



Board of Trustees' Board Meeting

Date: February 22, 2016

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, Jason Connolly, David DeSantis, Derek Haime, John Klein, Shesh Maharaj, Laura Shoemaker

Special Resource:

John Shewchuk

Recording Secretary:

Barb Pilsner

ITEM	Who	Agenda Section	Method & Outcome
1. Call to Order	Board Chair		
1.1 Opening Prayer & Memorials	Board Pastoral Team		Approval
1.2 Approval of Agenda	Board of Trustees		
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 (e.g.: day –to –day operational matters from the Ministry of Education that the Board is required to do)			
2.1 Interim Financial Report - #1 of 3	Trustees	pp. 1-5	Information
2.2 Update #1 - 2016-17 Budget	Trustees	pp. 6-8	Information
3. Consent Agenda: Board (Minutes of meetings, staff report)			
3.1 Approval of Minutes of Regular and Special Meetings			
3.1.1 Minutes of January 25, 2016 Board meeting	Trustees	pp. 9-12	Approval
3.1.2 Minutes of Feb 8, 2016 Special Board meeting	Trustees	pp. 13-15	Approval
3.1.3 Minutes of January 6, 2016 SEAC meeting	Trustees	pp. 16-18	Receipt
3.1.4 Minutes of January 25, 2016 Governance meeting	Trustees	pp. 19-20	Receipt
3.1.5 Minutes of February 16, 2016 Governance meeting	Trustees	pp. 21-22	Receipt

ITEM	Who	Agenda Section	Method & Outcome
4. Delegations/Presentation			
5. Advice from the CEO			
5.1 2016-2017 School Year Calendar	John Klein	pp. 23-27	Approval
5.2 French Immersion Update	John Klein/Jennifer Kruithof	pp. 28-29	Information
5.3 EDC – Introduction	Shesh Maharaj/ Lindsay Ford	pp. 30-31	Information
5.4 EDC – Alternative Accommodation Arrangement Policy	Shesh Maharaj/ Lindsay Ford	pp. 32-33	Approval
5.5 EDC – Operating Surpluses	Shesh Maharaj/ Lindsay Ford	pp. 34-35	Approval
5.6 Multi-Year Capital Renewal Plan	Shesh Maharaj/ Terri Pickett	pp. 36-42	Information
6. Ownership Linkage (Communication with the External Environment)			
7. Reports from Board Committees/Task Forces			
7.1 Student Trustee report	Karen Hakim/ Sebastian Monsalve	pp. 43-45	Information
8. Board Education (at the request of the Board)			
9. Policy Discussion			
10. Assurance of Successful Board Performance			
10.1 Board Policy II 007 Board Members' Code of Conduct	Trustees	pp. 46-49	Approval
10.2 Is There a Need to Review This Policy?	Trustees	--	Discussion
10.3 Board Policy III 003 Accountability of the CEO	Trustees	p. 50	Approval
10.4 Is There a Need to Review This Policy?	Trustees	--	Discussion
10.5 Board Policy III 004 Delegation to the CEO	Trustees	p. 51	Approval
10.6 Is There a Need to Review This Policy?	Trustees	--	Discussion
11. Assurance of Successful Director of Education Performance			
11.1 Monitoring Reports & Vote on Compliance			
11.1.1			
12. Potential Agenda Items/Trustee Inquiry Report (CEO)			
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):			
Mar 2 6:30 SEAC			
Mar 7 6:00 Committee of the Whole			
Mar 14-18 March Break			
Mar 21 6:00 Board Meeting			
Mar 25-28 Good Friday, Easter Sunday/Monday			
Mar 29 Audit Committee			
Mar 31 9:00 a.m. Board Office Mass			

ITEM	Who	Agenda Section	Method & Outcome
13.2 Pending Items: <ul style="list-style-type: none"> Look at building our rural population Consider a committee to review the boundaries for future consideration 	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
13.3 Pending Items for OCSTA Consideration <ul style="list-style-type: none"> 			
14. Items for the Next Meeting Agenda	Trustees		
15. Adjournment Confirm decisions made tonight	Director of Education		
16. Closing Prayer			
17. Motion to Adjourn	Board of Trustees	Motion	Approval

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

Date: January 26, 2016
 To: Board of Trustees
 From: Director of Education
 Subject: Interim Financial Report - #1 of 3

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
 Information only of day-to-day operational matters delegated to the CEO

Origin: (cite Education Act and/or Board Policy or other legislation)

Interim financial reports are presented to the Board to assist Trustees in their monitoring of the financial well-being of the school board. These reports are presented to the Board three times per school year – in January, March and June.

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

With respect to the actual, ongoing financial condition of the organization, the CEO shall not cause or allow the development of fiscal jeopardy or a significant deviation of actual expenditures from board priorities established in the approved budget.

Alignment to the MYSP:

Building Capacity to Learn, Learn and Live Authentically

- Our decisions, actions and stewardship of resources are evidence-based and responsive

Background/Comments:

Attached to this report are the following:

1. Dashboard Report
2. Expenditure Summary
3. Revenue Summary

This report contains data up to and including November 30, 2015. Notes, where appropriate are included to provide the reader with additional information.

General Commentary:

- Both elementary and secondary enrolment have increased significantly based on the October 31st count date and a revised projection of the March 31st enrolment. Therefore, grants have been adjusted to reflect this overall increase.

- Overall staffing has increased by 62 FTE. This increase is directly related to increased enrolment to maintain pupil-teacher ratios and based on additional special needs assessments.
- The known impacts of the recently negotiated collective agreements for both CUPE and OECTA have been incorporated into this budget, based on the information currently available. These agreements contained grid increases and changes to benefits which have been mostly offset by anticipated Ministry funding. The board balanced the budget with these additional costs by reducing departmental expenditures.
- The Board will continue to closely monitor supply teacher costs, utilities and staffing as there are no contingencies built into the budget to accommodate unexpected costs.

The overall risk assessment related to the Board's financial well-being for the 2015-2016 school year is **MODERATE**.

There have been no significant deviations from board priorities set in June 2015 with the exception of items outlined above.

Recommendation:

That the Board of Trustees receive this monitoring report as information on the financial well-being of the board as at November 30, 2015

Prepared/Reviewed By: Loretta Notten
 Director of Education

 Shesh Maharaj
 Chief Financial Officer

 Laura Isaac
 Senior Manager of Financial Services

**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."*

Summary of Financial Results

(\$ Thousands)	Budget	Revised Budget	In-Year Change	
			\$	%
Revenue				
Provincial Grants (GSN)	215,603	220,736	5,133	2.4%
Grants for Capital Purposes	5,315	5,353	38	0.7%
Non-GSN Grants	3,829	4,815	986	25.8%
Non-Grant Revenue	10,176	9,776	(400)	-3.9%
Amortization of DCC	11,985	12,718	733	6.1%
Total Revenue	246,908	253,398	6,490	2.6%
Expenses				
Classroom	172,386	177,998	5,612	3.3%
Non-Classroom	31,582	32,072	490	1.6%
Transportation	5,421	5,421	-	0.0%
Pupil Accommodation	20,591	20,356	(235)	-1.1%
Capital	4,833	4,833	-	0.0%
Amortization	12,095	12,718	623	5.2%
Total Expenses	246,908	253,398	6,490	2.6%
Balance before Accum Surplus	-	-	-	-
Accumulated surplus use	-	-	-	-
Surplus/(Deficit) - end of year	-	-	-	-

Note: GSN - Grants for Student Needs

Note: DCC - Deferred Capital Contribution

Changes in Revenue

GSN: increase due to enrolment as well as additional funding anticipated to support new collective agreements
Non-GSN: increase due to new EPOs announced
Non-Grant: increase due to higher enrolment in extended day program, which is offset by the reclassification of the homestay program revenues
Amortization: increase due to the timing of the completion of construction projects
Changes in Expenses
Classroom: increase in enrolment resulted in additional hiring of teachers, EAs, and ECES. Impact of collective agreements included.
Amortization: increase in anticipated construction projects

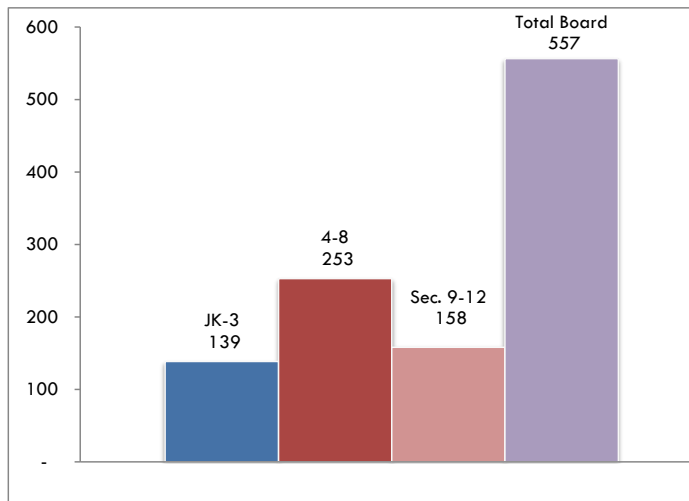
Summary of Enrolment

ADE	Budget	Revised Budget	In-Year Change	
			#	%
Elementary				
JK-3	6,939	7,078	139	2.0%
4-8	7,387	7,640	253	3.4%
VISA Students	10	12	2	20.0%
Total Elementary	14,336	14,730	394	2.7%
Secondary <21				
Pupils of the Board	6,064	6,222	158	2.6%
VISA Students	190	195	5	2.6%
Total Secondary	6,254	6,417	163	2.6%
Total	20,590	21,147	557	2.7%

Note: ADE is comprised of actual enrolment reported at October 31, 2015 and projected at March 31, 2016

Note: VISA students pay tuition & their enrolment does not affect our GSN's

Changes in Enrolment: Budget vs. Revised Budget



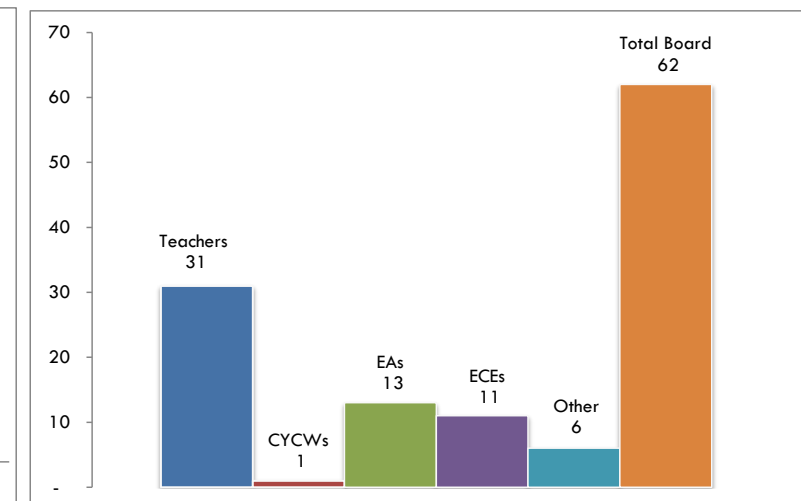
Highlights of Changes in Enrolment:

Elementary: The increase is attributed to registration of non-Catholic students as well as a significant number of late registrations
Secondary: The increase is attributed to the conservative projections for enrolment used at budget

Summary of Staffing

FTE	Budget	Revised Budget	In-Year Change	
			#	%
Classroom				
Teachers	1,258	1,289	31	2.5%
Child & Youth Care Workers	46	47	1	2.2%
Educational Assistants	296	309	13	4.4%
Early Childhood Educators	122	133	11	9.0%
Total Classroom	1,722	1,778	56	3.3%
Other Support Staff				
School Administration	154	154	-	0.0%
Board Administration	62	64	2	3.2%
Facility Services	190	192	2	1.1%
Consultants/Co-ordinators	22	22	-	0.0%
Paraprofessionals	81	81	-	0.0%
Library & Guidance	58	60	2	3.4%
Total Other Support Staff	567	573	6	1.1%
Total Staffing	2,289	2,351	62	2.7%

Changes in Staffing: Budget vs. Revised Budget



Highlights of Changes in Staffing:

Classroom Teachers: Increase due to enrolment
Classroom Support Staff: Increase of 13 EAs due to need changes and increased 11 ECES to support both core and extended day due to enrolment
Other Support Staff - Board Admin: Increase due to addition of temporary administrative assistance in HR and IT.
Other Support Staff - Facility Services: Increased construction staff due to additional projects.
Other Support Staff - Library & Guidance: Increase due to increased enrolment.

Waterloo Catholic District School Board
2015-2016 First Quarter Interim Financial Report - Revised Estimates
Expenses
For the Period Ended November 30, 2015

Budget Assessment					
2015-2016					
	Budget	Revised Budget	Change		Material Variance Note
			\$ Increase (Decrease)	% Increase (Decrease)	
OPERATING					
Classroom Instruction					
Teachers	124,786,301	129,043,464	4,257,163	3.4%	a.
Supply Teachers	3,725,922	4,014,407	288,485	7.7%	a.
Teacher Assistants and ECEs	19,039,088	20,100,021	1,060,933	5.6%	b.
Classroom Computers	5,758,039	6,039,413	281,374	4.9%	
Textbooks and Supplies	2,096,390	2,161,885	65,495	3.1%	
Professionals and Paraprofessionals	11,165,185	10,375,410	(789,775)	(7.1%)	c.
Library and Guidance	4,179,655	4,310,228	130,573	3.1%	
Staff Development	1,182,464	1,498,967	316,503	26.8%	d.
Department Heads	453,462	453,462	-	0.0%	
Total Classroom	172,386,506	177,997,257	5,610,751	3.3%	
Non-Classroom					
Principal and Vice-Principals	8,654,020	8,739,302	85,282	1.0%	
School Office	5,242,466	5,357,324	114,858	2.2%	
Co-ordinators and Consultants	2,869,579	2,836,560	(33,019)	(1.2%)	
Continuing Education	8,642,947	8,637,864	(5,083)	(0.1%)	
Total Non-Classroom	25,409,012	25,571,050	162,038	0.6%	
Administration					
Trustees	221,503	226,503	5,000	2.3%	
Director/Supervisory Officers	1,204,268	1,373,765	169,497	14.1%	e.
Board Administration	4,746,900	4,901,058	154,158	3.2%	
Total Administration	6,172,671	6,501,326	328,655	5.3%	
Transportation	5,421,312	5,421,312	-	0.0%	
Pupil Accommodation					
School Operations and Maintenance	20,142,865	19,926,730	(216,135)	(1.1%)	
School Renewal	447,613	428,767	(18,846)	(4.2%)	
Other Pupil Accommodation	4,833,269	4,833,269	-	0.0%	
Amortization and Write-downs	12,094,823	12,718,391	623,568	5.2%	f.
Total Pupil Accommodation	37,518,570	37,907,157	388,587	1.0%	
TOTAL EXPENSES	246,908,071	253,398,102	6,490,031	2.6%	

Explanations of Material Budget Variances

- a. Increase due to enrolment as well as recently negotiated increases
- b. Increase due to enrolment as well as identified system needs
- c. Decrease due to reclassification of Homestay Program revenues; offset by additional staffing requirements
- d. Increase due to new grants announced since budget prepared
- e. Increase due to the reclassification of the Human Resources Executive Officer to Superintendent of Human Resources
- f. Increase due to the timing of completion of construction projects

Notes:

1. Budget is the 2015-2016 Estimates Budget as approved by the Board of Trustees in June 2015

Waterloo Catholic District School Board
2015-2016 First Quarter Interim Financial Report - Revised Estimates

Revenues
For the Period Ended November 30, 2015

	Budget Assessment				Material Variance Note
	2015-2016				
	Budget	Revised Budget	Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
Grant Revenues					
Pupil Foundation	107,423,520	112,278,411	4,854,891	4.5%	a.
School Foundation	14,529,362	14,649,493	120,131	0.8%	
Special Education	27,199,502	27,913,597	714,095	2.6%	a.
Language Allocation	3,567,616	3,776,955	209,339	5.9%	
Learning Opportunities	3,042,778	3,093,157	50,379	1.7%	
Continuing and Adult Education	3,613,167	3,338,543	(274,624)	(7.6%)	b.
Teacher Q&E	22,023,163	21,922,734	(100,429)	(0.5%)	
New Teacher Induction program	99,864	99,864	-	0.0%	
Transportation	6,488,241	6,331,274	(156,967)	(2.4%)	
Admin and Governance	5,890,755	6,006,812	116,057	2.0%	
School Operations	19,709,515	20,001,244	291,729	1.5%	
Community Use of Schools Grant	271,956	271,956	-	0.0%	
Declining Enrolment	600,033	-	(600,033)	(100.0%)	c.
First Nation, Metis and Inuit	396,898	295,382	(101,516)	(25.6%)	
Safe Schools Supplement	349,069	359,003	9,934	2.8%	
Permanent Financing - NPF	397,975	397,975	-	0.0%	
Total Grant Revenues	215,603,414	220,736,400	5,132,986	2.4%	
Grants for Capital Purposes					
School Renewal	447,613	428,767	(18,846)	(4.2%)	
Temporary Accomodations	357,500	357,500	-	0.0%	
Short-term Interest	67,804	125,038	57,234	84.4%	
Debt Funding for Capital	4,441,942	4,441,942	-	0.0%	
Total Capital Grants	5,314,859	5,353,247	38,388	0.7%	
Other Non-GSN Grants					
Continuing Education	1,935,529	1,924,437	(11,092)	(0.6%)	
Extra Programming Grants - Other	1,893,292	2,890,062	996,770	52.6%	d.
Total Non-GSN Grants	3,828,821	4,814,499	985,678	0.0%	
Non-Grant Revenue					
Rentals	915,560	921,176	5,616	0.6%	
Continuing Education Fees	2,301,038	2,309,786	8,748	0.4%	
Interest	60,000	100,000	40,000	66.7%	e.
Tuition Fees	2,974,000	2,974,000	-	0.0%	
Other	3,924,955	3,470,605	(454,350)	(11.6%)	f.
Non Grant Revenue	10,175,553	9,775,567	(399,986)	0.0%	
Deferred Revenues					
Amortization of DCC	11,985,425	12,718,390	732,965	6.1%	g.
Net Deferred Revenue / Capital Contributions	11,985,425	12,718,390	732,965	6.1%	
Total Revenue and Grants	246,908,072	253,398,103	6,490,031	2.6%	

Explanations of Material Grant Variances

- a. Increase of 558 students resulted in higher funding as well as anticipated funding from Ministry negotiations
- b. Decrease due to lower projected student enrolment
- c. Decrease due to additional Board enrolment
- d. Increase due to new grants announced since budget prepared
- e. Increase due to timing of cash on hand and trending
- f. Decrease due to reclassification of Homestay revenues which has been offset by increased extended day revenues
- g. Increase due to the timing of completion of construction projects

Notes:

- 1. Budget is the 2015-2016 Estimates Budget as approved by the Board of Trustees in June 2015

Date: February 22, 2016
To: Board of Trustees
From: Director of Education
Subject: Budget Update #1

Type of Report: Decision-Making
 Monitoring
 Incidental Information

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

Origin:

Board Executive Limitation IV007 dictates criteria to which staff must adhere in the preparation, planning and presentation of the budget. Budget planning typically commences in January and concludes with the presentation of the budget to the Trustees in early June. Administration requires an approved budget by the end of June in order to file the budget with the Ministry on time.

Management will provide 2016-2017 budget development progress updates to Trustees monthly commencing in March as per the Board approved budget consultation plan. The updates are to provide Trustees with information on the activities of the Budget Advisory Committee, the Secondary Enrolment Committee, the progress on timing of the budget development and to inform Trustees of any pressures that may arise as the budget develops.

Policy Statement:

Board Policy IV 007 “Financial Planning/Budgeting”

“The CEO shall not...

1. Develop a budget without conducting a formal process for soliciting input on the needs and priorities of the system
5. Present a budget that has not met the criteria of timely, open, two-way sharing, and allowing sufficient time for decision-making

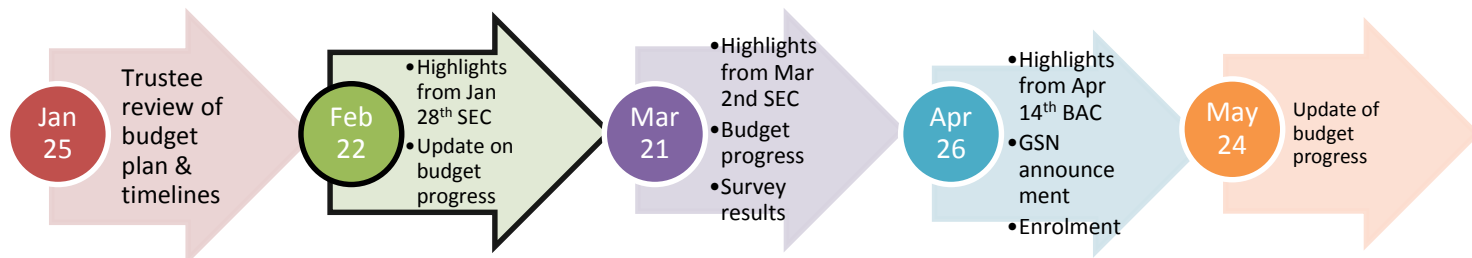
Alignment to the MYSP:

Building Capacity to Learn, Learn and Live Authentically

- Our decisions, actions and stewardship of resources are evidence-based and responsive

Background/Comments:

The 2016-2017 budget timeline to date:



Secondary Enrolment Committee Meeting #1: January 28, 2016

The Secondary Enrolment Committee highlights:

- The purpose of this committee is to openly discuss the methods in which secondary enrolment is calculated and come to an agreement establishing a secondary student average daily enrolment (ADE) for the purpose of budgeting and staffing
- Committee was formed with various members from Finance, Human Resources, Superintendents, Planning, Information Technology and School Administrators;
 - The committee:
 - Discussed timelines, objective and scope
 - Compiled possible enrolment calculation methodologies
 - Reviewed the 2015-2016 enrolment projections
- Next meeting – March 2, 2016
 - Review historical data from planning, OnSIS and principals
 - Agree on a enrolment projection calculation method

Budget Advisory Committee

- Committee membership has been selected
- First meeting – February 23rd – items to review
 - Approve public consultation survey questions
 - Advise on enrolment and budget presentation
 - Budget preparation timelines and a general overview of the process
 - General challenges facing the budget preparation;
 - Prior year budget presentation and materials will be distributed to the committee for feedback

Multi-Year Strategic Plan (MYSP)

- Feb 1st - Executive Council held strategic session to identify action items for 2016-2017 school year that were associated with each goal in MYSP
- These action items were subsequently classified into negotiable and non-negotiable and further categorized by priority.
- The end goal for budget-holders is to integrate their 2016-2017 budgets with MYSP action items identified in the February 1st strategy session.
- The 2016-2017 budget submissions will be reviewed to determine MYSP goal fulfilment.

Budget Survey

- Executive Council is working to finalize questions to be presented to Budget Advisory Committee for selection for the 2016-2017 Budget Survey.
- The budget survey will then be finalized and opened the first week of March and will remain open until March 18th. Results will be made available once they have been compiled and shared with budget holders and the Budget Advisory Committee.

New Positions

- New positions requested by staff will be provided to Executive Council for review.

Upcoming

- GSN announcement: March 31st (potential)
- Budget Advisory Committee meeting: February 23rd
- Budget holder submissions: due February 29th
- Pre-balancing of preliminary budget: March 31st
- Enrolment projections: due April 12th

Recommendation:

That the Board of Trustees receive this budget update as information on the progress of the 2016-2017 budget development process.

Prepared/Reviewed By:

Loretta Notten
Director of Education

Shesh Maharaj
Superintendent of Corporate Services and Treasurer

Laura Isaac
Senior Manager of Financial Services

*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' 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

Special Board of Trustees' Meeting

A special public meeting of the Board of Trustees was held on Monday, February 8, 2016 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

*attended electronically

Student Trustees Present:

Administrative Officials Present:

Loretta Notten; Gerry Clifford; David DeSantis; Derek Haime; John Klein; Shesh Maharaj

Special Resources For The Meeting:

Regrets:

Karen Hakim; Sebastian Monsalve; 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 5:06 p.m.

1.1 Opening Prayer & Memorials

The meeting opened with prayer by F. Johnson, Pastoral team. Intentions were offered for B. Schmalz's uncle who is undergoing surgery and for the Carlucci family on the passing of their son.

1.2 Approval of Agenda

2016-20 -- It was *moved* by **F. Johnson** and *seconded* by **G. Reitzel**:
THAT the agenda for February 8, 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

1.4 Motion to Move In-camera

2016-21 -- It was *moved* by **F. Johnson** and *seconded* by **B. Conway**:
THAT the Board of Trustees move to an in-camera session. --- **Carried by consensus.**

The special board meeting moved in-camera at 5:09 p.m.

The special board meeting resumed at 5:59 p.m.

2016-22 -- It was *moved* by **M. da Silva** and *seconded* by **A. Fee**:

THAT the Board of Trustees approve the actions from the previous in-camera session related to Human Resources.

--- **Carried by consensus.**

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)

4. Delegations

5. Advice from the CEO

6. Ownership Linkage (Communication with the External Environment)

7. Actions From Board Committees/Task Forces

7.1 Governance Committee Recommendation

2016-23 -- It was *moved* by **M. da Silva** and *seconded* by **F. Johnson**:

THAT the Board approve the endorsement of the Governance Committee to commence a procurement process to assist with the review of policies for relevance as well as alignment with the Multi-Year Strategic Plan (MYSP) and to assist with the development of the appraisal process for the Director of Education. --- Carried by consensus.

8. Board Education (at the request of the Board)

9. Policy Discussion

10. Assurance of Successful Board Performance

11. Assurance of Successful Director of Education Performance

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 16 Governance Committee
- Feb 22 Board Meeting
- Feb 26 Board Office Mass

13.2 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.

The Recording Secretary confirmed the meeting decisions.

16. Closing Prayer**17. Motion to Adjourn**

2016-24 -- It was *moved* by **G. Reitzel**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 6:01 p.m.

Chair of the Board

Secretary



SEAC Committee Meeting Minutes

Date & Time:	Wednesday, January 6, 2016 6:30 pm
Location:	Boardroom, C.E.C.
Next Meeting:	Wednesday, February 3, 2016
<p>Committee Members: Rhonda Ruetz, Kim Murphy, Jeanne Gravelle, Caitlin Barton, Wendy Price, Shana Mcturk, Amy Fee, Zina Bartolotta, Irene Holdbrook</p> <p>Administrative Officials: Sherry Peeples, Laura Shoemaker</p> <p>Regrets: John Spinak, Sherry Peeples, John Gilbert</p>	

<ul style="list-style-type: none"> • Opening Prayer Welcome Laura started the meeting with "A New Year's Prayer". 	Laura Shoemaker
<ul style="list-style-type: none"> • Approval of Agenda Motion by: Amy Fee Seconded: Rhonda Ruetz 	
3. Declared Pecuniary Interest	None
4. Approval of the Minutes <ul style="list-style-type: none"> • December 2, 2015 Motion by: Rhonda Ruetz Seconded: Wendy Price	
5. School System Operational Business 5.1 Mental Health Amanda Warne, Mental Health Lead, presented an updated overview of the Board's Mental Health and Wellness Strategy 2014-2017 to SEAC. <ul style="list-style-type: none"> • Working with Speech and Language Pathology to develop Social Emotional learning kits for FDK with Mo Willems resources. Will create stations for students to rotate after hearing teacher read the series of books (3 books to focus on for now). 4 pilot schools to begin in February; then kits will be created for all FDK teachers to use. • Grade 3 pilot to assist in managing worry and stress related to day to day as well as EQAO. First presentation in February – 3 schools selected to begin. • COPE course – pilot at St. Mary's High School, focus on coping, managing stress, resource building etc. 	Amanda Warne

- Resiliency Initiatives – Data has been reviewed, Dr. Hammond returned on Dec. 18th, Module 1 is ready to go for all staff at WCDSB.
- D2L – Mental Health and Wellness Site launched for all staff at WCDSB eventually create a student site. All updates are placed there and on Twitter.
- Grade 10 \$2000 projects with student success heads. Assisting with determining what to do with the funds.
- Lifelong Learning Series – Understanding Anxiety (November), Resiliency (January) and Community Connections (March).
- Autism Learning Series – Understanding Anxiety – took over this series from Psychology and will offer it once per school year.
- Safe Talk continues – 2 staff trainings this school year and all High Skills Majors students (5 sessions).
- Re-launch of EITR campaign – Brainstorming Blitz – utilizing the document from Ottawa School Board to promote Mental Health & Wellness to Elementary students. A document is being created to add into this to promote the campaign through the lessons – embed into curriculum. Secondary is still determining how to go about this and curriculum may be the next project on a broader scale. Will however highlight during Mental Health Week.
- Student Voice Groups – Elementary student feedback/voice is achieved during visits and presentation, however secondary tends to be more difficult. COPE students have been very helpful and we will be running student feedback sessions this year.
- Infant Mental Health Series (Infant Mental Health Promotion – Affiliated with Sick Kids Hospital) – Early Years Mental Health training that is free for all staff at WCDSB. 15 sessions with topics ranging from attachment, impact of parental mental illness, Impact of Domestic Violence, Temperament etc.
- Focused on how to support or embed pieces into secondary curriculum to address increase in referrals for Grade 12 students for example.
- Continuing with community meetings and committees as shared with Chief Social Worker Rod Miller (Child and Youth Services Planning Council, Youth Engagement Community of Practice, Foundations for a Healthy School – Public Health).
- Regular hospital meetings with Grand River and Cambridge Memorial continue – more with Grand River as a result of programming involving WCDSB teachers (YAP & CAIP).
- Staff meetings – attend upon request to update staff and at times provide additional training as per request of administrator.
- The following link is to Mental Health and Wellness in Catholic Schools
- http://www.eoccc.org/content/pdf/Mental_Health&Wellness-Gr2,5&7-Nov2013_final.pdf

MYP

Loretta Notten offered an overview of the Multi-Year Strategic Plan – what it is, why we have it and how it is utilized. She further highlighted its correlation to the work of SEAC and in particular 12 goals that are seen to be particularly relevant to the work of SEAC. Some of the additional key points highlighted include:

- A thank you to the senior team who are co-collaborators on this plan; work began with an appreciative inquiry with all stakeholders
- Builds on previous work, in terms of Vision and Mission, in terms of past work and in terms of branding.
- Foundation – our faith and our future:
 - Actions we do today are not for us, not really for the immediate but is an investment in the future.

Loretta Notten

<ul style="list-style-type: none"> ○ Our Catholic Ethos has to infuse all we do. Trying to embody implicitly and explicitly how we are distinctly Catholic • The MYSP charts a course and we need to have fidelity to articulated priorities • Our mission is about TRANSFORMATION – and in order for transformation to occur... • No Silos – there is collective responsibility for all priorities and goals • Three Priorities with three strategic Directions each was our foundation... • Within each Strategic Direction are Goals, with related Actions and Evidence that will help us to be accountable to that goal. Monitoring responsibilities also articulated as is anticipated Timeline. • 32 Interconnected Goals total – should speak to everyone and all aspects of our system • Profiled twelve goals that speak more purposefully to students with special education needs/special education priorities • We have to bring a rigorous lens to our decision making and offer supports where they are needed and ensure we are spending our budget in ways that support our stated priorities. <p>IEP Feedback From Administrators Meeting Deferred to February meeting.</p>	Sherry Peeples
<p>5.9 Ministry Updates Nil</p>	
<p>6. SEAC Committee Functions</p> <p>6.1 Special Education Plan Amanda Warne's presentation is related to Section 12 of the Special Education Plan which shows working with social workers, speech and language, psych staff, principals and administration. Staff positions are not done in isolation. Special Education staff and Program staff work together in order to support the classroom teacher.</p> <p>6.2 Sub-Committee Update Sub-committee did not meet today.</p>	<p>Laura Shoemaker</p> <p>Jeanne Gravelle</p>
<p>7. Association Concerns/Association Updates (20 minutes)</p> <p>PCMH is running a support group on the 4th Tuesday of each month beginning February.</p> <p>SEAC members are reminded to inform Jeanne if they have tweets to go out for association updates.</p>	Shana Mcturk
<p>8. Policy Advice to the Board</p>	
<p>9. Pending Items</p> <ol style="list-style-type: none"> 1. Guiding questions for IEP Parent Checklist – Laura Shoemaker and Sherry Peeples 2. Multi-Year Strategic Plan (MYSP) / Board Improvement Plan – how does SEAC want students on IEP's included in the plan? How does SEAC feel with respect to representing students with IEP's in goal setting? 	
<p>10. Adjournment</p> <p>Motion by: Rhonda Ruetz Seconded: Amy Fee</p>	
<p>11. Action Items Place Holder</p>	

Governance Committee Meeting

A meeting of the Governance Committee was held on the 25th day of January, 2016 at 7:00 p.m.

Present:

Committee Members:

Joyce Anderson, Bill Conway, Manuel da Silva, Greg Reitzel,
Wendy Price, Melanie Van Alphen, Amy Fee, Brian Schmalz

Administrative Officials:

Loretta Notten

Additional Attendees:

Regrets:

Next Meeting: February 16, 2016

1. Welcome and Opening Prayer: J. Anderson

2. Approval of Agenda

Motion: G. Reitzel

Seconded: B. Conway

3. Declared Pecuniary interest

NIL

4. Approval of November 2, 2015 Minutes

Motion: M. da Silva

Seconded: G. Reitzel

5. Discussion Items

5.1 Facilitator for Monitoring Reports Training

Jeff Admans attended to review the procurement process for a Governance Facilitator. He asked questions regarding the nature of the work and expectations. Trustees advised the facilitator would review the relevance of current policies ensuring they are aligned with the 2015-18 Multi-year Strategic Plan. The facilitator would also provide training on governance and monitoring reports assessing the performance of the Director of Education.

J. Admans recommended a Request for Purchase (RFP) based on the work/timelines determined by the Board. The process should be fair, open and transparent. Decision to come to the Board for approval by the full board or Governance Committee.

5.2 General Board Operational and Procedural By-law

That the Board approve the following revisions:

Article I: Interpretation

1.1.4 - Revise definition to read:

“COMMITTEE OF THE WHOLE BOARD” **is a Committee constituted of all members of the Board means**

~~a meeting of all TRUSTEES in COMMITTEE and includes workshops held for the purposes of spiritual retreats, trustee orientation, or trustee in service all of which are meetings open to the public unless closed under the ACT;~~

1.1.10 – Revise definition to include:

“IN CAMERA” means a meeting of a COMMITTEE from which the public is excluded **pursuant to the Education Act;**

Election of Chairs of Standing Committees – process to remain per current practice.

Article 2: Inaugural Meeting of the Board

No changes

Article 3: Meetings

3.4 COMMITTEE OF THE WHOLE BOARD

The *Committee of the Whole Board*, **is a Committee constituted of all members of the Board** including the ~~Committee of the Whole Board – In Camera, and all Committee of the Board~~ to meet for the purpose of discussion and debate on any subject before the Board, do not make decisions, they make recommendations to the Board.

3.20 Delivery of Agenda for BOARD MEETING

The Agenda for every *Meeting*, together with notice or reminder of such *Meeting*, shall be delivered electronically, to each *Trustee*, **and posted on the Board website** forty-eight hours in advance of such *Meeting*. ~~A copy shall be posted on the Board web page.~~

3.21 – Delivery of Agenda for COMMITTEE MEETING:

The agenda for every *Committee Meeting* that is not closed to the public, together with notice or reminder of such *Meeting* shall be delivered ~~to each person~~ electronically, to each *Committee* member, **and posted on the Board website** forty-eight hours in advance of such *Meeting*. ~~A copy shall be posted on the Board web page.~~

6. Pending Items

Board and Senior Staff discussion on future of Policy Governance

*By-Laws – Articles 4, 5 and 6 for next meeting.

7. Governance Committee Recommendations:

The Governance Committee makes the following recommendations to the Board.

Motion: M. da Silva

Seconded: G. Reitzel

THAT the Board approve the endorsement of the Governance Committee to commence a procurement process to assist with the review of policies for relevance as well as alignment with the MYSP and to assist with the development of the appraisal process for the Director of Education.

Committee of the Whole and Special Board of Trustees Meeting – Feb 8th, 2016

and

THAT the changes to the General Board Operational and Procedural By-law as outlined be approved.

8. Adjournment

Motion: M. da Silva

Seconded: B. Conway

That the meeting be adjourned.

The meeting was adjourned at 8:25 p.m.

Governance Committee Meeting

A meeting of the Governance Committee was held on the 16th day of February, 2016 at 6:00 p.m.

Present:

Committee Members:

Joyce Anderson (Chair), Bill Conway, Manuel da Silva, Greg Reitzel

Administrative Officials:

Loretta Notten

Additional Attendees:

Jeff Admans

Regrets:

Next Meeting: April 4, 2016

1. **Welcome and Opening Prayer:** J. Anderson
2. **Approval of Agenda**
Motion: B. Conway
Seconded: G. Reitzel
3. **Declared Pecuniary interest**
NIL
4. **Approval of January 25, 2016 Minutes**
Motion: G. Reitzel
Seconded: B. Conway
As amended: (By-Law 3.4 "COMMITTEE OF THE WHOLE" not to be revised)
5. **Discussion Items**
5.1 **Develop Request for Purchase**

Jeff Admans attended to further review the proposal and evaluation criteria for a Request for Proposal (RFP) for a Governance Facilitator.

Factors discussed included scope of work (policy review was narrowed to Section 4 of Policy) and an assessment of whether current policies are valid, current and important, particularly in light of our strategic planning and monitoring process. Further factors included timelines, methodology, deliverables, budget and evaluation criteria.

Finally there was also discussion regarding the composition of the evaluation team and the need to avoid any perceived conflict of interest.

5.2 General Board Operational and Procedural By-law Articles 4, 5, 6

That the Board approve the following revisions:

Article 4.9: No Reconsideration in Same YEAR

Omit 4.9.1 “no motion to reconsider the matter has been previously made during the same school Year, and failed;”

6. Pending Items

Board and Senior Staff discussion on future of Policy Governance

*By-Laws – Articles 7 to 11 for next meeting.

7. Governance Committee Recommendations:

The Governance Committee makes the following recommendations to the Board.

Article 4.9 No Reconsideration in the Same YEAR

Omit 4.9.1 “no motion to reconsider the matter has been previously made during the same school Year, and failed;”

8. Adjournment

Motion: G. Reitzel

Seconded: M. da Silva

That the meeting be adjourned.

The meeting was adjourned at **7:30** p.m.

Date: February 22, 2016
To: Board of Trustees
From: Director of Education
Subject: School Year Calendar 2016-2017

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)

*Education Act, Ontario Regulation 304 ("School Year Calendar, Professional Activity Days")
PPM151(Professional Activity Days Devoted to Provincial Education Priorities)*

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

5. (1) For one or more schools under its jurisdiction a board may designate a school year and school holidays that are different from those prescribed in section 2 and, where a board does so, the board shall submit to the Minister on or before the first day of March a proposed school calendar for the school year next following in respect of such school or schools, identifying thereon each day of the school year as an instructional day, a professional activity day or a school holiday, and the board may, upon approval thereof by the Minister, implement such school calendar. R.R.O. 1990, Reg. 304, s. 5 (1).

Alignment to the MYSP:

Priority Area:

Student Engagement, Achievement, & Innovation

Strategic Direction:

Parents, Parishes, community partners and student engagement are nurtured and valued

Goals:

To strengthen our partnerships among colleges, universities, employers, and community partners

Priority Area:*Nurturing Our Catholic Community***Strategic Direction:***Students and staff are healthy in mind, body, and spirit***Goal:***To strengthen system commitment to school, student, and staff spiritual health***Priority Area:***Student Engagement, Achievement, & Innovation***Strategic Direction:***Students are Achieving at their highest potential in a 21st Century world***Goals:***To focus on the 21st century competencies of critical thinking and problem solving, creativity and collaboration**To focus on personalized, authentic, and (culturally) relevant inquiry**To support our students in meeting the Ontario Catholic Graduate Expectations***Priority Area:***Student Engagement, Achievement, & Innovation***Strategic Direction:***Staff are engaged in cultivating collaborative learning communities***Goal:***To improve student learning and achievement in mathematics**To improve student learning and achievement in Applied Level classrooms**To improve student learning and achievement for those students who have an IEP**To use collaborative team structures, mapped to the School Effectiveness Framework for all professional learning***Priority Area:***Building Capacity to Lead, Learn, & Live Authentically***Strategic Direction:***Professional learning for ALL staff is timely and responsive***Goal:***To foster professional learning that is job-embedded and evidence-informed*

Background/Comments:

Regulation 304 provides that school boards are required to prepare, adopt and submit to the Minister on or before the first day of May, the school year calendar(s) to be followed by the schools in their jurisdiction for the subsequent school year. However, because the WCDSB wishes to depart from the Ministry of Education's 2016-2017 school year calendar, in terms of the Christmas Break (the Ministry has scheduled December 19-30, 2016 as the date of Christmas Break), the WCDSB must request permission for a modified school year calendar from the Minister of Education by March 1, 2016.

School Boards are required to identify a minimum of 194 school days between September 1, 2016 and June 30, 2017, of which a minimum of 4 and a maximum of 7 days may be identified as PD days. Three of these must be for Ministry priorities. The remaining school days shall be instructional days. Boards may designate up to ten instructional days as examination days. Each school year calendar must be accompanied by a general outline of the activities to be conducted on PA days. The minimum number of instructional days is 187, since the province has recently (mid-2015/2016), added an additional PA day.

In the preparation of the 2016-2017 School Year Calendar, representatives from the following groups were asked to provide input:

- OECTA, CUPE, PASS, APSSP, OSSTF, Unifor
- Waterloo Catholic Administrators' Associations
- Learning Services Department
- Senior Administration
- Catholic Parent Involvement Committee

Consultation with representatives from our coterminous board, the Waterloo Region District School Board (WRDSB), also took place in the development of the 2016-2017 school year calendar. It should be noted that the WCDSB and the WRDSB, share some transportation costs. Consequently, on days when we do not share transportation costs (*i.e.* when the WRDSB has scheduled a PA day and the WCDSB has not) the added costs to the WCDSB is approximately \$19 000.00 per day. Since two (2.0) PA days are not aligned in the 2016-2017 school year, the cost would be approximately \$38 000.00. However, these two days (October 21 and December 9) reflect WCDSB priorities. Both of these days occur earlier in the school year thereby ensuring that the professional capacity-building of our staff, has a broader and deeper impact throughout the year. It is believed that this earlier placement will allow for more meaningful professional development. Finally, our Faith Development PA day is scheduled purposefully on December 9 as it aligns with the advent of the liturgical year. This provides the ideal opportunity for the WCDSB to launch Year II of its pastoral plan – People of Hope.

Note: It is recommended that the Christmas Break take place between December 24th 2016 and January 8th 2017

The last day of school in December, therefore, is December 23rd, 2016 and the first day of school in the new year is January 9th, 2017

The following charts outline Professional Activity Days and Examination Days.

Elementary P.A. Days 2016-2017

September 23, 2016	Designation: ½ Ministry Priority / ½ SIPSA Occupational Health and Safety/Developing and Implementing Board and School Improvement Plans
October 21, 2016	Designation: Ministry Priority FDK/ECE Inquiry-based learning & pedagogical assessment documentation (0.5) and Student Achievement, Student Success (0.5 JK/K; 1.0 Gr. 1-12)
November 18, 2016	Designation: Ministry Priority Student Achievement in Numeracy
December 9, 2016	Designation: Faith Day (People of Hope)
January 27, 2017	Designation: Elementary Reporting
April 7, 2017	Designation: ½ OECTA / ½ Ministry Priority Student Achievement/Student Success/Special Education
June 2, 2017	Designation: Elementary Reporting

Elementary Report Card Distribution Dates

<i>Elementary Report Card Distribution Dates Report</i>	<i>Principal to Request not sooner than:</i>	<i>Report Cards sent home:</i>	
Progress Report	October 27, 2016	November 8, 2016	Parent/Student/Teacher conferencing will be on November 10, 2016
Term 1	February 2, 2017	February 16, 2017	
Term 2	June 8, 2017	June 22, 2017	

Secondary P.A. Days 2016-2017

September 23, 2016	Designation:	Ministry Priority Occupational Health & Safety(0.5)/Developing and Implementing Board and School Improvement Plans (0.5)
October 21, 2016	Designation:	Ministry Priority FDK/ECE Inquiry-based learning & pedagogical assessment documentation (0.5) and Student Achievement, Student Success (0.5 JK/K; 1.0 Gr. 1-12)
November 18, 2016	Designation:	Ministry Priority Student Achievement in Numeracy
December 9, 2016	Designation:	Faith Day (People of Hope)
February 3, 2017	Designation:	OECTA
April 7, 2017	Designation:	0.5 OECTA /0.5 Ministry Priority Student Achievement/Student Success/Special Education
June 2, 2017	Designation:	Student Achievement, Student Success, Safe & Inclusive Schools

Secondary School Examination Days

TBD	Student / Parent / Teacher Conference
Jan 27, 30, 31, Feb 1, 2	Final Evaluations Semester 1
TBD	Student / Parent / Teacher Conference
June 26, 27, 28, 29, 30	Final Evaluations Semester 2

Recommendation:

The Board of Trustees approve the 2016-2017 School Year Calendar

Prepared/Reviewed By: Loretta Notten
Director of Education

John Klein
Superintendent 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."



Date: February 22, 2016
To: Board of Trustees
From: Director of Education
Subject: French Immersion 2016-2017

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)

AP001 Admissions Criteria

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

Alignment to the MYSP:

Priority Area:

Student Engagement, Achievement, & Innovation

Strategic Direction:

Parents, parishes, community partners and student engagement are nurtured and valued

Goals:

To engage students in authentic learning experiences that reflect real-life application and engagement within a global context

Priority Area:

Student Engagement, Achievement, & Innovation

Strategic Direction:

Students are achieving their highest potential in a 21st Century world

Goal:

To support our students in meeting the Ontario Catholic Graduate Expectations

Background/Comments:

The goal of French Immersion in Ontario is to develop students' proficiency in French while building mastery of English – that is, not to replace a first language with an additional one but to develop proficient communication skills in both. Researchers suggest that French Immersion programs enjoy success in meeting this goal because the cognitive and linguistic component skills required for learning to read, write, speak, view and represent in a student's first language support literacy development in a second. – *French Immersion in Ontario - Capacity Building Series – Special Edition #19*

In the Fall of 2016 the WCDSB will continue to offer the Grade 2 French Immersion Program at St Anne (Kitchener) and Sir Edgar Bauer Schools for students currently in the Grade 1 program. At that time the WCDSB will offer a Grade 1 French Immersion program at St Anne (Kitchener), Sir Edgar Bauer, and Our Lady of Fatima schools. Based on current registrations, St Anne K will offer 2 classes per grade, while Sir Edgar Bauer and Our Lady of Fatima will offer one each per grade. A final decision on the number of classes offered at each location will be made March 4, 2016.

Staff will continue to monitor the broader awareness of this programming option as well as its viability within the full program plan for the WCDSB.

Current information about all FSL programs offered by the WCDSB can be found at <https://www.wcdsb.ca/programs/fsl/index.html>.

Recommendation:

This report is presented to trustees as information.

Prepared/Reviewed By: Loretta Notten
Director of Education

John Klein
Superintendent of Education

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Date: February 22, 2016
To: Board of Trustees
From: Director of Education
Subject: Education Development Charges – Introduction

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)

The purpose of this report is to provide an introduction to the Education Development Charge (EDC) background study that is currently underway and to outline the role of the Board of Trustees in the decision-making process to enact a new EDC by-law by May 2016.

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

Executive Limitation IV 008, “Financial Conditions and Activities” ... “the CEO shall not: ...
9. Acquire, encumber or dispose of real property”

Executive Limitation IV 010, “Facilities/Accommodations” ... “the CEO shall not: ...
3. Fail to explore available financing options and public sector partnerships”

Ontario Regulation 20/98 (Education Development Charges)

Alignment to the MYSP:

Everyone is included, respected and welcomed. To attain improved access to Board facilities and services.

Our decisions, actions and stewardship of resources are evidence-based and responsive. To commit to evidence based, responsive, timely and professionally executed planning and gap analysis in all budgetary decisions.

Parents, parishes, community partners and student engagement are nurtured and valued. To strengthen our partnerships among colleges, universities, employers and community partners.

Background/Comments:

The board has had an EDC by-law in effect since 2001. By-laws are in effect for 5 year periods. The current by-law was enacted in 2011 and will expire May 31, 2016.

An EDC by-law allows school boards to charge a fee on each new residential unit and on new non-residential floor space (e.g. commercial, industrial, etc.). The monies collected through EDCs can be used to purchase growth-related school sites

and some site preparation costs related to construction. The monies can only be used for sites captured in an Education Development Charges background study and cannot be used for non-growth related site needs (e.g. replacement schools).

The EDC background study will include enrolment projections based on housing and population forecasts, the number and general location of future school sites identified to accommodate growth, estimated site purchase and preparation costs, a financial analysis of the board's EDC reserve, and an explanation of the methodology. All of this information will be used to calculate a charge to apply to new residential and non-residential development.

WCDSB and WRDSB have jointly hired a consultant and lawyer to prepare the EDC background study and facilitate the approval of a new by-law. The two boards have identical timelines and by-laws. The joint approach is common practice and is paid for using the EDC reserve (monies collected through the charge).

There are numerous requirements that must be fulfilled under the Education Act to enact an EDC by-law. The board must consider alternatives to using EDC's such as partnerships to reduce space requirements (alternative accommodation arrangements) and the use of operating surpluses in lieu of using monies collected through EDC's. Separate reports will be provided to Trustees outlining these requirements on February 22, 2016.

The draft EDC background study must be submitted and approved by the Ministry of Education. This will be completed in March.

Joint board meetings will be held April 11, 2016 and May 16, 2016 with WRDSB. These meetings will be facilitated by our consultant and lawyer. The board will be required to make a series of motions and decisions. The meetings will be scripted to ensure compliance with the Education Act but there will also be opportunities for delegations and discussion.

A new by-law would take effect June 1, 2016.

Recommendation:

For information only.

Prepared/Reviewed By: Loretta Notten
 Director of Education

Shesh Maharaj
 Superintendent of Corporate Services

Lindsay Ford
 Manager of Planning

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Date: February 22, 2016
To: Board of Trustees
From: Director of Education
Subject: Education Development Charges – Alternative Accommodation Arrangements Policy

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)

The purpose of this report is to propose a motion that will comply with EDC regulations requiring a board to review its policies relative to considering alternative accommodation arrangements.

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

Executive Limitation IV 008, “Financial Conditions and Activities” ... “the CEO shall not:

9. Acquire, encumber or dispose of real property

Executive Limitation IV 010, “Facilities/Accommodations” ... “the CEO shall not:

3. Fail to explore available financing options and public sector partnerships.

Ontario Regulation 20/98 (Education Development Charges)

Alignment to the MYSP:

Everyone is included, respected and welcomed. To attain improved access to Board facilities and services.

Our decisions, actions and stewardship of resources are evidence-based and responsive. To commit to evidence based, responsive, timely and professionally executed planning and gap analysis in all budgetary decisions.

Parents, parishes, community partners and student engagement are nurtured and valued. To strengthen our partnerships among colleges, universities, employers and community partners.

Background/Comments:

Paragraph 6 of Section 9(1) of Ontario Regulation 20/98, as amended, requires that the Board approves a statement concerning its policy regarding possible arrangements with municipalities, school boards or other persons or bodies in the public or private sector, including arrangements of a long-term or co-operative nature which would provide accommodation for new elementary school pupils and new secondary school pupils, without imposing education development charges, or with a reduction in such charges.

The Board has passed a similar motion for past EDC bylaws and has supported alternative arrangements in the past which recognize that these arrangements can provide an opportunity to improve service delivery, reduce duplication of public facilities, maximize the effective use of available dollars, and reduce site size requirements.

During the term of the existing EDC bylaw (2011-2016) the Board has built one new elementary school (St. Gabriel) and four school addition projects were completed to increase pupil accommodation (St. Luke, St. Teresa (E), Our Lady of Fatima, and Saint John Paul II). Other additions were completed during this time period which were related to full day kindergarten, facility condition, and program enhancements, but not to accommodate residential growth.

Although the majority of these schools have a partnership (i.e. childcare, municipality), there were no opportunities available for alternative arrangements to share in the construction of classroom space to accommodate additional pupils.

Consequently, no new alternative arrangements have been implemented since the passing of the last bylaw.

Recommendation:

That it is the policy of the Board to consider possible arrangements with municipalities, school boards or other persons or bodies in the public or private sector, including arrangements of a long-term or cooperative nature, which would provide accommodation for the new elementary school pupils and new secondary school pupils who are resident pupils of the board, subject to the following:

- a) The arrangement must be cost effective and advantageous for the Board compared to other possible arrangements including acquisition of a school site and the construction of a free standing building.
- b) The arrangement shall comply with any guidelines issued by the Ministry of Education.
- c) The Board shall retain sufficient governance over the facility to ensure that it is able to deliver the appropriate educational program to its pupils.

While the Board will continue to consider possible alternative accommodation arrangements complying with the foregoing requirements, no such arrangements were proposed during the current EDC by-law period (2011-2016).

Prepared/Reviewed By: Loretta Notten
 Director of Education

Shesh Maharaj
 Superintendent of Corporate Services

Lindsay Ford
 Manager of Planning

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Date: February 22, 2016
To: Board of Trustees
From: Director of Education
Subject: Education Development Charges – Operating Surpluses

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)

The purpose of this report is to prepare and pass a resolution in order to comply with EDC regulations requiring a board to review its policies relative to the potential use of surplus operating funds to offset the cost of EDC eligible sites.

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

Executive Limitation IV 008, “Financial Conditions and Activities” ... “the CEO shall not: ...
 9. Acquire, encumber or dispose of real property”

Executive Limitation IV 010, “Facilities/Accommodations” ... “the CEO shall not: ...
 3. Fail to explore available financing options and public sector partnerships”

Ontario Regulation 20/98 (Education Development Charges)

Alignment to the MYSP:

Everyone is included, respected and welcomed. To attain improved access to Board facilities and services.

Our decisions, actions and stewardship of resources are evidence-based and responsive. To commit to evidence based, responsive, timely and professionally executed planning and gap analysis in all budgetary decisions.

Parents, parishes, community partners and student engagement are nurtured and valued. To strengthen our partnerships among colleges, universities, employers and community partners.

Background/Comments:

Paragraph 8 of subsection 9(1) of Ontario Regulation 20/98, as amended, requires that the Board have a statement indicating that it has reviewed its operating budget for savings that could be applied to reduce growth-related net education land costs, and the amount of any savings which it proposes to apply, if any. The use of the expression, “if any”, recognizes that even if there is a surplus, the Board may choose to not direct it to this particular form of expenditure.

The Ministry funding model restricts the use of funds for classroom and non-classroom purposes. The Board can only consider budget surpluses from the areas of non-classroom expenditures such as board administration, governance, transportation, and school operations.

Staff has reviewed its operating budget for the 2015-2016 fiscal year for possible savings that could be applied to reduce growth related net education land costs, and has found none. The board does not anticipate savings from operating budgets in future years.

The Regulation does require that the issue of operating surpluses be addressed by Board motion. It has been the Board's practice, since the implementation of the original EDC bylaw to not allocate operating surpluses to the purchase of school sites. It is the recommendation of staff that the Board continue this practice.

Recommendation:

That the Board has reviewed its operating budget for savings that could be applied to reduce growth related net education land costs and has found none. The Board does not anticipate savings from operating budgets in future years.

Prepared/Reviewed By: Loretta Notten
Director of Education

Shesh Maharaj
Superintendent of Corporate Services

Lindsay Ford
Manager of Planning

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Date: February 22, 2016
To: Board of Trustees
From: Director of Education
Subject: 2016 Multi-Year Capital Renewal Plan

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:

Annually, the multi-year capital renewal plan is updated, presented to Trustees as information, and then released to stakeholders.

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

Board Policy IV 009 "Asset Protection"

"The CEO shall not allow assets to be unprotected, inadequately maintained nor unnecessarily risked. Further...

3. Subject plant and equipment to improper wear and tear or insufficient maintenance."

Alignment to the MYSP:

Our decisions, actions and stewardship of resources are evidence-based and responsive:

- To commit to evidence based, responsive, timely and professionally executed planning and gap analysis in all budgetary decisions
- To ensure all decisions connected to stewardship of environmental and capital resources are ecologically and socially responsible, in alignment with our Catholic social teachings and gospel values

Everyone is included, respected and welcomed:

- To attain improved access to Board facilities and services.
 - Within our multi year renewal plan all new builds and capital renewal projects will be AODA compliant.

Background/Comments:

As school buildings age, major repairs and renovations are required to ensure students are safe, and buildings continue to be welcoming, attractive, and efficient spaces which support the communities in which they are located.

The Ministry of Education provides two sources of funding to support major repairs and renovations – School Renewal Funding, and School Condition Improvement Funding. Both sources can be used for similar work, but there are certain important differences, as is outlined below:

School Renewal Funding is provided to address the costs of repairing and renovating schools. There are no restrictions on its use, except that the work carried out must be capital in nature. For 2015-2016, School Renewal Funding amounts to \$3.0M.

School Condition Improvement (SCI) is funding provided to address needs at schools that are expected to remain open and operating for at least 5 years. It is earmarked to specifically address priorities including health and safety, replacing and repairing building components, improving energy efficiency of schools, and improving accessibility. Funding is generated by the Ministry using data collected from building condition assessments. 80% of the funding must be used on major building components. The remaining 20% can be used on locally identified renewal priorities that were identified through the building condition assessment process. The Ministry has provided the table below for greater clarity on how SCI funding can be used. For 2015-2016, SCI funding amounts to \$4.2M.

Categories	Restricted (80%)	Unrestricted (20%)
A. Substructure (e.g. foundations, basement walls)	Yes	Yes
B. Shell/Superstructure (e.g. roofs, exterior walls and windows)	Yes	Yes
C. Interiors (e.g. stairs, floor finishes, ceilings)	No	Yes
D. Services (e.g. plumbing, HVAC, fire protection and electrical)	Yes	Yes
E. Equipment & Furnishings	No	Yes
F. Special Construction & Demolition	No	Yes
G. Building Sitework (parking lots, site lighting)	No	Yes

From time to time, projects and funding are deferred to a future year. This can occur due to atypical tender results, changes in market conditions, availability of contractors, timing of work being carried out, or changes in the scope of a project. Funding that is not used in a certain year is carried forward for use in subsequent years. In year one of the plan, unspent amounts from previous years are shown as being used.

The attached multi-year capital plan was prepared using information from building condition assessments, site visits, and feedback from staff. Funding received from both SCI and Renewal are not sufficient to meet all of the high and urgent work identified in the building condition assessments. In 2015, the outstanding work in our schools was valued at over \$140M. Accordingly, work will be carried out based on the greatest needs in the system.

Notes:

- The schools identified in the attached listing are those that are in need of significant work.
- At the end of each summary, there are allocations to be used at “Various Schools”. In many cases, equipment and building components are at the end of their useful lives, but replacement does not need to occur immediately as the components are still functional. As there is a limited pool of money from which resources can be drawn, flexibility is required to deal with projects that are most urgent and critical.
- St. Agatha School is in dire need of repair. This school does not appear in the attached plan. A separate report on St. Agatha will be brought forward for consideration in the spring of 2016.
- Consistent with commitments made Board’s Multi-Year Strategic Plan, projects with components that include accessibility initiatives (AODA) are clearly identified.

Recommendation:

This report is being presented as information only.

Prepared/Reviewed By: Loretta Notten
Director of Education

Shesh Maharaj
Superintendent of Corporate Services

Terri Pickett
Senior Manager of Facility Services

Adrian Frigula
Construction and Renovations Supervisor

Anna Gancewski
Construction Coordinator

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School	Project	Renewal	SCI	Comments	
Monsignor Haller	Ceiling tile replacement	120,000			
	Flooring	10,000			
	Drywall repairs and painting	20,000			
	Exterior concrete panels and brick repair		70,000		
	Radiators		250,000		
	Building Automation System and Metering		60,000		
	Other projects	30,000			
Our Lady of Lourdes	Replace glass block walls		100,000		
	Repair interior stairwell		30,000		
	Exterior wall repairs		25,000		
	New Keyscan system	11,500			
	HVAC balancing		65,000		
	Building Automation System and Metering		60,000		
	Other projects	30,000			
RCSS	Roof replacement		250,000		
	Exterior door replacement		175,000	AODA	
	Exterior lighting retrofit	125,000			
	Exterior brick repair		95,000		
	Hot water heater replacement	25,000			
	Heat pump replacement - complete		200,000		
	Boiler replacement		50,000		
	Heat recovery unit replacement		20,000		
	Condensing unit replacement		80,000		
	Refurbish track and tennis courts	150,000			
	Building Automation System and Metering		100,000		
	Other projects	100,000			
St. Anne (K)	Replace glass block walls		125,000		
	Ceiling tile replacement	70,000			
	New lighting	90,000			
	Mechanical work		60,000		
	Millwork upgrades	10,000			
	Building Automation System and Metering		60,000		
	Flooring	25,000			
	Other projects	10,000			
St. Benedict	Cooling tower replacement		140,000		
	Replace three heat pumps		20,000		
	Upgrade watermain piping		40,000		
	Replace steam condenser		20,000		
	Replace counters and sinks in Hospitality room	20,000		AODA	
	Lighting retrofits		100,000		
	Catch basin repairs	20,000			
	Front lobby repairs	20,000			
	Building Automation System and Metering		100,000		
	Other projects	40,000			
St. Bernadette	Washroom upgrade		90,000		
	Roof access	10,000			
	Roofing repairs	8,000			
	Repair walkway in playfield		30,000		
	Unit ventilators		100,000		
	Fire alarm update		60,000		
	Building Automation System and Metering		50,000		
	Other projects	30,000			
St. Clement	Mechanical work	20,000			
	Basement air exchangers	10,000			
	Outside lighting		15,000		
	New Keyscan system	10,000			
	Building Automation System and Metering		40,000		
	Other projects	15,000			
St. David	Roof replacement		300,000		
	Boiler replacement		50,000		
	Office air handling unit		15,000		
	Replace air condensing units		16,000		
	Replace external ducting and associated insulation		15,000		
	Replace roof top units		30,000		
	Replace roof top exhaust fans		80,000		
	Exterior lighting		100,000		
	Building Automation System and Metering		100,000		
	Other projects	80,000			
St. John	Lighting repairs	10,000			
	Add air conditioning to office area	10,000			
	Other projects	10,000			

School	Project	Renewal	SCI	Comments
St. Mary's HS	Replace gym floor	175,000		
	Upgrade exterior lighting		100,000	
	Water softner replacement		30,000	
	Replace humidifier		20,000	
	Other projects	40,000		
St. Kateri	Roof replacement		240,000	
	Upgrade exterior lighting	80,000		
	Upgrade interior lighting	80,000		
	Replace exterior doors		100,000	
	Building Automation Systems and Metering		50,000	
	Other projects	30,000		
St. Anne (C)	Contribution to major renovation		530,000	Work being carried out in addition to Capital Priority funded project
St. Aloysius	Contribution to major renovation	800,000		Work being carried out in addition to Capital Priority funded project
Blessed Sacrament	Roof replacement		250,000	
	Canopy replacement		30,000	
	Replace rooftop condenser		30,000	
	Building Automation Systems and Metering			
	Other projects		50,000	
Monsignor Doyle	Flooring in vestibules	12,000		
St. Luke	Flooring in vestibules	12,000		
Sir Edgar Bauer	Replace parking lot		160,000	
St. Paul	Exterior lighting upgrade	25,000		
Monsignor Doyle	new fridge freezer combo		40,000	
Holy Rosary	New front doors		15,000	AODA
St. Joseph	New Keyscan system	10,500		
Holy Family	New Keyscan system	9,500		
St. Timothy	New Keyscan system	10,000		
Various Schools	Flooring projects	476,000		
	Parking lot repairs		340,000	
	Various mechanical and electrical retrofits	75,500	460,000	
	Eye wash stations	25,000		Ensuring all schools are outfitted per H&S Committee
	Windows and doors		485,000	AODA
Total		\$ 3,000,000	\$ 6,316,000	

School	Project	Renewal	SCI	Comments
Holy Family	Site service replacement		270,000	
	Washroom upgrade	20,000	64,000	
	Replace roof top exhaust		60,000	
	Exterior window and door replacement	30,000	80,000	
	Asphalt repairs		100,000	
	Flooring repairs	20,000		
	Building Automation Systems and Metering		60,000	
	Other projects	30,000		
Monsignor Doyle	Roof replacement		800,000	
	Wheel chair lift replacement	31,000		AODA
	Heat pump replacement		25,000	
	Hot water piping replacement		200,000	
	Building Automation Systems and Metering		100,000	
	Site service replacement and asphalt		300,000	
	Roof top exhaust replacement		80,000	
	Flooring upgrades	150,000		
Other projects	100,000			
Our Lady of Grace	New gas lines		30,000	
	Replace roof top exhaust		30,000	
	New air distribution system		200,000	
	Hot water piping replacement		100,000	
	Flooring upgrades	60,000		
	New PA system	20,000		
	Ceiling replacement	150,000		
	New exterior doors		130,000	
	Building Automation Systems and Metering		60,000	
	Playfield update	25,000		
Other projects	30,000			
St. Agnes	Replace switchboard		150,000	
	Radiator replacement	70,000	200,000	
	Water line replacement		70,000	
	Exterior wall repairs		50,000	
	Replace HVAC system		200,000	
	Ceiling replacement	100,000		
	Interior door replacement	90,000		AODA
	Flooring	30,000		
Other projects	10,000			
St. Joseph	Replace switchboard and transformer	220,000		
	Roof replacement		200,000	
	Exterior lighting retrofit	25,000		
	Flooring	25,000		
	Ceiling replacement	25,000		
	New interior doors	100,000		AODA
	Painting	10,000		
Other projects	30,000			
St. Matthew	Roof replacement		350,000	
	Rooftop exhaust replacement		40,000	
St. Paul	Replace main switchboard	220,000		
	New radiators, HVAC system		251,000	
	Replace drinking fountains	10,000		
	Flooring	60,000		
	Replace interior doors	70,000		AODA
	Replace exterior doors	70,000		
Ceiling replacement	100,000			
Various Schools	Flooring	150,000		
	Asphalt and concrete repairs	200,000		
	Building Automation Systems and Metering	50,000		
	Mechanical and Electrical	219,000		
	Windows and Doors	200,000		AODA
	Security upgrades	100,000		
	Millwork	100,000		
Signage	50,000		AODA	
Total		\$ 3,000,000	\$ 4,200,000	

School	Project	Renewal	SCI	Comments
St. Teresa (Elmira)	Boilers, piping, distribution		250,000	
	New radiators	160,000		
	Electrical panel replacement		100,000	
	Replace HVAC		250,000	
	Heat pumps		25,000	
	Lighting upgrade	50,000		
	Building Automation Systems and Metering	50,000		
	Exterior windows and doors	150,000		AODA
St. Elizabeth	Roof replacement		300,000	
	Replace return air unit and air handler	150,000		
	Replace roof exhaust	30,000	30,000	
	Exterior lighting upgrade	25,000	30,000	
	Asphalt repairs		100,000	
	Building Automation Systems and Metering	50,000		
Our Lady of Fatima	Roof replacement		300,000	
	Washroom upgrade	30,000	60,000	
	Exterior door replacement	60,000		
	New radiators		250,000	
	New water fountains	10,000		
	Exterior lighting upgrade	25,000		
Sir Edgar Bauer	Replace radiators		250,000	
	Replace heat pumps		90,000	
	Replace flooring	100,000		
	Exterior lighting upgrade	15,000		
	Interior lighting upgrade	30,000		
	Replace expansion tanks		15,000	
	Building Automation Systems and Metering	50,000	50,000	
	Replace heat pumps		12,000	
	Exterior door replacement	75,000		
St Margaret	Roof replacement		200,000	
	Exterior brick repairs		15,000	
	Replace return air and air handling units		180,000	
	Flooring	110,000		
	Exterior door replacement		50,000	
	Asphalt repairs		150,000	
St. Peter	Roof replacement		200,000	
	Replace switchboard	75,000		
	HVAC upgrade		150,000	
	Heat pump replacement		15,000	
	Upgrade plumbing fixtures		100,000	
	Flooring	50,000		
	Building Automation System and Metering	50,000		
St. Michael	Roof replacement		200,000	
	Replace switchboard	75,000		
	Exterior wall repairs		60,000	
	Exterior windows and doors	150,000		AODA
	HVAC upgrade	50,000		
	Washroom update	100,000		
	Flooring	75,000		
Various Schools	Flooring	300,000		
	Asphalt and concrete repairs		500,000	
	Building Automation Systems and Metering	100,000		
	Mechanical and Electrical	555,000		Focus on lighting upgrades
	Windows and Doors		268,000	AODA
	Security Upgrades	100,000		
	Millwork	100,000		
	Signage	50,000		AODA
Total		\$ 3,000,000	\$ 4,200,000	

Date: Monday February 22, 2016
To: Board of Trustees
From: Karen Hakim and Sebastian Monsalve, Student Trustees
Subject: Monthly Student Report

Type of Report: Incidental Information

We have invited a diverse sample of the WCDSB students to participate in the first ever WCDSB Town Hall. The Town Hall is an initiative in consultation with the Director of Education to gain further insight into student's experiences in our Waterloo Catholic Schools. The Town Hall will be comprised of facilitated discussions about students' input on the WCDSB Multi Year Strategic Plan and allowing for a platform for students to share their experiences about their schools and education. The Town Hall will be taking place Wednesday February 24, 3-4:30 p.m. at the Waterloo Catholic Education Center.

Selected secondary schools are participating in the healthy schools initiative started by the Region of Waterloo Public Health and Emergency Services with a goal of creating a better and healthier school environment for our students. Currently, a public health nurse is working in coordination with Resurrection and St. Benedict's to plan an event called *Step Up. Step Up* which is a weeklong event to encourage students to get active. Students will register at the beginning of the week and submit their step counts at the end of each day via a Google Form. Steps will be tracked and coordinated with the two high schools to create a map and diagram of the two schools racing to reach a certain point in Canada. This event will encourage students through friendly competition, promote healthy active living and provide Catholic high schools the opportunity to further work on creating a healthy school environment.

Our Elementary Student Senate meetings were successfully executed and we have created a policy document (pg. 2-3) so we can ensure a holistic student leadership plan that will be endured over the years. We are very eager to see what action can be created from the input and feedback we have collected from the elementary students. We are currently working towards creating a formal report and establishing an action plan to address concerns expressed by students.

Prepared By: Karen Hakim and Sebastian Monsalve, Student Trustees



Elementary Student Senate

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Waterloo Catholic District School Board the Board values the leadership, perspectives and participation of students.

The Waterloo Catholic District School Board recognizes the benefits obtained when students have an opportunity to share and represent the perspectives and insights from their school communities.

To assist the Student Trustees on the Board and the Waterloo Catholic District School Board Student Senate, the Waterloo Catholic District School Board Elementary Student Senate has been established with elementary representatives from each Family of Schools within the Board.

The Elementary Student Senate provides a forum for student servant leadership, the exchange of ideas, discussion, consultation, peer mentorship and communication with the Secondary Student Senate, the Student Trustees on the Waterloo Catholic District School Board and the Director of Education.

1. The Elementary Student Senate will consist of a minimum of ninety-two (92) intermediate grade seven (7) and intermediate grade eight (8) students. There will be two (2) students representing each school; one grade seven (7) and one grade eight (8) student. The Elementary Student Senate Structure is as follows:

1.1 Resurrection Family consists of nine (9) elementary schools, for a total of eighteen (18) student representatives.

1.2 St. Mary's Family consists of twelve (12) elementary schools, for a total of twenty-four (24) student representatives.

1.3 Monsignor Doyle Family consists of eight (8) elementary schools, for a total of sixteen (16) student representatives.

1.4 St. Benedict's Family consists of nine (9) elementary schools, for a total of eighteen (18) student representatives.

1.5 St. David's Family consists of eight (8) elementary schools, for a total of sixteen (16) elementary student representatives.

2. The Elementary Student Senate will meet a minimum of two (2) times during the year, at the Family of Schools Catholic Secondary School. Each Family of School Elementary Student Senate will hold separate meetings, regulated by the high school Co-Presidents, the Student Trustees, and the Director of Education.

3. Elementary Student Senate members will commit to participating in the Board student conference(s) as requested and the Waterloo Catholic District School Board Leadership Conference.

4. The Student Trustees will pass on highlighted school activities and concerning issues to the Board of Trustees and Director of Education.

5. To be eligible to serve as an Elementary Student Senator, the following qualifications are required:

5.1 As an Elementary Student Senator and a representative of the Waterloo Catholic District School Board, the student is expected to conduct him/herself with proper demeanor at all times in accordance with the Mission, Vision, Values and Policies of the Waterloo Catholic District School Board.

5.2 The pupil must be enrolled as a resident, full-time, intermediate division student at the time of his/her term in one of the Board's Catholic Elementary Schools.

6. In the event that a member of the Family of Schools Elementary Student Senate is unable to fulfill his/her duty, a newly appointed representative will be determined through consultation with the High School Student Senator of the Family of School and the Student Trustees.



Number: II 007
Subject: Board Members' Code of Conduct

Approval Date: September 29, 2008
Effective Date: September 29, 2008
Revised: April 26, 2011, November 24, 2014

Policy Statement:

Waterloo Catholic District School Board Trustees represent all the citizens of Waterloo Region and are responsible to separate school supporters through the democratic process. The separate school supporters of Waterloo Region have entrusted Trustees, through the democratic process, with the education of all students in its schools and serve as their advocates. The public is entitled to expect the highest standards from the school Trustees it elects.

Board members must represent un-conflicted loyalty to the interests of the ownership. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the organization's services.

In addition to the duties of a Trustee under Section 218 of the Education Act and Regulations of Ontario, Catholic Trustees honour a set of additional expectations that have been set for them by the Catholic community. These include, but are not limited to:

- An appreciation that Catholic schools are an expression of the teaching Ministry of the Church;
- The facilitation of the best possible Catholic education according to the programs approved by the provincial Minister of Education and supported by the Canadian Conference of Catholic Bishops;
- A recognition and defense of the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- An affirmation of a strong sense of Catholic community; and
- Prayer, support and encouragement for the efforts of all persons engaged in the ministry of Catholic education in Canada.
- The promotion of a positive image of the Board.
- Finally, Trustees will not cause or allow any conditions, procedures, actions or decisions that are undignified unprofessional, or contrary to the preservation of Catholic values and teaching.

Individual Trustees are expected to:

- Familiarize themselves with their duties and any requirements of them as prescribed by the Education Act and Regulations;
- Familiarize themselves with their duties and any requirements of them as prescribed by the Municipal Freedom of Information and Protection of Privacy Act and their related regulations;
- Familiarize themselves with positions, policies and directions of the Ontario Catholic School Trustees Association;

- Comply with the Municipal Conflict of Interest Act in declaring any and all direct and indirect pecuniary interests in a matter before the Board. Trustees are responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or an appearance of a conflict of interest;
- Respect and treat others fairly regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Agree that all information deemed private or confidential that is provided is for Board business only, and will not be communicated beyond those to whom it has been provided;
- Commit to being fully prepared to participate and deliberate on all matters before the Board;
- Share in the distribution of Board workload including preparing, attending and participating in meetings, committees, public events such as graduations or other assignments as appointed.
- Trustees who sit on committees of the Board will bring on-going reports back to the Board of Trustees describing the work and any new learning and information gained as a result of the work of the committee.
- Trustees will treat each other with the respect and dignity requisite with their office including proper use of authority and appropriate decorum when acting as Board members.

Statutory Duties of a Trustee:

Trustees are expected to comply with the duties of a Board member as set out in Section 218.1 of the Education Act and Regulations.

A board member shall:

- Carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties under this Act., including but not limited to the Board's duties under Section 169.1;
- Attend and participate in meetings of the board, including meetings of Board committees of which he or she is a member;
- Consult with parents, students and separate school supporters on the Board's multi-year plan under clause 169.1(1) (f);
- Uphold the implementation of any Board resolution after the Board has made a decision;
- Maintain focus on student achievement and well-being through the development of policies.

Relationship with the CEO and staff:

Board members may not attempt to exercise individual authority over the organization.

- Board members interaction with the CEO, or with staff, must recognize the lack of authority vested in individuals except when explicitly authorized by the Board;
- Board members interaction with the public, press or other entities must recognize the same limitation of any board member to speak for the Board;
- Except for participation in Board deliberation about whether reasonable interpretation of Board policy has been achieved by the CEO, Board members will not express individual judgments of performance of employees of the CEO.
- Board members will respect the confidentiality appropriate to issues of a sensitive nature and all issues in-camera;

Enforcement of Code of Conduct and Municipal Conflict of Interest Act:

Step One: Informal Process

Notwithstanding policies and procedures contained in other Board bylaws, in accordance with the provisions of section 218.3 of the Education Act, a breach of this Code of Conduct may be dealt with by the following procedures:

- A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair. Alternatively, a Roman Catholic elector may petition the Board of Trustees directly. Any allegation of a breach of the Code must be brought to the attention of the Chair no later than 6 weeks after the breach comes to the knowledge of the Trustee (or Roman Catholic elector) reporting the breach. Unless the allegation is of a criminal nature, allegations of a breach of the code should not come to the Chair if they are alleged to have occurred earlier than six months prior to coming to the awareness of the Trustee or ratepayer.
- If an alleged breach is brought to the attention of the Chair, s/he, along with the Vice-Chair shall make inquiries into the matter and shall, based on the result of the inquiries, determine whether there has been a breach. Investigations of alleged breaches of the Code are to be undertaken by the Chair and Vice-Chair of the Board or by two other Trustees selected by the Board for this purpose. The Chair or Vice Chair and/or selected Trustees shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or view.
- If in the opinion of the Chair and Vice-Chair of the Board an outside consultant should conduct the inquiry, the Director will appoint the consultant. At any time in the process, the Trustee who is alleged to have breached the Code can ask for an outside consultant to be brought in if, in her/his opinion, he/she is not being dealt with fairly.

Step Two: Informal Process Resolution

If, after hearing the evidence provided through the informal process, the Board determines that a Trustee has breached this Code of Conduct, the Board may select from a number of options moving forward in a progressive discipline approach:

1. A conversation between the Chair/Vice Chair and the Trustee in question where clarification, re-direction and/or a request for an apology may be sought.
2. The Chair/Vice Chair may recommend the Board use a Restorative Circle approach to bring understanding of the alleged offence and reconciliation of the issue so that, as a group, the Trustees can move on and healing occur. If this method is selected an outside facilitator, trained in Restorative Circles, will work with the group on this process.
3. The Board may also opt for a formal process to resolve the issue.

Formal Process Resolution:

4. Similar to the informal resolution process, the Chair/Vice-Chair (or in certain circumstances an outside consultant) investigates alleged breaches and brings a formal report to the Board. The Board will hear the evidence gathered through the investigation and determine if a breach of the Code occurred. It may impose one or more of the following sanctions:
 - request for an apology,
 - reprimand, censure or other sanctions as per board motion. These could include:
 - a) Censure of the Trustee
 - b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board
 - c) Barring the Trustee from sitting on one or more committees of the Board for a period of time determined by the Board or
 - d) Removal of the Chair or Vice-Chair of the Board or Committee. A Trustee who is removed from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that related to that meeting or that part of the meeting that are not available to any member of the public.
 - In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.
5. If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.

6. The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or any sanction imposed by the Board.
7. The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee.
8. The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.
9. If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanctions imposed by the Board are also revoked.
10. If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.
11. If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.
12. Despite subsection 207 (1) of the Education Act which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:
 1. The security of the property of the Board;
 2. The disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
 3. The acquisition or disposal of a school site;
 4. Decisions in respect of negotiations with employees of the Board or
 5. Litigation affecting the Board.

Process to be followed after decision to impose sanctions:

The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- Make a determination that a Trustee has breached this Code of Conduct;
- Impose a sanction on a Trustee for a breach of this Code of Conduct;
- Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct;
- Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above. When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting.

The Statutory Powers Procedures Act does not apply to any of the enforcement provisions under section 218.3 of the Education Act. Nothing in this Code of Conduct prevents a Trustee's breach of the Municipal Conflict of Interest from being dealt with in accordance with that Act.

A Trustee who is subject to a board inquiry to determine whether the Trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses will not be paid unless extraordinary circumstances are determined by Board motion.

The required vote on any resolutions of determination will be made by a simple majority of all Trustees on the Board not including the accused Trustee.

Number: III 003
Subject: Accountability of the CEO

Approval Date: April 28, 2008

Effective Date: April 28, 2008

Revised:

Policy Statement:

The CEO is the board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the CEO.

Accordingly:

1. The board will not give instructions to persons who report directly or indirectly to the CEO.
2. The board will not evaluate, either formally or informally, any staff other than the CEO.
3. The board will view CEO performance as identical to organizational performance, so that organizational accomplishment of board stated Ends and avoidance of board proscribed means will be viewed as successful CEO performance.

Number: III 004
Subject: Delegation to the CEO

Approval Date: April 28, 2008
Effective Date: April 28, 2008
Revised: January 30, 2012

Policy Statement:

The board will instruct the CEO through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the CEO to use any reasonable interpretation of these policies with the legal requirements of the Province of Ontario.

Accordingly:

1. The Board will develop policies instructing the CEO to achieve certain results, for certain recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies.
2. The Board will develop policies which limit the latitude the CEO may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies.
3. As long as the CEO uses any reasonable interpretation of the board's Ends and Executive Limitations policies, the CEO is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
4. The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between board and CEO domains. By doing so, the board changes the latitude of choice given to the CEO. But as long as any particular delegation is in place, the board will respect and support the CEO's choices.