

Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, January 26, 2015 at the Waterloo Region Catholic Education Centre.

Trustees Present:

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:

Regrets:

Joyce Anderson; 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 5:59 p.m.

1.1 Opening Prayer & Memorials

The meeting opened with prayer by M. da Silva. Intentions were offered for a family from St. Anne's Cambridge and a family in the Monsignor Doyle neighbourhood whose home was damaged in a fire. Please keep them in your prayers.

1.2 Approval of Agenda

2015-15 -- It was *moved* by **G. Reitzel** and *seconded* by **B. Schmalz**:

THAT the agenda for January 26, 2015 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 Extended Day Fee

2015-16 -- It was *moved* by **A. Fee** and *seconded* by **W. Price**:

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 December 15/14

- 3.1.2 Minutes of SEAC meeting of December 3/14
- 3.1.3 Minutes of Governance meeting of January 19, 2015
- 3.1.4 Recommendation from Committee of the Whole re: Executive Search Services for Director of Education
- 3.1.5 Staffing Report as of January 21, 2015

2015-17 -- It was *moved* by **B. Conway** 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

4.1 St. Agnes Bell Times

Laura Jennings, a parent of two children at St. Agnes spoke about the effects the later bell times has had on her family. It has been a financial hardship for their family and her children have difficulty adjusting. She asked the trustees to change the bell times to before 9:00 a.m. for her school and asked that no school begin after 9:00 a.m. She was advised of the early supervision put in place to allow parents to drop their children off early before going to work.

5 Advice from the CEO

5.1 St. Anne/St. Ambrose

D. DeSantis reported that St. Anne and St. Ambrose school communities will become one community at St. Ambrose to form the new St. Anne Catholic Elementary School Community. Classes from both schools will be blended together as one school community. Staff questions were addressed at a meeting in January.

5.2 AP Memo re: Admissions to Elementary Catholic Schools

M. Schmitt advised at a Values and Worries session in October 2014 direction was given to the Director to revise the current Administrative Procedure memo on admissions to elementary schools.

D. Haime reviewed Appendix A: Elementary Admission Flowchart which is the process principals will follow when they receive a request for admission to their elementary school.

5.3 Beacons of Hope Celebration

M. Schmitt reported the dates and locations by family of school for the celebrations have been chosen. Trustees are invited to attend the celebrations for the area they represent as a trustee. The Chair and Vice-chair are invited to all celebrations.

5.4 Request to Use Reserves

S. Maharaj reviewed the requests in the report.

2015-18 -- It was *moved* by **F. Johnson** and *seconded* by **G. Reitzel**:

THAT the Board of Trustees approved the following recommendations from Administration:

1. Permission to use up to \$394,069 from the WSIB surplus to service potential WSIB costs.
2. Permission to use up to \$50,000 from the Committed Sinking Fund surplus to service known Committed Sinking Fund costs.
3. Permission to use up to \$100,000 from the Committed Capital Project surplus to service depreciation on internally funded capital projects.
4. Permission to use up to \$3,799 from deferred revenues on eligible expenses related to Special Education Equipment.
5. Permission to use up to \$59,133 from deferred revenues on eligible expenses related to Accessibility for Special Education students.
6. Permission to use \$200,000 from deferred revenues on eligible expenses related to Retirement Gratuities.
7. Permission to use \$185,886 from deferred revenues on eligible expenses related to Short Term Leave Disability Plan.
8. Permission to use \$372,333 from deferred revenues on eligible expenses related to School Renewal.
9. Permission to use \$1,088,849 from deferred revenues on eligible expenses related to School Condition Improvement.
10. Permission to use \$349,156 from deferred revenues on eligible expenses related to child care space improvements.
11. Permission to use \$5,936,839 from deferred revenues on eligible expenses related to Ministry programs/initiatives and on programming for visa students. --- **Carried by consensus**

5.5 Director's Annual Report

M. Schmitt presented the annual report and advised it will be shared with the community.

6 Ownership Linkage (Communication with the External Environment)

7 Actions From Board Committees/Task Forces

7.1 Student Trustee Report and Presentations

The student trustees will provide a report on January and February at the February 23rd board meeting.

7.2 Governance Recommendations

M. da Silva reviewed each of Governance recommendations.

*2015-19 -- It was moved by W. Price and seconded by F. Johnson:
THAT the Board of Trustees approve the current terms of reference, changes to the General Board Operational and Procedural By-law and development of policy to include the multi-year plan as outlined in the Governance recommendations. --- Carried by consensus*

8 Board Education (at the request of the Board)

8.1 Good Governance 2014

Trustees discussed Chapter 3 and 4 in small groups and identified the areas of importance in each chapter as a whole board. Trustees will review Chapters 5 and 6 at the Committee of the Whole in February.

9 Policy Discussion

10 Assurance of Successful Board Performance

10.1 Board Policy II 006 Celebration of Excellence

*2015-20 -- It was moved by F. Johnson and seconded by G. Reitzel:
THAT the Board of Trustees reviewed Policy II 006 Celebration of Excellence and find we are in compliance. --- Carried by consensus*

10.2 Is There a Need to Review This Policy?

Trustees requested the policy be sent to Governance to add information on the Beacons of Hope recognition.

10.3 Board Policy III 002 Unity of Control

*2015-21 -- It was moved by W. Price and seconded by B. Schmalz:
THAT the Board of Trustees reviewed Policy III 002 Unity of Control and find we are in compliance. --- Carried by consensus*

10.4 Is There a Need to Review This Policy?

Trustees agreed there is no need to review this policy

10.5 Motion to Move In-camera

*2015-22 -- It was moved by G. Reitzel and seconded by M. Van Alphen:
THAT the Board of Trustees move to an in-camera session.*

The meeting moved in-camera at 7:37 p.m.
The public meeting resumed at 8:15 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

- 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

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

2015-23 -- It was *moved* by **B. Schmalz**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 8:18 p.m.

Chair of the Board

Secretary