

Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, January 25, 2016 at the Waterloo Region Catholic Education Centre.

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; Jason Connolly; David DeSantis; John Klein; Shesh Maharaj

Special Resources For The Meeting:

Lindsay Ford

Regrets:

Frank Johnson; Derek Haime; Laura Shoemaker; 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 6:00 p.m.

1.1 Opening Prayer & Memorials

The meeting opened with prayer by B. Schmalz, Pastoral Care Team. Intentions were offered for Frank Johnson, and the students, staff and people in Saskatchewan.

1.2 Approval of Agenda

Add Item 3.1.5 Items for Action From Previous In-camera Meeting of January 25, 2016 Related to Property

2016-09 -- It was *moved* by **G. Reitzel** and *seconded* by **W. Price**:

THAT the agenda as amended for January 25, 2016 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 Minutes of October 7, 2015 CPIC Minutes

2.2 Revised Estimates 2015-16

2.3 Budget Plan for 2017

2016-10 -- 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

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

3.1 Approval of Minutes of Regular and Special Meetings

3.1.1 Minutes of November 23, 2015 Board meeting

3.1.2 Minutes of December 7, 2015 AGM meeting

3.1.3 Minutes of November 4, 2015 SEAC Meeting

3.1.4 Minutes of December 2, 2015 SEAC meeting

3.1.5 Items for Action From Previous In-camera Meeting of January 25, 2016 Related to Property

2016-11 -- 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 Transition Planning Framework for School Communities

L. Ford advised as recommended by trustees from the October meeting a formal transition planning framework has been developed for every boundary and school closure review. The transition plan is designed to assist school communities in developing and implementing activities to ease the transition from one school to another.

5.2 St. Francis Changes to Future Boundary

L. Ford advised the thirteen families that would move to St. Anne in September 2018 as a result of the boundary change in 2013 were sent a letter asking if they would prefer to attend St. Anne or St. Vincent de Paul when St. Francis closes. All preferred to attend St. Vincent de Paul.

2016-12 -- It was *moved* by **G. Reitzel** and *seconded* by **M. Van Alphen**:

THAT the Board of Trustees approve the following recommendation: That upon the closure of St. Francis Catholic Elementary School, the entire St. Francis school boundary be directed to St. Vincent de Paul Catholic Elementary School. --- Carried by consensus

5.3 Annual Report on Accumulated Surplus/Reserves

S. Maharaj reviewed the accumulated surplus balances and deferred revenue balances as outlined in the report.

2016-13 -- It was *moved* by **W. Price** and *seconded* by **B. Schmalz**:

THAT the Board of Trustees approve the following recommendations that Administration be given permission to use:

- 1. Up to \$125,397 from the WSIB surplus to service potential WSIB costs.*
- 2. Up to \$50,000 from the Committed Sinking Fund surplus to service known Committed Sinking Fund costs.*
- 3. Up to \$100,000 from the Committed Capital Project surplus to service depreciation on internally funded capital projects.*
- 4. Up to \$163,902 from deferred revenues on eligible expenses related to Special Education Equipment.*
- 5. Up to \$59,133 from deferred revenues on eligible expenses related to Accessibility for Special Education students.*
- 6. \$200,000 from deferred revenues on eligible expenses related to Retirement Gratuities.*
- 7. \$185,886 from deferred revenues on eligible expenses related to Short Term Leave Disability Plan.*
- 8. \$834,490 from deferred revenues on eligible expenses related to School Renewal.*
- 9. \$2,623,726 from deferred revenues on eligible expenses related to School Condition Improvement.*
- 10. \$300,722 from deferred revenues on eligible expenses related to Retrofitting School Space for Child Care.*
- 11. \$4,698,593 from deferred revenues on eligible expenses related to Ministry programs/initiatives and on programming for visa students. --- Carried by consensus*

5.4 2016-17 Extended Day Fees

G. Clifford advised the extended day programs are not funded by the Ministry of Education. Boards will charge fees to families that have been calculated to allow the programs to operate on a cost-recovery basis. Fees for the 2016-17 extended day programs as outlined in the report are for approval.

2016-14 -- It was *moved* by **M. Van Alphen** and *seconded* by **B. Schmalz**:

THAT the Board of Trustees approve an Equal Billing Fee for Extended Day Programs not to exceed \$24.00 per day including PD days; and

2016-15 -- It was *moved* by **W. Price** and *seconded* by **B. Conway**:

THAT the Board of Trustees approve a Non- instructional Daily Base Fee for Full-Day Programs during Christmas and March Break not to exceed \$24.00 per day. --- Carried by consensus

5.5 Safe Schools

L. Notten advised that over the course of the three years being reported up to 2014-15 we have seen a steady decline in the number of suspensions. The goal for Safe Schools is the reduction of suspensions through effective utilization of restorative justice, progressive discipline and careful consideration of mitigating and other factors.

5.6 Beacons of Hope

L. Notten reviewed the dates for the Beacons of Hope breakfasts for each family of schools and St. Louis Adult Learning and Continuing Education. This is a continuation from last year and was a tremendous success with the opportunity to affirm student success.

5.7 Annual Director's Report

L. Notten advised the annual Director's Report is being submitted on behalf of Michael Schmitt, former Director of Education. She acknowledged his leadership as well as the entire senior team.

6 Ownership Linkage (Communication with the External Environment)

7 Actions From Board Committees/Task Forces

7.1 Student Trustee Report

K. Hakim and S. Monsalve reported on the activities and upcoming events in the secondary schools. Full details are contained in their report.

7.2 2015-16 Trustee Quarterly Budget Update

M. da Silva presented the quarterly budget for information.

8 Board Education (at the request of the Board)

9 Policy Discussion

10 Assurance of Successful Board Performance

10.1 Board Policy II 005 Consultation

2016-16 -- It was *moved* by **B. Conway** and *seconded* by **G. Reitzel**:

THAT the Board of Trustees reviewed Policy II 005 Consultation and find 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 Board Policy II 006 Celebration of Excellence

2016-17 -- It was *moved* by **B. Schmalz** and *seconded* by **B. Conway**:

THAT the Board of Trustees reviewed Policy II 006 Celebration of Excellence 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 Board Policy III 002 Unity of Control

2016-18 -- It was *moved* by **M. Van Alphen** 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

10.6 Is There a Need to Review This Policy?

Trustees agreed there is no need to review this policy.

11 Assurance of Successful Director of Education Performance

11.1 Monitoring Reports & Vote on Compliance

12 Potential Agenda Items

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):

Feb 3 5:30 CPIC

Feb 3 6:30 SEAC

Feb 8 6:00 Committee of the Whole

Feb 16 5:00 Governance

Feb 22 6:00 Board Meeting

Feb 26 9:00 a.m. Board Office Mass

13.2 Pending Items:

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

13.3 Pending Items for OCSTA Consideration

14 Items for the Next Meeting Agenda

15 Adjournment – Confirm decisions made tonight.

The Recording Secretary confirmed the meeting decisions.

16 Closing Prayer

17 Motion to Adjourn

2016-19 -- It was *moved* by **G. Reitzel** and *seconded* by **M. Van Alphen**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 7:05 p.m.

Chair of the Board

Secretary