi-year Strategic Plan**

M. Schmitt advised the current multi-year plan comes to a conclusion at the end of the calendar year. As per the Education Act every board shall develop a multi-year plan. Our role is to identify strategic priorities and goals and then permit staff to develop the specific plans. Our vision is well integrated at this board. A Multi-year Strategic Planning Committee was identified and timelines were outlined for the plan.

**2014-07** -- It was *moved* by **J. Anderson** and *seconded* by **A. Fee**:

*THAT the Board of Trustees approved the process and timelines, with the involvement of additional trustees on the Strategic Planning committee, for the development of a renewed Multi-year Plan. --- Carried by consensus*

#### **5.2 French Immersion**

M. Ivankovic identified Sir Edgar Bauer, St. Anne (Kitchener) and St. Peter as the three schools piloting French Immersion beginning 2015. Information will be posted on the website between January 5<sup>th</sup> and 31<sup>st</sup> regarding the process to apply to register. Spots will be filled via lottery system.

#### **5.3 Special Needs Strategy**

L. Shoemaker provided an outline on the special needs strategy that will be implemented in September which will 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 and seamless service delivery and supports.

#### **5.4 Revised Estimates**

S. Maharaj reviewed the highlights of the revised estimates report to provide context for the new trustees. In the fall we recalculate based on the number of students we have in the classrooms and adjust the budget passed in June. We will be presenting a balanced budget to the Ministry.

#### **5.5 Bell Times Report**

S. Maharaj provided information on the request by trustees from May of this year on the cost to have all schools start no later than 9:00 a.m. M. da Silva and M. Schmitt met with the Director and Chair of the WRDSB to discuss the current bell times model. Trustees were advised the Waterloo Region District School Board will not be adjusting their bell times as they did not have any concerns from parents. M. Schmitt advised we could work with principals, without changing the start and end times, to identify and address issues within the schools. With the cost being between 1.2 and 1.6 million trustees discussed having staff prepare a report on changing bell times only for St. Agnes, St. Teresa

Kitchener and St. Anne Kitchener.

**2014-08** -- It was *moved* by **F. Johnson** and *seconded* by **A. Fee**:

*THAT the Board of Trustees ask staff to look at the cost related to changing bus/bell times for St. Agnes, St. Anne K and St. Teresa K and bring back a report to Committee of the Whole January 12/15. --- Carried by consensus*

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

### **6.1 OCSTA Selection process for Regional Directors**

J. Anderson, a previous Regional Director, advised our board is connected to four other boards in Region 4 who currently elect one representative on our behalf to sit on the OCSTA board for a two year term. OCSTA is asking each Region to decide if they would like to stay with the current regional director selection process or devise and adopt a process by which the regional director is selected. M. da Silva will contact the other four boards in our Region to determine what their position is as all boards within the Region must agree on one process.

The meeting recessed at 8:21 p.m.

The meeting resumed at 8:28 p.m.

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

### **7.1 Student Trustee Report and Presentations**

K. Hakim reported:

Monsignor Doyle – grade 8 parent information night Dec 4<sup>th</sup>, Christmas concert Dec 11<sup>th</sup>, Christmas assembly and Semi will be Dec 18<sup>th</sup>

St. David – grade 8 parent information night Dec 4<sup>th</sup>, Scavenger hunt, Dec 15 – 19 is Christmas Spirit Week ending with Christmas assembly on Friday

M. Paz Rodriguez reported:

St. Mary's – Christmas assembly Dec 18<sup>th</sup>, family Christmas dinner Dec 17<sup>th</sup>, Christmas fundraiser for Kids Ability Resurrection – grade 8 night was Dec 3<sup>rd</sup>, club/program information booths, December 15 – 19 Christmas Week, staff appreciation social on Tuesday

St. Benedict – Christmas basket/stocking assembly Dec 12<sup>th</sup>, Christmas assembly Dec 19<sup>th</sup>

K. Hakim advised the work of OSTA (Ontario Student Trustee Association) is the *Keep the Flame Burning* magazine which is to show the importance and value of Catholic education. Each high school will be asked for one submission to show how schools are involved and the importance of Catholic education in Ontario.

### **7.2 2014-2015 Quarterly Trustee Budget Update**

M. da Silva said trustees will receive the budget quarterly for information.

### **7.3 2014-15 Board Committee Members Assignment**

M. da Silva spoke with trustees to determine their interests and assigned them to the various committees.

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

### **8.1 Good Governance 2014**

M. da Silva will gather the 15 OCSTA modules for trustees to review. At Committee of the Whole in January and February we will review *Good Governance: A Guide for Trustees, School Boards and Directors of Education and Communities*.

## **9 Policy Discussion**

### **9.1 Board General By-law/Board Policy Assignment**

M. da Silva asked trustees to review the policies, by-laws and school newsletters they have been assigned.

## **10 Assurance of Successful Board Performance**

### **10.1 Board Policy II 005 Consultation**

Trustees agreed we are in compliance as we do formal and informal consultation with our ratepayers.

**2014-09** -- It was *moved* by **F. Johnson** and *seconded* by **G. Reitzel**:

*THAT the Board of Trustees reviewed Policy II 005 Consultation and finds we are in compliance. --- Carried by consensus*

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

Trustees agreed there is no need to review this policy

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

**2014-10** -- It was *moved* by **F. Johnson** and *seconded* by **W. Price**:  
THAT the Board of Trustees move in-camera.

The meeting moved in-camera at 8:46 p.m.

The public meeting resumed at 9:03 p.m.

## **11 Assurance of Successful Director of Education Performance**

### **11.1 Monitoring Reports & Vote on Compliance**

#### **11.1.1**

## **12 Potential Agenda Items**

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

### **12.2 Shared Concerns**

## **13 Announcements**

**13.1** The following reports are posted on the Board web page: [www.wcdsb.ca](http://www.wcdsb.ca)

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

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

**13.3** Pending Items:

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

**13.4** Pending Items for OCSTA Consideration

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

## **14 Items for the Next Meeting Agenda**

## **15 Adjournment – Confirm decisions made tonight. Closing Prayer**

The Recording Secretary confirmed the meeting decisions.

## **16 Motion to Adjourn**

**2014-11** -- It was *moved* by **W. Price** and *seconded* by **M. Van Alphen**:

*THAT the meeting be now adjourned.*

The meeting was adjourned by consensus at 9:06 p.m.

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Chair of the Board

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Secretary