Committee of the Whole Meeting

Date: October 13, 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, Sebastian Monsalve

Senior Administration:
Loretta Notten, Gerry Clifford, Derek Haime, David DeSantis, John Klein, Shesh Maharaj, Laura Shoemaker

Special Resource:
John Shewchuk.

Recording Secretary:
Barb Pilsner

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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
Committee of the Whole Meeting

A public meeting of the Committee of the Whole was held Monday, September 14, 2015 at Waterloo Region Catholic Education Centre, Kitchener

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

**Student Trustees Present:**
Karen Hakim; Sebastian Monsalve

**Administrative Officials Present:**
Loretta Notten; Gerry Clifford; David DeSantis; Derek Haime; Maria Ivankovic; Shesh Maharaj; John Shewchuk

**Special Resources For The Meeting:**
Lindsay Ford

**Regrets:**
Frank Johnson; Laura Shoemaker

**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.

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1. **Call to Order:**
The Chair called the meeting to order at 6:02 p.m. M. da Silva welcomed Loretta Notten, new director of education, Sebastian Monsalve, new student trustee, Fr. Joseph de Viveiros, new spiritual animator and our new superintendent John Klein.

1.1 **Opening Prayer & Memorials**
The opening prayer was led by Fr. Joseph de Viveiros, Spiritual Animator.

1.2 **Approval of Agenda**
2015-88 -- It was moved by A. Fee and seconded by J. Anderson:
THAT the agenda for September 14, 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 Feast of St. Jerome Bronze Sponsorship
   2.2 Status of Construction Summer

2015-89 -- It was moved by B. Conway 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

2015-90 -- It was moved by B. Schmalz and seconded by B. Conway:

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

-- Carried by consensus

4 Delegations

5. Advice From the CEO

5.1 Appointment of Spiritual Animator

L. Notten offered a warm welcome to Fr. Joseph de Viveiros on behalf of the Board.

5.2 Facility Partnerships (APF012)

L. Ford advised this AP has been updated as a result of the Ministry of Education guidelines. She reviewed the changes.

5.3 Revised Guidelines For Accommodation Review (APF008)

L. Ford advised of significant changes to the current memo based on the new Ministry of Education guidelines. She reviewed the changes. Consultation with ratepayers in required prior to the trustees approval of the revised memo.

5.4 Health and Physical Education Curriculum

D. Haime explained the curriculum is based on the expectations outlined in the Ontario Curriculum, Health and Physical Education for Grades 1 to 8 and 9-12. Brochures developed by the Institute for Catholic Education (ICE) will be available for families who do not have access to the internet and will also be accessible at the ICE website.

5.5 French Immersion Update

J. Klein advised a business case developed in 2012 regarding implementation of French Immersion was re-examined and registration opened in January 2015. For September 2015 two sites, St. Anne in Kitchener and Sir Edgar Bauer in Waterloo, were open to students entering grade 1. Online registration for grade 1 students for the fall of 2016 will be open January 4, 2016. At the end of the pilot period in 2018-19 the FSL Program Review Committee will review the success of the pilot and determine next steps around the expansion or collapse of the current sites, the continuation of a dual-track program or the introduction of a single-track program. The students currently registered in the program would be offered the opportunity to continue following the French Immersion program through to grade 9.

5.6 EQAO Update for Fall 2015

J. Klein advised EQAO will not be publishing a provincial level result this year. School boards that participated will be given their results. The release of the results in primary, junior and grade 9 math will be delayed. When the data is received schools can compare year to year results within their school.

5.7 BIPSA Update for 2015-2016

J. Klein reported 2015-16 marks the final year of the current Board Improvement Plan for Student Achievement (BIPSA) which was initiated in 2013. This provides an opportunity to create a new three year plan for 2016-19. The BIPSA is supported by four pillars: Catholic Community, Culture, & Caring; Literacy; Numeracy; and Pathways each of which reflect provincial priorities.

6. Ownership Linkage (Communication with the External Environment)

Trustees met as separate groups for Linkages and Pastoral Care. G. Reitzel left the meeting

6.1 Linkages Activity

A. Fee advised thank you letters will be sent for invitations to events at the schools. There was discussion on community partners’ breakfast and breakfast with parish priests. Christmas cards will be sent to former trustees and directors.
6.2 Pastoral Care Team
B. Schmalz advised Fr. Joseph de Viveiros will be contacted regarding facilitating a workshop for senior admin, trustees and other invited guests. New parish priests will be invited to say opening prayers at the board meetings.

7. Reports From Board Committees/Task Forces

8. Board Education (at the request of the Board)
   8.1 Trustee Planning Calendar 2015-16

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

   2015-91-- It was moved by W. Price and seconded by A. Fee:
   THAT the meeting be now adjourned.
   The meeting was adjourned by consensus at 8:17 p.m.

_________________________________________  _______________________________________
Chair of the Board                                      Secretary
In 2013, the Ministry of Education announced funding for a replacement school for St. Boniface to be located in Breslau. WCDSB has been in discussions with the Township of Woolwich since that time regarding land for this school.

WCDSB, the Township of Woolwich, and Waterloo Region Library Services have been actively pursuing a partnership on the existing Breslau Park & Breslau Community Centre property.

This report provides an update on the status of these discussions and decisions by township council.

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

Executive Limitation IV 008, “Financial Conditions and Activities”... “the CEO shall not:... 
8. Acquire, encumber or dispose of real property.
9. Enter into any financial agreements over 5 years.”

Executive Limitation IV 010, “Facilities/Accommodations”... “the CEO shall not: 
3. Fail to explore available financing options and public sector partnerships.
4. Fail to engage in partnerships only with board approval.”

Background/Comments:

Further to the June 22, 2015 Board report, the Breslau Task Force has completed its evaluation of the merits of the joint use project and provided its recommendation to council.

On September 8, 2018, this recommendation was received by Township of Woolwich Committee of the Whole. The recommendation was in favour of the project and subject to a list of conditions. WCDSB expressed support for this recommendation though council’s delegation process. Council directed their staff to prepare a report to further articulate the feasibility of each condition.
Several conditions were specific to the school and WCDSB staff worked with Township staff to prepare the report.

On September 29, 2015, Township’s Committee of the Whole received the report. Staff supported the task force’s recommendation and provided solutions to each condition. Eleven delegations spoke, 9 of whom were opposed. A vote (3-2) by councilors defeated the task force’s recommendation.

On October 6, 2015, at the Township of Woolwich council meeting, the majority of the delegations spoke in favour of the project and asked council to reconsider their decision. Council voted (4-2) in favour of the task force’s recommendation.

**Next Steps**
Township’s next steps – The Township of Woolwich is required to follow their 30-day disposition process in order to sell the land to WCDSB. No motion was made on October 6th to start this process. The land will not be officially available until this process is complete.

WCDSB’s next steps – The Breslau land acquisition will be partially (32%) funded through Education Development Charges. The balance of the property purchase will be requested from the Ministry of Education through an application for funding. The anticipated approval time from the Ministry is 4-6 weeks. Ministry staff are aware of the project and the impending request.

In the meantime, WCDSB & Township staff will develop an implementation plan and continue to work on the joint use agreement.

Future motions by the Board of Trustees will be required to purchase the site and to enter into an agreement with the Township and the Region (library).

**Recommendation:**
For information only.

**Prepared/Reviewed By:**

Loretta Notten  
Director of Education

Shesh Maharaj  
Superintendent of Corporate Services

Lindsay Ford  
Manager of Planning

*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: October 13, 2015
To: Board of Trustees
From: Director of Education
Subject: New Religion Programme: Growing in Faith, Growing in Christ

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)
Board Governance I.001: Ends

Policy Statement and/or Education Act/other Legislation citation:
APO003

Consistent with the goals and priorities of WCDSB’s Multi-Year Strategic Plan, our Catholic values and social teachings, the Waterloo Catholic District School Board is committed to the delivery of Catholic education to all of the students enrolled in its schools. Religious Education forms an essential part of that delivery, and therefore, requires its students to participate in the faith-life of the school, including courses in Religious Education; Religious Education is designed to promote a religious literacy that assists students in the task of becoming life-long learners in relation to the religious dimension of human experience within a multi-religious society. It is also designed to assist in the process of ethical and moral formation within a culture that all too often fails to recognize the centrality of the human person and the importance of ethical norms. Religious education must be pursued with sensitivity to the freedom and responsibility of students, to the practical and social conditions in which students live, and to the historical times that influence these conditions. (Ontario Catholic Secondary Curriculum Policy Document, 1999).

Catholic parents send their children to Catholic schools with certain expectations. The overriding expectation is that their daughter/son will experience education permeated with religious values, religious instruction and be invited to participate in the sacramental life of the church. They also expect that Catholic values will be held, modeled, expressed and taught within the Catholic educational community.

The three basic means by which separate school boards provide Catholic education are:
  i) by developing each school as a Christian community in all of its academic and non-academic activities;
  ii) by providing qualified teachers, school leaders, supervisory officers and other personnel who are committed to building a Christian community in the school system; and
  iii) by providing academic curricula, including formal religious instruction, in which Catholic faith and life are integrated Page 2 (Catholic Education and Separate School Boards in Ontario, published in April 1988 by the Completion Office - Separate Schools) It is also critical that "Religious Education is based upon strategies for presenting theology to young people in a way that is appropriate to their age and ability and sensitive to their freedom and responsibility, and to the affective and personal dimensions of students’ lived experiences." (The Status of Religious Education Courses in Catholic High Schools, I.C.E., 1999)
Background/Comments:
As members of a Catholic School system, religious education is central to the fulfillment of our roles and responsibility in nurturing the whole child: body, mind and spirit. In elementary schools, the Born of the Spirit programme has been the catechetical resource for educators, supporting the delivery of the grade-by-grade expectations. The Bishops of Ontario, in collaboration with educators across Ontario and the Western Provinces, have developed a new programme for Religious Education that more fully addresses the needs of the 21st century Catholic student. This new programme, Growing in Faith, Growing in Christ, has been published by Pearson Publishing Company and will be implemented across Ontario Catholic schools on a continuous roll-out basis. Grades 1 and 2 have been published and will be used as the full programme in all WCDSB elementary schools during 2015-2016 school year.

This new programme is in perfect alignment with the new Religious Education Curriculum Policy document, released in 2012. The curriculum document offers Ontario students with a rich opportunity to learn and grow in our Catholic faith. With expectations that are based on the 4 categories of knowledge and follow a similar structure and rigor offered by all other Ontario curriculum policy documents, we are now afforded the opportunity to assess and evaluate student learning to a great degree than what was possible with Born of the Spirit. To that end, students in elementary grades will begin receiving letter grades on their report cards that adequately reflect their learning in religious and family life studies. This process will follow the gradual release of the program with only grades 1 and 2 reporting in this way for the 2015, 2016 school year. Providing letter grades on the report cards has been a long standing practice in many of the boards in our Diocese and, with the Growing in Faith, Growing in Christ program, WCDSB can now provide teachers with the support materials, assessment suggestions and evaluation techniques that support this new practice. Reporting in this manner will enhance rigor and further highlight the importance on the acquisition of religious education competencies for our elementary students.

As the Growing in Faith, Growing in Christ programme is rolled out throughout the grades, additional grades will begin providing a letter grade on report cards.

Our Religion and Family Life Consultant, Marilyn Dawson, and all WCDSB administrators, teachers and support staff involved should be commended for the excellent work they have done thus far with respect to the implementation of the new Religious Education programme.

Recommendation:
This report is for the Information of the Board.

Prepared/Reviewed By: Loretta Notten
Director of Education

Derek Haime
Superintendent of Faith Development

*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: October 13, 2015
To: Board of Trustees
From: Director of Education
Subject: Resignation of a Member of the Compliance Audit Committee for Trustee Election Expenses

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

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

Origin:
In September of 2014, the Board of Trustees approved a group of 5 individuals to sit on the Board’s Compliance Audit Committee for Trustee Election Expenses. This report provides information on the resignation of one of the Committee’s members.

Policy Statement / Reference:
Municipal Elections Act (1996)

Background:
The Municipal Elections Act (1996) required a Compliance Audit Committee for Trustee Expenses be struck in advance of the last municipal election. In September of 2014, the Board of Trustees appointed the following individuals to its Committee:

Roger Lawler
Raf Wyszynski
Philip Silveira
Allan Wong
Erin McDonald

The Municipal Elections Act indicates that Committee members cannot be currently employed by the School Board. Since being appointed, Raf Wyszynski has been hired as the Manager of Budget. Accordingly, Raf has respectfully submitted his letter of resignation from the Committee (attached).

The Act stipulates a minimum of 3 members are required, and a maximum of 7 members are allowed. As there will still be 4 active members on the Committee, a replacement for Raf is not required.

Recommendations:
That the Board of Trustees accepts the resignation of Raf Wyszynski from the Compliance Audit Committee for Trustee Expenses.
"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.”
Board of Trustees

Waterloo Catholic District School Board

35 Weber Street West

Kitchener, ON  N2G 4G2

Date: September 16, 2015

As of the date of this letter, I am resigning as a member of the Board’s Compliance Audit Committee for Trustee Election Expenses. Although the committee’s services were never required during my time as a member, I was eager to help if required. However, given that I am currently employed with the Waterloo Catholic District School Board, I cannot continue to be a member of this committee.

Best regards,

[Signature]

Raf Wyszynski, CPA, CMA
Date: October 13, 2015
To: Board of Trustees
From: Director of Education
Subject: Call to Leadership

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

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

Origin:

Board Policy I 001 “Aims/Ends” provides a framework for the Multi-Year Strategic Plan which guides all actions, strategic and operational that will lead us to our preferred future as a system. The current outline for the evolving MYSP outlines the need to Build Capacity to Lead, Learn and Live Authentically. It identifies as a strategic direction the need to ensure that leadership and succession planning is intentional and nurtured.

The following report outlines one new initiative that will work in concert with others, to ensure that even in the early stages of accountability to our new MYSP, that we are being faithful in our commitment to this priority.

Policy Statement:

- Board Governance I.001: Ends

Background/Comments:

The current outline for the evolving MYSP 2015-2018 outlines the need to Build Capacity to Lead, Learn and Live Authentically. The goal is to create, implement and monitor a multi-year strategic plan that ensures that learners achieve to their fullest potential, in learning communities that are a living experience of Catholic faith. In order to bring about this preferred future, our MYSP further identifies as a strategic direction the need to ensure that leadership and succession planning is intentional and nurtured.

At the current time the Catholic Leadership Framework guides the development and accountability of our cadre of aspiring and established Catholic school leaders. The Framework is the foundation upon which our WCDSB Leadership strategy is built. There are a number of components to our well-developed leadership strategy and they will be outlined in a subsequent report. The Leadership Strategy modules are identified as desirable assets for WCDSB leadership candidates.

All candidates who aspire to a school leadership position also require certification in the Principal Qualification Program (PQP) and a Masters’ degree is also seen as a desirable asset, although not a formal requirement.

At the current time, the hiring pools (shortlists of approved candidates for administration) are virtually depleted. The board has no candidates for Vice Principal at the elementary level and only one candidate for Principal. At the secondary level we have three candidates for Principal and two Vice Principal candidates. Recruitment of school leadership candidates has been identified as an area where there is opportunity for growth, and where WCDSB has had some challenges more recently. By contrast the board is rich in the number of individuals who have either completed one or both PQP programs, and/or who have completed some variation of the leadership series.
A Call to Leadership Evening is being sponsored by the Director and Senior Team. (See Appendix A) Administrators in each school, as well as all supervisory officers have been invited to tap candidates; one individual who represents someone who might step into school leadership in the short-term and one who represents someone who may be early in their leadership discernment journey.

The evening will be framed by an invitation to leadership from the Director, commentary on the transition to the role by newly appointed administrators (ensuring representation of elementary and secondary, VP and P, male and female). Human Resources will outline the requirements for application and what to anticipate within the application/interview process. A new revision to the process will require supervisory officers to provide a recommendation for the candidate. At the end of the evening, candidates will have the opportunity to meet with their own family of schools superintendent to ask questions and be assisted in their discernment in a smaller, nurturing environment.

As per our Principal/VP Application process, the job posting for all school leadership positions will be advertised in November. A similar evening and process is also being contemplated for the non-academic leadership positions within the board.

Each of these steps are intended to further foster a discernment process in many of our talented educators who may just need further assistance in hearing the call to Catholic Leadership at this critical time in our board and provincial history.

Recommendation:

For information.

Prepared/Reviewed By: Loretta Notten
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.”*
Director of Education, Loretta Notten and the Senior Team invite you to an evening of Exploration and Learning about the Call to Catholic Leadership.

Who Should Attend:

Anyone considering a leadership opportunity and/or anyone curious about the role of Vice Principal or Principal

Date:
Wednesday, October 21, 2015

Time:
4:30 p.m. to 6:00 p.m.

Location:
Catholic Education Centre
35 Weber St. West, Kitchener

St. Mary’s Parish Hall