# Committee of the Whole Meeting

**Date:** March 9, 2015  
**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, Derek Haime, David DeSantis, Maria Ivankovic, Shesh Maharaj, Laura Shoemaker  
**Special Resource:** John Shewchuk.  
**Recording Secretary:** Barb Pilsner

## Agenda

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<th>Agenda Section</th>
<th>Method &amp; Outcome</th>
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<td>1. Call to Order</td>
<td>Board Chair</td>
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<td>Approval</td>
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<tr>
<td>1.1 Opening Prayer &amp; Memorials</td>
<td>Board Pastoral Team</td>
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<td>1.2 Approval of Agenda</td>
<td>Board of Trustees</td>
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| 1.3 Declaration of Pecuniary Interest  
1.3.1 From the current meeting  
1.3.2 From a previous public or in-camera meeting | Individual Trustees | -- | -- |
| 2. Consent Agenda: Director of Education | Trustees | pp. 1-3 | Approval |
| (e.g.: operational matters from the Ministry of Education that the Board is required to do; update on the system) | Trustees | pp. 1-3 | Approval |
| 3. Consent Agenda: Board  
(Minutes of meetings) | Trustees | pp. 1-3 | Approval |
| 3.1 Approval of Minutes of Regular and Special Meetings  
3.1.1 Minutes of Meeting of February 9, 2015 | Trustees | pp. 1-3 | Approval |
<p>| 4. Delegations | Trustees | pp. 1-3 | Approval |</p>
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<td>5. Advice from the CEO</td>
<td>Michael Schmitt</td>
<td>p. 4 pp.5-6</td>
<td>Information</td>
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<td>5.1 Gr. 1 – 12 PE &amp; Health Curriculum Letter to Parents</td>
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<td>5.2 Catholic Education Centre Security</td>
<td>Michael Schmitt</td>
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<td>6. Ownership Linkage</td>
<td>Trustees</td>
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<td>(Communication with the External Environment related to Board’s Annual Agenda; ownership communication)</td>
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<td>6.1 Linkages Activity</td>
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<td>6.2 Pastoral Care Activity</td>
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<td>7. Reports from Board Committees/Task Forces</td>
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<td>8. Board Education</td>
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<td>(at the request of the Board)</td>
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<td>8.1 Good Governance – Chapters 9 &amp; 10</td>
<td>Trustees</td>
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<td>9. Policy Discussion</td>
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<td>(Based on Annual Plan of Board Work)</td>
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<td>10. Assurance of Successful Board Performance</td>
<td>Trustees</td>
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<td>Discussion</td>
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<td>(monitoring)</td>
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<td>11. Assurance of Successful Director of Education Performance (monitoring)</td>
<td>Trustees</td>
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<td>Discussion</td>
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<td>11.1 Monitoring Reports &amp; Vote on Compliance</td>
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<td>12. Potential Agenda Items/Shared Concerns/Report on Trustee Inquiries</td>
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<td>Discussion</td>
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<td>13. Announcements</td>
<td>Trustees</td>
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<td>Discussion</td>
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<td>13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):</td>
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<td>14. Items for the Next Meeting Agenda</td>
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<td>15. Adjournment</td>
<td>Director of Education</td>
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<td>Discussion</td>
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<td>Confirm decisions made tonight</td>
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<td>16. Closing Prayer</td>
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<td>17. Motion to Adjourn</td>
<td>Board of Trustees</td>
<td>Motion</td>
<td>Approval</td>
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CLOSING PRAYER

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

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

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

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

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

Amen

Rev. Charlie Fedy, CR and the Board of Trustees, 2010
A public meeting of the Committee of the Whole was held Monday, February 9, 2015 at Waterloo Region Catholic Education Centre, Kitchener

Trustees Present:
Joyce Anderson; Bill Conway; Manuel da Silva (Chair); Amy Fee; Frank Johnson; *Wendy Price; Greg Reitzel; Brian Schmalz; Melanie Van Alphen
*attended electronically

Student Trustees Present:
Karen Hakim; Maria Paz Rodriguez

Administrative Officials Present:
Gerry Clifford; David DeSantis; Derek Haime; Maria Ivankovic; Shesh Maharaj

Special Resources For The Meeting:
Laura Isaac

Regrets:
Michael Schmitt; Laura Shoemaker, John Shewchuk

Absent:

Recorder:
Barb Pilsner, Executive Administrative Assistant

NOTE ON VOTING: Under Board by-law 5.7 all Board decisions made by consensus are deemed the equivalent of a unanimous vote. A consensus decision is therefore deemed to be a vote of 9-0. Under Board by-law 5.11 every Trustee “shall vote on all questions on which the Trustee is entitled to vote” and abstentions are not permitted.

1. Call to Order:
The Chair called the meeting to order at 6:02 p.m.

1.1 Opening Prayer & Memorials
The opening prayer was led by F. Johnson. Intentions were offered for Fr. Charlie Fedy who passed away, and for all those who have chosen a consecrated life for the support they provide to us in our parishes and schools.

1.2 Approval of Agenda
2015-24 -- It was moved by G. Reitzel and seconded by B. Schmalz:
THAT the agenda for February 9, 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)

3. Consent Agenda: Board of Trustees (Minutes of meetings)
3.1 Approval of Minutes of Regular and Special Meetings
3.1.1 Minutes of meeting of January 12, 2015
2015-25 -- It was moved by J. Anderson and seconded by B. Conway:
THAT the Consent Agenda Board of Trustees and the recommendations contained therein be now approved. ---
Carried by consensus

4 Delegations

5. Advice From the CEO

5.1 Budget Consultation Plan
L. Isaac reviewed the budget process for 2014-15. A similar process will be followed for 2015-16 with June 1st as the formal presentation of the budget. Trustees will have several weeks to deliberate before approving the budget on June 22nd for submission to the Ministry by June 26th. Updates will be provided throughout the process.

5.2 STSWR Annual Report
B. Bourgault presented the 2013-14 annual report. The primary focus is for the safety of the students. He reviewed the safety initiatives, productivity initiatives and performance indicators from the report. A summary for 2013-14 was provided in the report and the objectives for 2014-15

5.3 School Climate Survey
D. Haime stated all school boards are required to conduct school climate surveys of students, staff and parents every two years. During the month of February all schools are conducting a staff climate and parent school climate survey developed by the Ministry of Education. In April a student resiliency survey will be conducted for students in grades 4 to 12. The results will be used to ensure our sites are the safest possible.

5.4 Trustee Meeting with Bishop Crosby – February 24
G. Clifford provided the details of the meeting with Bishop Crosby for trustees who indicated they were able to attend the session.

5.5 Outstanding Principal Award
G. Clifford shared the congratulatory letter sent by OCSTA to Chris Woodcroft who was recognized as one of Canada’s Outstanding Principals.

5.6 St. Jerome’s Lecture Series
D. Haime advised for the past several years our board has sponsored a lecture at St. Jerome’s University. This year the lecture sponsored is Stay Awake! Remembering How Central Contemplation is to the Life of the Church and the World given by Fr. Laurence Freeman on February 13th at 7:30 at Siegfried Hall for those able to attend.

5.7 Update on French Immersion
M. Ivankovic reported of the 87 applicants, 80 were selected and the others were put on a waiting list. For 2015-16 we have four classes – one in Waterloo and Cambridge and two in Kitchener.

6. Ownership Linkage (Communication with the External Environment)
Trustees met as separate groups for Linkages and Pastoral Care. Trustees not on the committees were invited to join either group for their discussions.

6.1 Linkages Activity
A. Fee advised committee members will plan a breakfast meeting from 7:30 to 9:00 a.m. and invitations will be sent to members from council, other community leaders as well as SEAC for Friday, May 8th. Thank you letters will be sent to CPIC, SEAC and parish priests at the end of the year. Trustees suggested a follow-up call inviting staff receiving recognition to attend Staff Recognition evening May 21st. M. Schmitt and J. Shewchuk will meet with members to prepare and send invitational letters.

6.2 Pastoral Care Team
B. Schmalz advised the goal is to have trustees become engaged with the heart of the Catholic community. Past student trustees will be invited to say prayer at board meetings. Members suggested volunteering at one of the breakfast clubs in the schools or making a donation to Nutrition for Learning. They also suggested mass during Education week in Cambridge for trustees, Executive Council and their families and welcoming new parish priests to the area.
7. Reports From Board Committees/Task Forces

8. Board Education (at the request of the Board)
   8.1 Good Governance
   G. Clifford asked trustees to discuss chapter 5 and 6 in small groups. The whole board then identified what was new and if there were any areas to investigate. An outside facilitator may be engaged to offer a session on Chapter 6.

   Trustees will read and discuss Chapters 7 and 8 at the February 23rd Board meeting.

9. Policy Discussion

10. Assurance of Successful Board Performance

11. Assurance of Successful Director of Education Performance

12. Potential Agenda Items

13. Announcements

14. Items for the Next Meeting Agenda/Pending Items
   14.1 Items for the Next Meeting Agenda
   14.2 Pending Items

15. Adjournment – Confirm decisions made tonight. Closing Prayer

   The Recording Secretary confirmed the meeting decisions.

16. Closing Prayer

17. Motion to Adjourn

   2015-26-- It was moved by F. Johnson:
   THAT the meeting be now adjourned.
   The meeting was adjourned by consensus at 7:56 p.m.

Chair of the Board

Secretary
February 25, 2015

Dear Parents and Guardians,

**RE: Revisions to the Health & Physical Education Curriculum**

We are writing to you today in regard to the recent release by the Ministry of Education of revisions to the Health and Physical Education (HPE) curriculum.

As Catholics, we understand that parents and guardians are the primary educators of their children. Your role in the teaching of family life issues is pivotal and vital. As a Catholic school system, we work with our parents and our parishes to provide for our students an education that is founded in the Gospel of Jesus, and reflects a Catholic world view.

While we have a responsibility to teach the curriculum set out by the Ministry of Education in education policy, we have always done so in a manner that conveys, respects and models our Catholic values to our students.

For more than 30 years, our schools, and all Catholic schools in Ontario, have successfully provided a family life curriculum within a Catholic framework under the guidance of the Catholic Bishops of Ontario through the *Fully Alive* program.

The vast majority of the revised curriculum is already covered within the *Fully Alive* program. Although some of the content has been reassigned, with the expectation that it be delivered in earlier grades, we are confident that we will be able to deliver the revised curriculum within the context of our Family Life program, in a way that is consistent with Church teachings, and our faith tradition.

Now that the revised curriculum has been released, the Catholic education community of Ontario will work together to produce resources that support our Catholic teachers and ensure that the curriculum delivered in our classrooms is consistent with our Catholic teachings, and appropriate within the context of a Catholic classroom.

For more information about the Fully Alive program, please visit: [http://acbo.on.ca/englishweb/fullyalive.htm](http://acbo.on.ca/englishweb/fullyalive.htm)

We want to assure you that as a Catholic school district, we will continue to offer a holistic curriculum that is shaped by a Catholic world view, and is faithful to the tradition and teachings of the Church.

Sincerely

Manuel da Silva  
Chair of the Board

Michael Schmitt  
Director of Education
Date: March 9, 2015
To: Board of Trustees
From: Director of Education
Subject: Catholic Education Centre Security

Type of Report: □ Decision-Making  □ Monitoring  □ Incidental Information

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

Origin:
During the past months, the CEC has experienced a number of security breaches in the form of visitors coming into the building and causing disturbances. In some cases the Waterloo Region Police Services have been called to remove the person from the premises. Staff have expressed concerns about their personal safety which resulted in the completion of a security audit.

Policy Statement:
Policy IV 004 Treatment of Staff.

Background/Comments:
Executive Council reviewed a number of options to improve safety for staff at the CEC and the following recommendations will be implemented in the next few months:

1. Entrance Door: a new panic device, electric strike, intercom, camera to reception desk, FOB and lock at the door by reception desk will ensure that all people who enter the CEC without a FOB will be permitted entry upon stating their business to the receptionist.
2. Entrance to Parish Hall: Presently, access from Ontario Street through the Parish Hall to our main hallway can be accessed without security. Placing mag locks tied into the FOB system on the double doors and the installation of a camera at the reception desk, will restrict entry from the Parish Hall to our hallway by the receptionist.
3. New Vestibule at Elevator: A new door at the elevator hallway with an electric strike and FOB will control entry to the elevator during business hours and after hours.
4. New Door and Frame in Corporate Services: currently, the purchasing department is open to the second floor hallway. A new door will be installed in the corridor to seal off purchasing from the second floor atrium; an electric strike and FOB will control entry.

Total cost of these security enhancements will be approximately $26,000.
Recommendation:
For information only.

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."