



Board of Trustees' Board Meeting

Date: May 30, 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		
1.2 Approval of Agenda	Board of Trustees		Approval
1.3 Declaration of Pecuniary Interest	Individual Trustees		
1.3.1 From the current meeting			
1.3.2 From a previous public or in-camera meeting			
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 2016-17 Budget Update #3	Trustees	pp. 1-2	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 April 25, 2016 Board meeting	Trustees	pp. 3-6	Approval
3.1.2 Minutes of April 6, 2016 SEAC meeting	Trustees	pp. 7-9	Receipt
3.1.3 Minutes of April 25, 2016, EDC Policy Review Minutes	Trustees	pp. 10-11	Approval
3.1.4 Minutes of April 25, 2016 EDC Background Study Minutes	Trustees	pp. 12-13	Approval
3.1.5 Minutes of May 16, 2016 EDC By-law Minutes	Trustees	pp. 14-15	Approval
3.1.6 Minutes of May 2, 2016 Governance Committee	Trustees	pp. 16-17	Receipt
3.1.7 Staffing Report as of May 24, 2016	Trustees	--	Receipt
4. Delegations/Presentation			
5. Advice from the CEO			
5.1 Special Education Plan 2016	Laura Shoemaker	pp. 18-60	Information
5.2 Friends of Fort McMurray Day	Loretta Notten	--	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	p. 61	Information
7.2 Governance Committee Recommendations	Joyce Anderson	pp. 62-82	Approval
8. Board Education (at the request of the Board)			
9. Policy Discussion			
10. Assurance of Successful Board Performance			
10.1 Board Policy II 011 Student Representation on the Board	Trustees	p. 83	Approval
10.2 Is There a Need to Review This Policy?	Trustees	--	Discussion
10.3. Board Policy II 012 Student Trustee Role Description	Trustees	p. 84	Approval
10.4 Is There a Need to Review This Policy?	Trustees	--	Discussion
10.5 2016-17 Board of Trustee Meetings	Trustees	p. 85	Approval
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):			
Jun 1 5:30 CPIC, 6:30 SEAC			
Jun 6 6:00 Special Board - Budget			
Jun 9 – 11 CCSTA AGM			
Jun 15 Audit Committee			
Jun 20 6:00 Board Meeting			
Jun 23 9:00 a.m. Board Office Mass (St. Francis, Kitchener)			

June 26 Resurrection Graduation June 27 St. Mary's Graduation June 28 St. Benedict/St. David Graduations June 29 Monsignor Doyle Graduation			
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 13.3 Pending Items for OCSTA Consideration <ul style="list-style-type: none"> • 	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
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: May 30, 2016
To: Board of Trustees
From: Director of Education
Subject: Budget Update #4

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

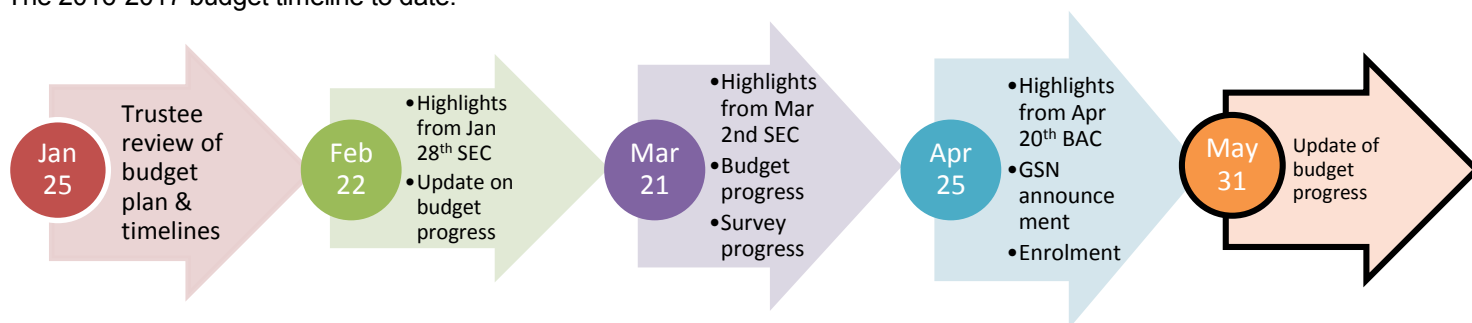
Alignment to the MYSP:

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:



Overall Budget Development Progress

The following updates budget progress since the last update to Trustees:

- Secondary Enrolment Committee decided to maintain enrolment projection from April meeting
- Budget Advisory Committee to meet on May 31, 2016
- EFIS, the Ministry reporting tool, has been updated to include the revenue and expenses for 2016-17 in preparation for June filing
- The board has developed a balanced budget, without the use of reserves
- The Finance team is working on publishing the budget report book which will accompany the 16-17 Budget Presentation

Secondary Enrolment Committee Meeting #5 (May 10, 2016)

The purpose of this committee is to discuss methods for calculating secondary enrolment and come to an agreement for establishing a secondary student average daily enrolment (ADE) for the purpose of budgeting and staffing.

The committee met and reviewed updated enrolment information. There was no indication that any change was required. The committee agreed that a date-sensitive selection of enrolment will assist in predicting future attrition rates against April enrolment projections.

Budget Advisory Committee

- Committee will meet to provide a high-level review of revenues, expenses, staffing, and enrolment projections
 - Budget Presentation- to ensure current format of presentation is still understandable and desirable
- This will be the final Budget Advisory Committee meeting for 2015-16

Upcoming

- Budget Advisory Committee meeting: May 31st
- Budget Presentation: June 6th

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, April 25, 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:

Sebastian Monsalve

Administrative Officials Present:

Loretta Notten; Gerry Clifford; Jason Connolly; Derek Haime; John Klein; Shesh Maharaj; Laura Shoemaker

Special Resources For The Meeting:

Lindsay Ford

Regrets:

Karen Hakim; David DeSantis; 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 7:01 p.m.

1.1 Opening Prayer & Memorials

The meeting opened with prayer by Fr. Joseph de Viveiros, C.R. Intentions were offered for Jenna Gazzola, daughter of the Chair of Wellington CDSB who passed away last week.

L. Notten invited Fr. Joseph de Viveiros, Faith Animator, to facilitate the commissioning ceremony for our two new superintendents John Klein and Jason Connolly.

1.2 Approval of Agenda

Item 3.1.5 revised wording; April 6, 2016 CPIC Meeting Information; add Item 5.4 Extended Day Programs; add item 8.1 Chair's Update Meeting with MPP Catherine Fife

2016-58 -- It was *moved* by **M. Van Alphen** and *seconded* by **W. Price**:

THAT the agenda for April 25, 2016 as amended 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 December 2, 2015 CPIC

2.2 Minutes of February 3, 2016 CPIC

2.3 Interim Financial Report - #2 of 3

2.4 2016-17 GSN Announcement Summary

2.5 2016-17 Budget Update

2016-59 -- It was *moved* by **B. Conway** and *seconded* by **A. Fee**:

*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 March 21, 2016 Board meeting

3.1.2 Minutes of February 3, 2016 SEAC meeting

3.1.3 Minutes of March 2, SEAC meeting

3.1.4 SEAC Monthly Report

3.1.5 Items for Action from Previous In-camera meeting of April 11, 2016 Related to Governance Services and April 25, 2016 related to Property and Human Resources

2016-60 -- It was *moved* by **M. Van Alphen** and *seconded* by **A. Fee**:

*THAT the Consent Agenda Board of Trustees and the recommendations contained therein be now approved. ---
Carried by consensus*

J. Anderson and B. Conway provided an update of the information presented at the April 6th CPIC meeting.

4 Delegations

4.1 Team Dave

L. Notten advised John Dietrich, principal of St. David's CSS and three students will talk about the success of the FIRST Robotics program.

J. Dietrich advised in the six years of competition they have exceeded expectations. There has been tremendous community partnerships, mentorship with the University of Waterloo and parent involvement.

The students explained the aim of FIRST (For Inspiration and Recognition of Science and Technology) Robotics is to promote passion for STEM (Science, Technology Engineering and Math) in young people. Our team is called Team Dave. Each year the challenge is to design, build and program all in a six week period. The team has won overall central qualifying them to compete in St. Louis, Missouri for the third time.

Educational Applications:

- Presentation and people skills
- Encourages positive Catholic values, professionalism and cooperation
- Essay writing, technological literacy
- Machining skills
- Teamwork, time management
- Effective productivity skills
- Working under pressure

Outside School Applications:

- Talking to sponsors
- Connections with industry professionals
- Networking and social media skills
- Advanced business plans
- Budgeting
- Self-sufficiency
- Advanced CAD (Computer Automated Drawings)
- Mass Data Input and Analysis

5 Advice from the CEO

5.1 Saint John Paul II Boundary Review

L. Ford advised the report was first presented at the March 21st board meeting. M. da Silva asked trustees if there any further questions.

2016-61 -- It was *moved* by **J. Anderson** and *seconded* by **A. Fee**:

THAT the boundaries of Saint John Paul II and St. Daniel remain status quo. --- No consensus

Vote:**In Favour: 6****Opposed: 3**

Motion Carried: Vote of 6 to 3

5.2 Traffic Management & Active School Travel Report

L. Ford was asked to prepare the report regarding traffic issues for an upcoming meeting with City of Cambridge officials. In 2011 trustees passed an Active Transportation Charter encouraging families/students to walk to school. WCDSB and WRDSB along with the City of Kitchener have agreed to contribute toward a staff resource to assist with developing school travel plans at Kitchener schools. Staff will develop an administrative procedure related to active transportation.

5.3 Lease Agreement – Lang’s Farm Village Association

S. Maharaj presented an agreement with Lang’s to build a parking lot on St. Michael’s school property. The agreement is for 15 years with a 5 year renewal.

2016-62 -- It was *moved* by **B. Conway** and *seconded* by **A. Fee**:

That the Board of Trustees defer the decision to May 16th until after the school community has been informed. --- No consensus

Vote:**In Favour: 3****Opposed: 6**

Motion Defeated: Vote of 6 to 3

2016-63 -- It was *moved* by **G. Reitzel** and *seconded* by **M. Van Alphen**:

That the Board of Trustees approve the attached 15 year agreement with Lang’s Farm Association to permit them to construct and operate a staff parking lot on the St. Michael School site in Cambridge pending notification of the St. Michael School Community. --- No consensus

Vote:**In Favour: 8****Opposed: 1**

Motion Carried: Vote of 8 to 1

5.4 Extended Day Reports

G. Clifford advised in addition to the 27 schools that offered the before and after school programs last year three schools, St. Joseph, St. Michael and St. Matthew, were deemed viable for the coming school year.

Effective September 2016, the board will be responsible for the collection of fees from parents.

6 Ownership Linkage (Communication with the External Environment)**7 Actions From Board Committees/Task Forces****7.1 Student Trustee Report**

S. Monsalve reported that the Student Leadership Conference, April 12 at The Museum was a success with representatives from every school. The goal was to generate a feeling of fellowship. There were leadership and teamwork workshops and a great keynote speaker.

8 Board Education (at the request of the Board)**8.1 Chair’s Update with MPP Catherine Fife**

M. da Silva advised he had a request to discuss the Ontario government recently announced new Autism Program. L. Shoemaker reported we are currently in the process of receiving information from the Ministry. A working group will be created to discuss the processes and plans to make the transition as easy as possible for families.

9 Policy Discussion

10 Assurance of Successful Board Performance

10.1 Board Policy II 015 Ownership Linkage

2016-64 -- It was *moved* by **G. Reitzel** and *seconded* by **A. Fee**:

THAT the Board of Trustees reviewed Policy II 015 Ownership Linkage 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.

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):**

May 1 – 6 Catholic Education Week

May 2 Governance

May 4 6:30 SEAC

May 6 7:30 a.m. Community Leaders Breakfast

May 10 Beacons of Hope – St. Benedict Family

May 12 Staff Recognition Evening, Waterloo Region Museum

May 16 6:00 Committee of the Whole/Joint EDC By-law

May 18 Bishop's Banquet

May 27 9:00 a.m. Board Office Mass

May 30 6:00 Board Meeting

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

2016-65 -- It was *moved* by **M. Van Alphen** and *seconded* by **B. Conway**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 9:31 p.m.



SEAC Committee Meeting Minutes

Date & Time:	Wednesday, April 6, 2016 6:30 pm
Location:	Boardroom, C.E.C.
Next Meeting:	Wednesday, May 4, 2016
<p>Committee Members: Kim Murphy, Jeanne Gravelle, Amy Fee, Irene Holdbrook, Richard Gough, Wendy Price, Zina Bartolotta, Rhonda Ruetz, John Gilbert</p> <p>Administrative Officials: Sherry Peeples, Laura Shoemaker</p> <p>Regrets: Laura Shoemaker, Caitlin Barton, Shana Mcturk</p>	

<ul style="list-style-type: none"> • Opening Prayer Welcome Opening prayer was led by Sherry Peeples and intentions were said for friends and family members. 	Sherry Peeples
<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 February 3, 2016 Minutes Motion by: Wendy Price Seconded: Kim Murphy March 2, 2016 Minutes Motion by: Amy Fee Seconded: Kim Murphy	
5. School System Operational Business 5.1 Community and Transition Support Worker Updates Tracey Fuschino, Community and Transition Support Officer was introduced to SEAC and greeted with a warm welcome. Tracey provided a brief background on her role in our schools and the assistance she provides to students and families with developmental disabilities. She provides a vast amount of community resources, contacts and knowledge for those students requiring her assistance. Tracey walked through her PowerPoint presentation expanding on details and	Tracey Fuschino

<p>answering questions. A four page list of acronyms was circulated for SEAC members to look at; the list is shared with family members that Tracey assists.</p> <p>5.2 Protocol “Take Back” for SEAC Associations SEAC members had a short group discussion on what information will be shared with their associations.</p> <p>5.2.1 Wonderings Discussion Wonderings from the February meeting were addressed by Sherry Peeples reviewing the comments. A brief video by Dr. Cathy Bruce <i>entitled “Key Features – Professional Learning”</i> was presented to SEAC which provided an insight into efficacy learning. The balance of the Wonderings will be discussed at the May SEAC meeting.</p>	<p>Sherry Peeples</p> <p>Sherry Peeples</p>
<p>5.9 Ministry Updates</p> <p>5.9.1 Demonstration School Consultation Sherry Peeples informed SEAC that Julyanna Cinti was selected to attend the Strategic Council workshop on behalf of the Board.</p> <p>5.9.2 Mental Health Children’s Mental Health Week is from April 30th to May 7th. A new mental health poster was shown to SEAC members and Amanda Warne will attend the mental health day on April 30th to represent the board at the Cambridge Centre Mall.</p> <p>5.9.3 Autism Services updates were discussed by SEAC. The focus of the changes are on early diagnosis, early intervention and shorter wait lists. Concerns were raised about the transition plan, which includes removing all children over the age of 5 from IBI wait list and given a one-time cheque for \$8,000 to use for private therapy. As well, all children over the age of 5 currently receiving IBI will be transitioned off and into full time school, with no confirmation if Connection or any other transition to school program will be in place. It is not known if there will be increased funding to schools to support the impact of this transition.</p>	<p>Sherry Peeples</p> <p>Sherry Peeples</p> <p>Jeanne Gravelle</p>
<p>6. SEAC Committee Functions</p> <p>6.1 Special Education Plan Nil</p> <p>6.2 Sub-Committee Update Nil</p> <p>6.3 Review of SEAC Start Time</p> <p>The SEAC start time of light lunch at 6:00 pm and the meeting starting at 6:30 pm will now be permanent.</p>	<p>Laura Shoemaker</p> <p>Jeanne Gravelle</p> <p>SEAC</p>
<p>7. Association Concerns/Association Updates (20 minutes)</p> <p>Easter Seals Ontario</p> <ul style="list-style-type: none"> • Parent Engagement Conference: Webcast sessions breakdown is attached • Blog “Dealing with Concerns at School” article and graphic http://education.easterseals.org/advocacy-how-to-deal-with-concerns-at-school/ • Holland Bloorview Kids Rehabilitation Hospital Bloom Article February 25th 2016 How to work with your child’s teacher. http://bloom- 	

<p>parentingkidswithdisabilities.blogspot.ca/2016/02/how-to-work-with-your-childs-teacher.html</p> <p>Association meeting:</p> <ul style="list-style-type: none"> • Simcoe Muskoka Catholic DSB, reported MOE will now fund Evacuscape chairs through SEA grants. Boards responsible for first \$800 • Dufferin-Peel Catholic DSB had a presentation from VOICE, now have new resource "I Fell Good!" A guide to support the Mental Health and Well Being of Children and Youth Who are Deaf and Hard of Hearing in Ontario Schools. Developed in collaboration with the Canadian Hearing Society and researchers from U of T and Western as well as clinical psychologists. http://www.voicefordeafkids.com/Chapters/News/National/Mental-Health-Guide.aspx <p>WRDSS Mini Conference on Saturday April 23, 2016 to be held KidsAbility Pavilion, 500 Hallmark Drive, Waterloo. Please see attached flyer provided by Kim Murphy.</p> <p>ASWR is having an Autism Carnival is on April 21 from 5:00-7:00 pm at Creekside Church, 660 Conservation Drive, Waterloo.</p> <p>Jeanne Gravelle WRFN, will look into hosting support groups and provide information at a later date.</p>	
<p>8. Policy Advice to the Board</p> <p>Wendy Price and Amy Fee distributed the WCDSB monthly bulletin for SEAC members to peruse. Details were provided on the:</p> <ul style="list-style-type: none"> • 2016 Long Term Accommodation Plan • St John Pall II and St Daniel School Boundary Review • STSWR Stop Arm Camera Pilot Proposal for school buses • Beacons of Hope awards to our students 	
<p>9. Pending Items</p>	
<p>10. Adjournment Motion by: Rhonda Ruetz Seconded: Wendy Price</p>	
<p>11. Action Items Place Holder</p>	

Education Development Charges Policy Review Meeting

A public Education Development Charges Policy Review meeting was held on Monday, April 25, 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:

Sebastian Monsalve

Administrative Officials Present:

Loretta Notten; Gerry Clifford; Jason Connolly; Derek Haime; John Klein; Shesh Maharaj; Laura Shoemaker

Special Resources For The Meeting:

Lindsay Ford

Regrets:

Karen Hakim; David DeSantis; 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 5:03 p.m.

1.1 Opening Prayer & Memorials

The meeting opened with prayer led by Manuel da Silva.

1.2 Approval of Agenda

2016-54 -- It was *moved* by **G. Reitzel** and *seconded* by **A. Fee**:

THAT the agenda for April 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. Opening Remarks and New Business

2.1 Education Development Charges Policy Document

M. da Silva advised the Waterloo Catholic District School Board is proposing to enact a new Education Development Charges By-law as the current by-law is scheduled to expire on May 31, 2016.

3 Reports from Consultants, Legal Counsel

3.1 Consultant

Cynthia Clarke, Ameresco, provided an overview of the policy review process. Both our board and the WRDSB adopted by-laws in May 2011 for a five year term. The funds collected may only be used by the Boards to acquire land needed to address growth-related student accommodation pressures in areas of new development. Eligible costs include the acquisition and the preparation of the land to make the site "building ready". Legislation requires

that a board conduct a review of the existing EDC policy before passing a new EDC by-law.

Stakeholder sessions were held Oct 8, 2015 and March 31, 2016 to discuss the proposed EDCs. The second meeting held tonight will review the background study and recommendations. The By-law adoption public meeting with be held jointly with the WRDSB on May 16, 2016.

3.2 Legal Counsel

James A. Easto of Keel Cottrelle advised trustees have received all information as required regarding the policy review.

3 Questions by Trustees

M. da Silva asked if there were any questions of trustees. There were none.

4 Delegations/Public Question Period

Art Sinclair, Vice-president of Chamber of Commerce.

He is requesting the WCDSB and WRDSB consider a process similar to that approved by Waterloo City Council which provided for incremental increases for residential and non-residential.

5 Closing Prayer

6 Motion to Adjourn

2016-55 -- It was *moved* by **M. Van Alphen** and *seconded* by **B. Schmalz**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 5:28 p.m.

Chair of the Board

Secretary

Education Development Charges Background Study Meeting

A public Education Development Charges Background Study meeting was held on Monday, April 25, 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:

Sebastian Monsalve

Administrative Officials Present:

Loretta Notten; Gerry Clifford; Jason Connolly; Derek Haime; John Klein; Shesh Maharaj; Laura Shoemaker

Special Resources For The Meeting:

Lindsay Ford

Regrets:

Karen Hakim; David DeSantis; 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 5:28 p.m.

1.1 Opening Prayer & Memorials

1.2 Approval of Agenda

2016-56 -- It was *moved* by **B. Conway** and *seconded* by **W. Price**:

THAT the agenda for April 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. New Business

2.1 Education Development Charges Background Study (previously distributed)

Cynthia Clarke, Ameresco, reviewed what is currently in the by-law and background study. The Ministry of Education has reviewed the background study as required. The by-law must be adopted within 12 months of taking the analysis. The proposed increase is \$653 per residential dwelling unit, and \$0.32 per non-residential sq. ft. of gross floor area.

2.2 Draft Successor Education Development Charges By-Laws (part of item 3.1)

James A. Easto of Keel Cottrelle L.L.P. advised this by-law essentially follows the one passed in 2011. He reviewed a few changes to the by-law which does not include a phase-in, however it could be added should the board decide.

3 Reports from Consultants, Legal Counsel

L. Ford advised the City of Kitchener had some comments and suggestions which they have responded to. Trustees will receive this prior to May 16th.

4 Questions by Trustees

M. da Silva asked if trustees had questions. There were none.

5 Delegations/Public Question Period

No delegates.

6 Closing Remarks

M. da Silva advised the third meeting will be held on May 16th at the Regional Council Chambers as a joint meeting with the WRDSB. Delegates should send their requests directly to Lindsay Ford or Barb Pilsner.

7 Closing Prayer**8 Motion to Adjourn**

2016-57 -- It was *moved* by **W. Price** and *seconded* by **G. Reitzel**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 5:53 p.m.

Chair of the Board

Secretary

Joint Special Public Meeting: Education Development Charges By-law

A joint public Education Development Charges By-law meeting of the Waterloo Catholic District School Board and the Waterloo Region District School Board was held on Monday, May 16, 2016 at the Regional Municipality of Waterloo Council Chambers, 150 Frederick Street, Kitchener.

Trustees Present:

Joyce Anderson; Bill Conway; Manuel da Silva (Chair); Amy Fee; Wendy Price; Brian Schmalz; Melanie Van Alphen

Student Trustees Present:

Sebastian Monsalve

Administrative Officials Present:

Loretta Notten; Gerry Clifford; Jason Connolly; David DeSantis; Derek Haime; John Klein; Shesh Maharaj; Laura Shoemaker

Special Resources For The Meeting:

Lindsay Ford

Regrets:

Frank Johnson; Greg Reitzel; Karen Hakim; 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 7:31 p.m.

1.1 Opening Prayer & Memorials

The meeting opened with prayer led by Sebastian Monsalve, student trustee.

1.2 Approval of Agenda

Add Active and Safe Routes to School as Item 8.

2016-69 -- It was *moved* by **J. Anderson** and *seconded* by **W. Price**:

THAT the agenda for May 16, 2016 as amended be now approved and the normal requirement for delegations to file a copy of their presentation was waived. --- Carried by consensus.

2. Declaration of Conflict of Interest

No trustees declared a conflict of interest.

3. Opening Remarks

M. da Silva gave the opening remarks.

4. Presentations from Consultant, Legal Counsel and Staff

2.1 Consultant

Cynthia Clarke, Ameresco, updated the boards on the EDC proposals. The Minister has reviewed the student enrolment and the new school sites required. There are no changes to the calculations as a result of the review so the background study presented previously has not changed.

3.2 Legal Counsel

James A. Easto of Keel Cottrelle reviewed the proposed changes and is not recommending the need for another public meeting as the changes are not substantial.

L. Ford summarized the reports for the board.

5. Delegations/Public Question Period

Kathleen Woodcock, WRDSB chair, called for delegations. There were none.

6. Questions by Trustees

M. da Silva asked if there were any questions of trustees. There were none.

7. Passage of By-law

2016-70 -- It was *moved* by **A. Fee** and *seconded* by **W. Price**:

THAT the Board of Trustees make no changes to the existing Education Development Charge By-law policies as they relate to jurisdiction-wide vs area-specific charges, additional residential or non-residential exemptions, demolition or conversion credits or term of the by-law (5 years).

That the Board of Trustees approves the implementation of an Education Development Charge incorporating both a residential and non-residential component with the percentage of growth-related net education land cost that is to be funded by Education Development Charges on residential development be 80% and on non-residential development be 20%.

That the Board of Trustees determines pursuant to Section 257.63 of the Education Act that no further public meeting concerning the proposed Education Development Charge By-Law (2016) is necessary.

*That the Board of Trustees approves the Education Development Charge By-law (2016) for a term of 5 years with an effective date of June 1, 2016 in the form attached with the date of Ministerial approval to be inserted into the third recital, \$653 to be inserted into Part II Section 8 as the Education Development Charge on each dwelling unit, and \$0.32 to be inserted into Part III Section 13 as the Education Development Charge per square foot (\$3.44 per square metre) on the gross floor area of non-residential development. --- **Carried by consensus.***

8. Active and Safe Routes to School

L. Ford, Manger of Planning, and L. Agar, WRDSB Senior Planner provided an update on the Active Transportation Charter that was developed and adopted May 16, 2011 by both boards.

9. Closing Prayer

10. Motion to Adjourn

2016-71 -- It was *moved* by **B. Schmalz** and *seconded* by **B. Conway**:

THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 8:51 p.m.

Chair of the Board

Secretary

Governance Committee Meeting

A meeting of the Governance Committee was held on the 2nd of May, 2016 at 5:00 p.m.

Present:

Committee Members:

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

Administrative Officials:

Loretta Notten

Additional Attendees:

Wendy Price

Regrets:

Next Meeting: 2016-17 School Year

1. **Welcome and Opening Prayer:** J. Anderson

2. **Approval of Agenda**

Motion: B. Conway

Seconded: G. Reitzel

3. **Declared Pecuniary interest**

4. **Approval of April 4, 2016 Minutes**

Motion: G. Reitzel

Seconded: B. Conway

5. **Discussion Items**

5.1 Review Revision to General Operational and Procedural By-law

Committee members discussed adjusting the timelines for receiving agendas to allow more time to review.

Revise 3.20 Delivery of Agenda for BOARD MEETING and 3.21 Delivery of Agenda for COMMITTEE MEETING

Add wording "*a minimum*" of 48 hours in advance.

Revise 4.9 No Reconsideration in Same YEAR

Adjust numbering in final version of By-law.

Motion: G. Reitzel

Seconded M. da Silva

THAT The Governance committee will bring the revised By-law to Board on May 30th for approval.

5.2 Governance Facilitator – Next Steps

Committee members welcomed Marion Thomson Howell and explored the first steps in the work plan to review Section four policies and training relative to monitoring and evaluation of the CEO and trustees.

M. Thomson Howell will bring back estimated timelines, based on suggested dates. Sessions will begin with clarifying terms and recommended governance process, followed by training sessions on effective monitoring of policies and strategic plan, as well as the CEO. A Governance item regarding trustee self-monitoring will be placed on the May 16th Committee of the Whole for discussion (will be sent out in advance). Survey will be officially administered in the December of each year.

6. Pending Items

Board and Senior Staff discussion on future of Policy Governance

7. Governance Committee Recommendations:

The Governance Committee makes the following recommendations to the Board:

Revise 3.20 Delivery of Agenda for BOARD MEETING and 3.21 Delivery of Agenda for COMMITTEE MEETING

Add wording "*a minimum*" of 48 hours in advance.

Revise 4.9 No Reconsideration in Same YEAR

Adjust numbering in final version of By-law.

Governance Committee to bring the revised By-law to Board on May 30th for approval.

8. Adjournment

Motion: B. Conway

Seconded: M. da Silva

That the meeting be adjourned.

The meeting was adjourned at **6:13** p.m.



Date: May 30, 2016
To: Board of Trustees
From: Director of Education
Subject: Special Education Plan 2016

- 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)

Reg 306 Special Education Programs and Services

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

Policy 1001 - Ends

Alignment to the MYSP:

- *Nurturing Our Catholic Community:* Intervene in timely and effective ways to assist in accurate identification, programming and support for students with special education needs.
- *Build Capacity to Lead, Learn and Live Authentically:* To continue implementation of emerging technologies that enable forward thinking, global education.
- *Build Capacity to Lead, Learn and Live Authentically:* To increase system efficiencies and reduce workloads through process improvements.

Background/Comments:

In accordance with Regulation 306, WCDSB board is required, every two years, to prepare and approve a report on the special education programs and special education services provided by WCDSB, and to submit it to the ministry. Each board is required to maintain a special education plan, to review it annually, to amend it from time to time to meet the current needs of students with special needs, and to submit any amendment(s) to the Minister for review.

One of the purposes of a school board’s special education plan is to inform the Ministry of Education and the public about special education programs and services that are provided by the board in accordance with legislation and ministry policy on special education.

The Ministry of Education will review each school board’s special education plan to determine whether it complies with the standards mentioned above. The aim of the review is to ensure that certain standards are maintained across the province in the development and provision of special education programs and services. Where the ministry determines that a board’s plan does not comply with the standards, the ministry will require the board to amend its plan. Amending the plan will include responding to identified omissions. Boards will make the necessary changes and

submit the amendments to the ministry the following year.

The Special Education Plan was recommended for approval to the Board of Trustees at the May 26, 2016 SEAC meeting. Highlights and changes to the plan are contained in the attached chart(s).

Highlights: Special Education Plan <https://www.wcdsb.ca/spec-ed/dl/pdf/SPECIAL-EDUCATION-PLAN.pdf>
Special Education Plan PowerPoint (See Appendix A)

Throughout the 2015-16 school year and looking into 2016-17, the following key actions and responsibilities have continued to evolve, be led and be supported by the Special Services Department:

- Special Education Forms and Processes continue to be refined and revised
- Behaviour Support Team Consultation Process has been reviewed and refined
- Continued implementation of Reading Intervention: Empower; Empower Comprehension
- Professional Learning for Special Education Staff
- SEAC: IEP Parent checklist; Pro Grant Submission; Meeting protocols
- Oral Language/Literacy
- Chief Social Worker: Connectivity; Lead agency; Mental Health
- Mental Health and Wellness Initiatives
- Autism Support Facilitator Professional Learning For All Staff
- Community and Transition Support Officer: Partnerships for Community Living
- Allocation of Special Education Teaching Staff (Modified Social Risk Index)
- Special Education Visioning Committee
- Joint Protocol for Student Achievement (JPSA)
- Special Needs Strategy

Recommendation:

For information only.

Prepared/Reviewed By: Loretta Notten
Director of Education

Laura shoemaker
Superintendent of Learning

*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.”

Appendix A Special Education Update

May 30, 2016

New Special Education Process and Forms

Elementary

- ▶ A1
- ▶ No changes
- ▶ It is the expectation that parents are aware of concerns and if there will be an A2 meeting held

Secondary

- ▶ SS1
- ▶ No changes

New Special Education Process and Forms

Elementary

- ▶ A2
- ▶ Text Box specific to actions
- ▶ Signed by Principal
- ▶ Parents informed

Secondary

- ▶ SS2
- ▶ Text box specific to actions
- ▶ Case Manager to sign
- ▶ SERT Copy

New Special Education Process and Forms

Elementary

- ▶ A3
- ▶ Text box specific to action
- ▶ Principal to sign
- ▶ Copy to SERT
- ▶ Please see note on bottom of page A3 for new messaging:
- ▶ **Any changes made to this document after the meeting date must be communicated to all parties and a revised A3 submitted to the team prior to copy being sent home**

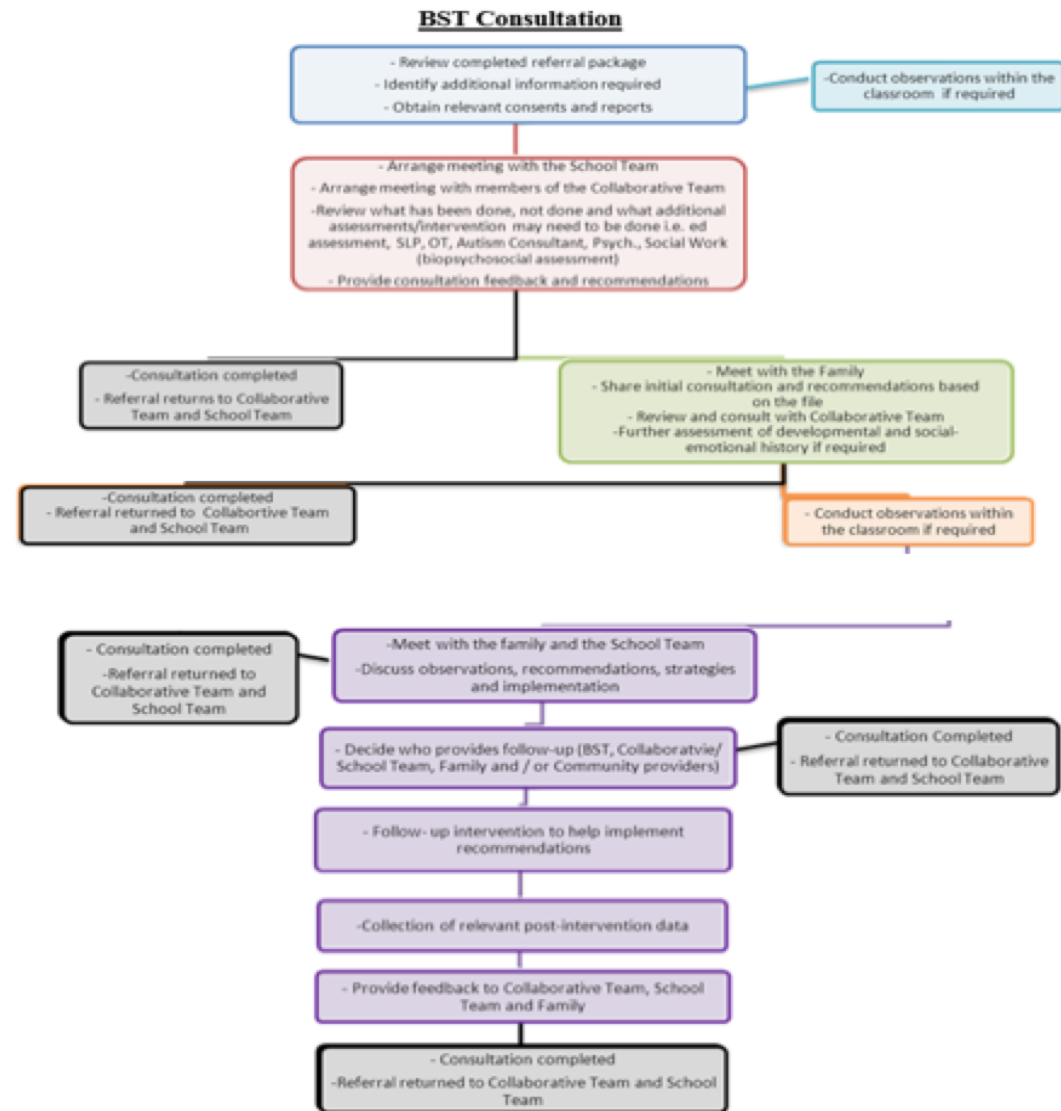


Internal Collaborative Teams A4

- ▶ First Monday of the Month
- ▶ Chaired by a senior team member~
Laura, Sherry, Wayne, Rod
- ▶ Approximately one hour in length(or less)
- ▶ Review of current action items for schools
- ▶ A4 to be circulated to team members and senior admin-follow up at following meeting
- ▶ New form for senior team-documentation of internal team meetings specific to action plan signed by a Senior Manager
- ▶ Any changes to this plan must be communicated to senior staff and changes will be made on the revised A4 for messaging to the Executive Team

BST Consultation Chart

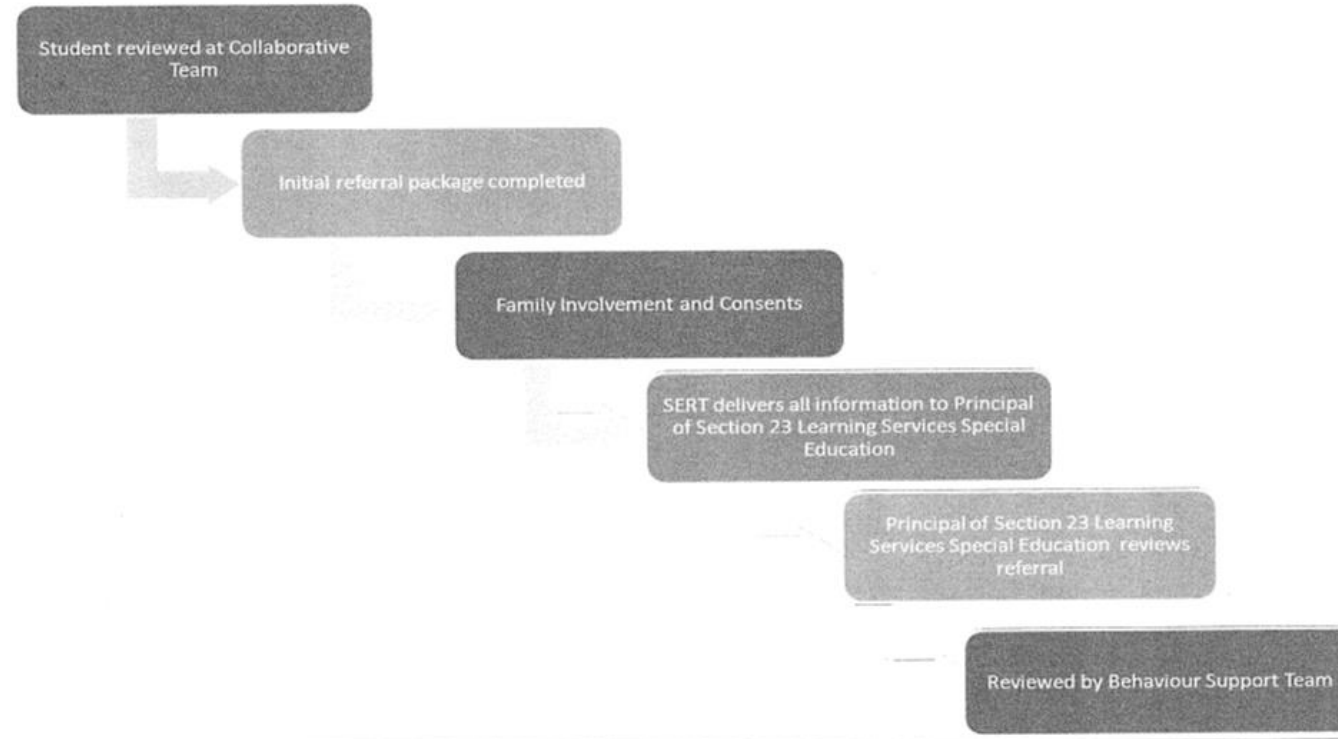
Student Services Handbook Section 2



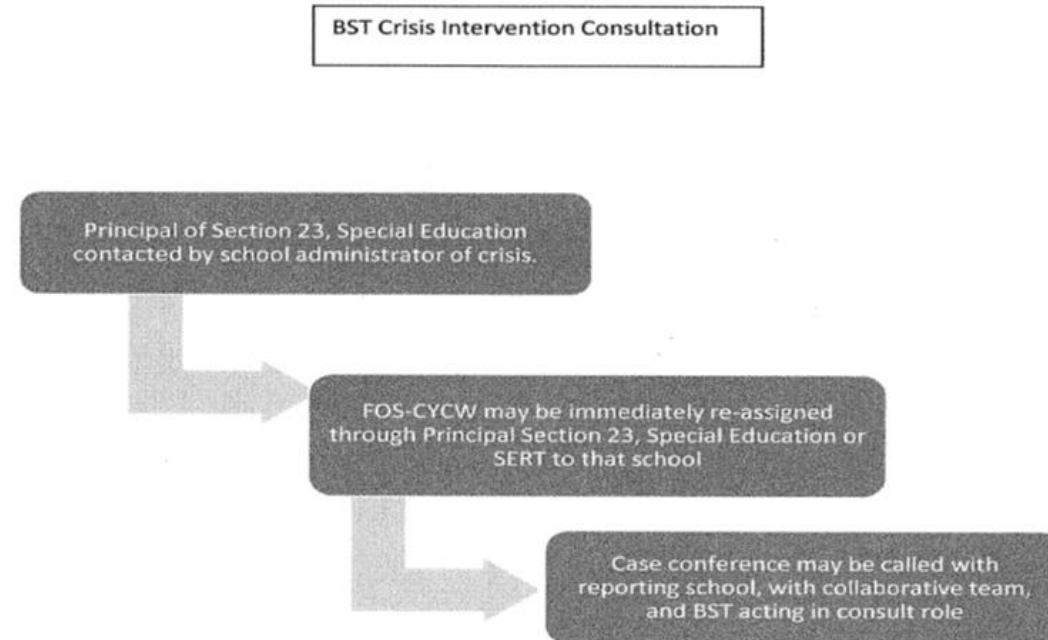
BST Support Team Referral Process

*Waterloo Catholic District School Board
Special Education Handbook*

The Behaviour Support Team Referral & Consultation Process



BST Crisis Consultation



Intervention Programming for SETs

- ▶ 2 sections of literacy intervention ONLY a day - EMPOWER + CR OR CR Comprehension, OR EMPOWER Comprehension
- ▶ Any other combination requires approval from Superintendent of Special Education
- ▶ Schools will be responsible for the purchase of Corrective Reading workbooks and textbooks as of September 2016
- ▶ Extra Corrective Reading resources we have in stock will be available at the September Opening In-service

EMPOWER Comprehension

- ▶ Over the next 2 years all SETs will be trained in Empower Comprehension
- ▶ Training for Empower Comprehension will be by family of schools with a focus on need
- ▶ If you have to leave your school for any reason, your LTO **will not** be trained in Empower so please do not start an Empower program if you know you are going to be away (such as on maternity leave)
- ▶ Contact your SERT for information on CR training if required

Professional Learning for next year

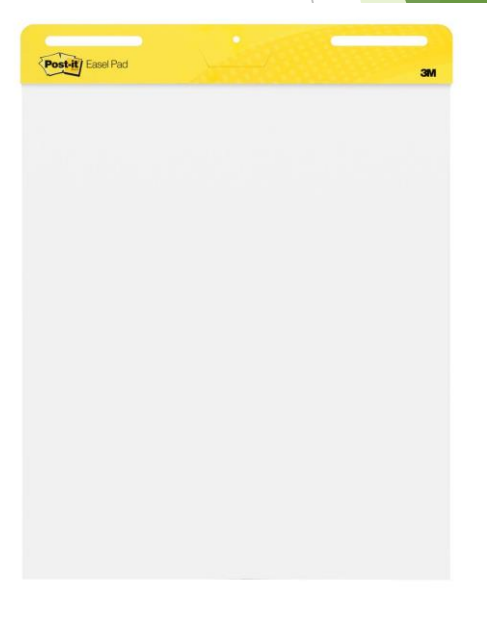
Mandatory Training: 1 session every 6 weeks

System Needs

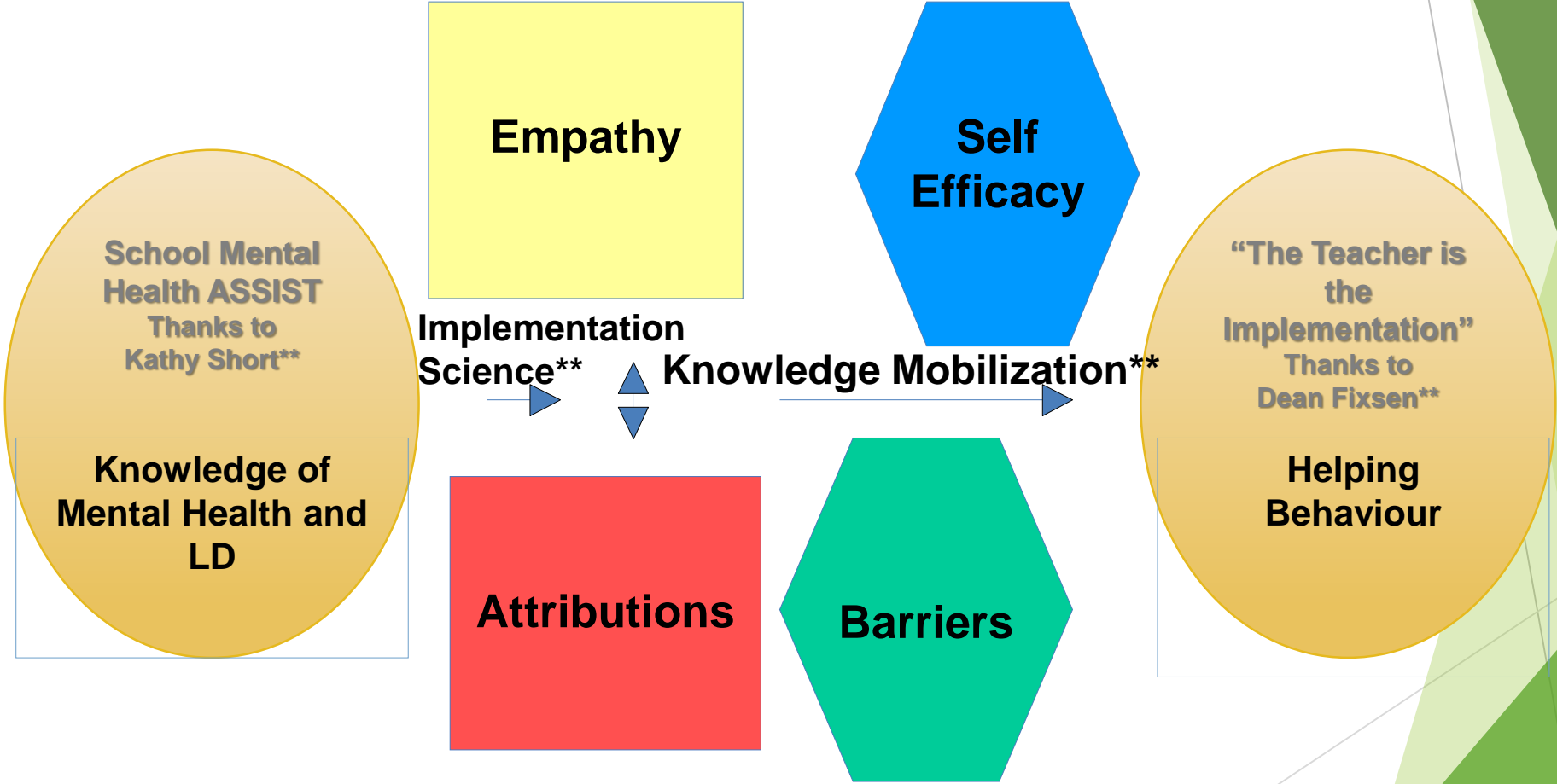
- ▶ IEP including: grade-level for modified expectations, consultation, transitions
- ▶ ABA refresher
- ▶ Dual Diagnosis
- ▶ Mental Health
- ▶ Self-Regulation

SET Needs

- ▶ Provide your suggestions
- ▶ Use the markers and pieces of chart paper around the room to give us your suggestions
- ▶ Please specify elementary or secondary after your suggestions



WAM Model*



**Added by Heather Carter and
Wayne Hobbs, GEDSB, Jan, 2014

Investing in Staff Development

- ▶ Build Capacity
- ▶
- ▶ Value Staff
- ▶
- ▶ Increase Self-Efficacy
- ▶
- ▶ ↑STUDENT ACHIEVEMENT

SEAC IEP Checklist

Parent IEP Checklist

- ▶ This chart will help you review the different sections of your child's IEP. It may be helpful to look at your child's most recent Report Card. If you can't check off all of these statements, or have questions or comments, please call the school and talk to the classroom teacher.

Questions to Ask	Comments
The reason my child has an IEP is clear.	
The IEP contains all relevant and current assessment and medical data (some of which I may have provided).	
Any health needs my child has are listed under "Health Support Services."	
Any special equipment my child requires has been discussed and noted in the IEP.	
Subjects/courses/skill areas to which the IEP applies are listed.	
There is a transition plan in place to help my child through the challenges of change.	
The Human Resources section shows the people supporting my child's learning in addition to the classroom teacher(s).	
My child's preferred learning styles and how to they react to certain situations have been taken into account.	
There is a clear link between my child's IEP and report card(s).	
Any non-academic goals relevant to my child's success are listed (e.g. social, self-regulation, life skills).	
Accommodations or modifications are specific and appropriate for my child.	
My child's strengths and needs, in terms of how they learn best are incorporated in any accommodations or modifications.	
I have shared with my school the changes in my child over the summer (e.g. new talents, skills and interests) and they are reflected in the accommodations or modifications.	
Methods that are working well at home/in therapy have been taken into consideration.	
Annual program goals for my child are observable, measurable and obtainable; these goals reflect various areas (e.g. academic, social, self-regulation).	
The IEP reflects input from my child's teacher(s) and any other appropriate professionals.	
My feedback on the IEP is documented in the consultation log section of the IEP.	
The IEP is written in language I understand.	
I feel comfortable asking the principal and teachers for clarification, if needed.	
The principal has signed the IEP signifying his/her responsibility for its content, implementation and review.	
I have completed the Parent Comment Form and returned it to school.	

An accommodation is a change in the way a program or course is delivered to your child at his/her current grade level.

A modification is a change to the current grade level curriculum expectations.

Alternative expectations do not come from the provincial curriculum but they are based on the learning needs of your child (e.g. self-regulation, behaviour).

SEAC Pro Grant Submission Event Titles

- ▶ - transition planning for special needs students
- ▶ - math strategies specific to the challenges of students with special needs
- ▶ - promoting resiliency in students with special needs
- ▶ - mental health awareness for students of differing abilities
- ▶ - technology in the 21st Century and how it can be harnessed for special education
- ▶ - innovations in assisted technology, specifically iPad and tablet apps that can be used in the classroom
- ▶ - adaptive sacramental preparation: how to help students of differing abilities understand the sacraments

The Oral Language and Literacy Connection



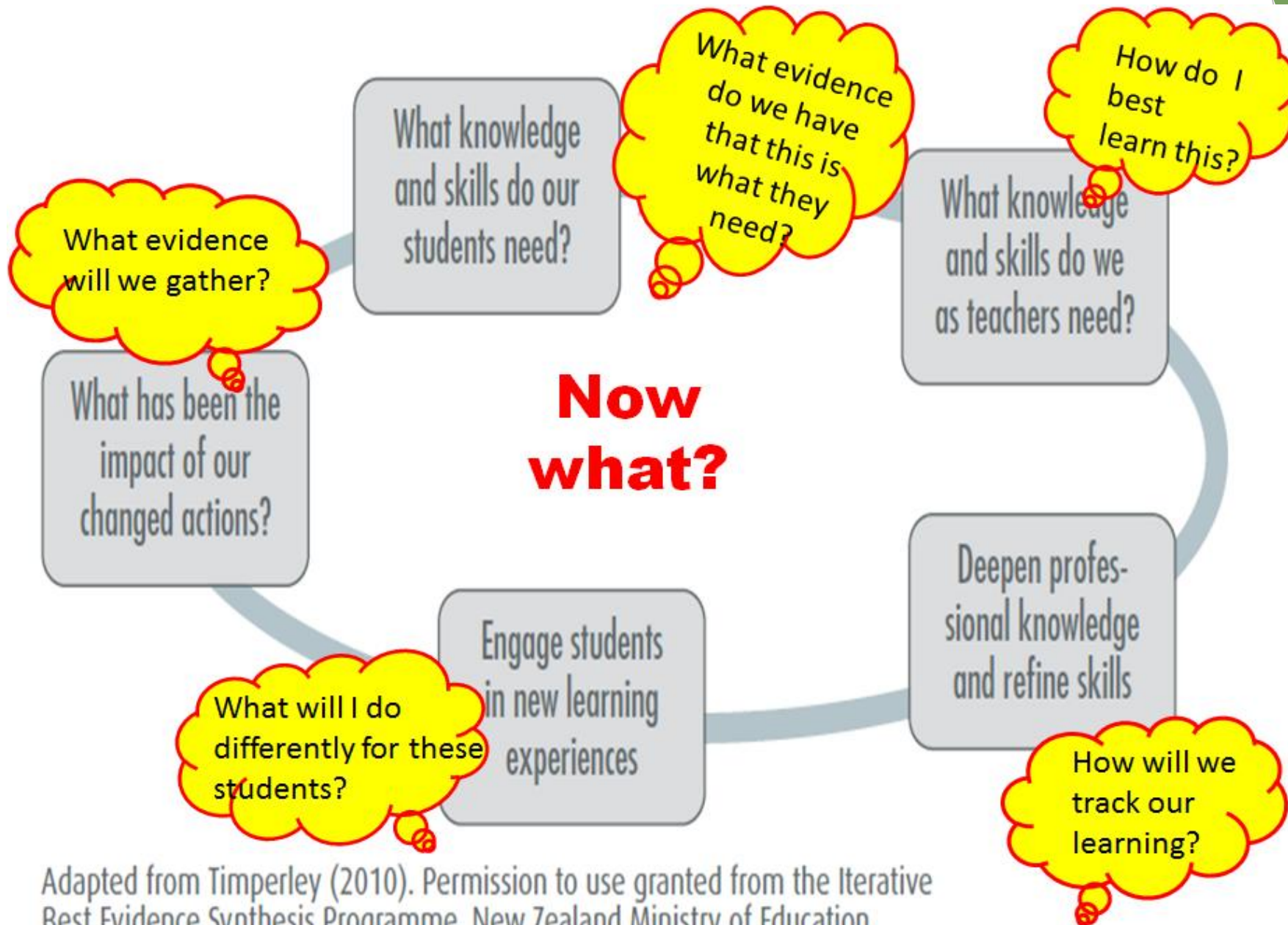
Partnering Together for
Special Education and Student Achievement

Cara Cressman, Speech-Language Pathologist
&
Julie Tonin, Student Achievement Consultant
Literacy JK-8



Student Achievement Project

- ▶ 10 schools representing a sample from across the Board
- ▶ Teachers from grades 1-3
- ▶ Collaborative learning opportunity within and between schools and grades
- ▶ Focus on guided reading lead all school groups to question their knowledge of oral language



Adapted from Timperley (2010). Permission to use granted from the Iterative Best Evidence Synthesis Programme, New Zealand Ministry of Education.

Chief Social Worker Role

- ▶ VTRA
- ▶ Compassionate Care (Trauma Response)
- ▶ Social Work
- ▶ Attendance
- ▶ Psychology
- ▶ Speech and Language
- ▶ Budget

Community Involvement

- ▶ WRAPP-C (Waterloo Region Arson Prevention Program for Children)
- ▶ WRIDS-Prevention (Waterloo Region Integrated Drug Strategy)
- ▶ SPARC (Single Point of Access to Residence Committee)
- ▶ Mental Health Lead Agency Advisory Committee
- ▶ Grand River Hospital and Cambridge Memorial Hospital Liaison
- ▶ Connectivity

Summary: Mental Health & Wellness

- ▶ The Waterloo Catholic District School Board is dedicated to the well-being of students, families and staff by addressing the need for further enhancement, and addition to, programs pertaining to the development of resiliency, social and emotional learning, and behavioural competence within the context of Catholic education and our Catholic community. The concentration on Mental Health and Wellness is an extension of the board's strategic direction and is guided by a comprehensive 3 year (2014-2017) Mental Health Strategy.
- ▶ The Waterloo Catholic District School Board began the year by launching the “Elephant in the Room” awareness campaign, partnering with the Mood Disorders Society of Canada. The campaign is in place to reduce stigma regarding mental health concerns by creating safe, supportive school environments and thus ensuring that students, families, and staff know that they can come forward and not be judged. We are committed to the campaign and will continue to work on embedding anti-stigma into our board culture.
- ▶ Concurrently, in support of improved mental health and wellness, the board is also addressing an extension of community, addition to curriculum in regards to resiliency programming, teaching and fostering coping strategies and stress management skills, mental health literacy and training for staff, and consistent review of existing protocols.

- ▶ The boards Mental Health and Wellness Strategy 2014-2017, was completed and distributed to all staff members of the Waterloo Catholic District School Board. Transparency is crucial and any additions will be posted on the Boards Mental Health and Wellness website and the assigned Desire 2 Learn site. The 2015-2016 goals will also be posted to these sites for staff, students, parents/guardians and community to review.
- ▶ Partnership agreement APO 026 has been updated and the following partnerships are in the process of being formalized: Grand River Hospital - Preschool Diagnostic Program, Ray of Hope, Interfaith Community Counselling Centre, and Hospice of Waterloo Region. Existing partnerships due for annual review - CCAC MHAN, Carizon and Lutherwood.
- ▶ The Waterloo Catholic District School Board's Chief Social Worker and Mental Health Lead hold positions with the following committees: Lead Agency (Lutherwood), Child and Youth Services Planning Council, HUB, Connectivity, SPARC, WRAP-C, VTRA and JPSA.
- ▶ The Waterloo Catholic District School Board has created a "Hospital Communication Protocol" with Grand River Hospital to ensure clear pathways to care for students. Meetings are consistently scheduled with the clinical teams at Grand River Hospital and Cambridge Memorial Hospital (Chief Social Worker and Mental Health Lead attend).

- ▶ The Waterloo Catholic District School Board has developed several community connections pertaining to Mental Health and Wellness (in addition to partnership agreements). They include, the Waterloo Region Suicide Prevention Council, the Canadian Mental Health Association, Waterloo Regional Police, Lang's Farm, Region of Waterloo - Public Health, Parents for Children's Mental Health, and Wilfrid Laurier University.
- ▶ Christian Meditation has been introduced to the schools as a way to promote peace, faith, calm, deep breathing, quiet and positive mental health. This is an initiative which the Mental Health and Wellness Steering Committee is assisting the Religion and Family Life team with.
- ▶ The Chief Social Worker continues to work on developing a standard school board crisis plan with the Social Work Team.
- ▶ To address immediate need and direct requests from teaching staff, a presentation pertaining to Mental Health and Wellness was created and presented to all Grade 7 and 8 students in the board (42 schools). Moving forward a similar structure will be created for Grade 3 and 4 students.
- ▶ The Resiliency Initiatives - A guide to provide our board with consultation, professional development, and assessment methods to develop a strengths based culture of practice where capacity is identified and nurtured towards positive change. Resiliency Initiatives is the starting point towards a process of understanding and experiencing a new way of being by moving away from a "deficit focused" approach. The results of the Resiliency Initiatives survey will shape how we strive to meet the social and emotional needs of our students from a programming perspective and continue to celebrate and build on our students' many strengths. Dr. Wayne Hammond will also provide a series of trainings for staff and community.

Professional Development Training and Workshops 2015-2016

Linda Roffi
Autism Support Facilitator

All Shapes and Sizes

Large group trainings:

- 30- 50 participants
- Employee group
- PD Day



Small group trainings:

- 5 to 25 participants
- Multiple employee groups
- School setting
- During school or afterschool

All Shapes and Sizes

Coaching and Modelling

- ~ 2-5 participants
- School Setting (Classroom)
- As requested by the school
- During school or afterschool





"Together We Can"

Community and Transition Support Officer

The responsibilities of the role include:

- ▶ working with schools, parents and students in transition planning to the community
- ▶ acting as a resource for community supports when supporting the student's transition
- ▶ liaising and communicating with community agencies which provide services to students receiving Special Education supports

- ▶ working with the Collaborative Team or individual members of the team regarding complex students and community supports
- ▶ developing and maintaining community resources and outlining community supports
- ▶ participating on internal and community committees and working groups that develop resources, programs, transition protocol and pathways for students receiving Special Education supports and/or are at risk of leaving school

Modified Social Risk Index

- ▶ Median household Income (\$)
- ▶ ● Poverty rate (% Households < \$30 000)
- ▶ ● Unemployment (%)
- ▶ ● Single Parent Families (%)
- ▶ ● Mother Tongue other than English/French (%)
- ▶ ● Recent Immigrants <3 years (%)
- ▶ ● People who rent (%)
- ▶ ● People (15-64) with no high school (%)

Special Education Visioning Committee 2015-2016

Sub-Committees	Chairs	Members	Working Sessions
1. IEP Compliance	Paul Smith Sherry Peeples		
1. Programming for Exceptionalities a. Learning Disabilities	Laura Shoemaker Sherry Peeples		
a. DD/MID	Gloria Lasovich Glenda Leusink Lisa McKay Sherry Peeples		
a. Behaviour	Sherry Peeples Mary Mayer Cathy Kuntz		
a. Gifted	David DeSantis Jon Zagaja		
1. Training, Development and Learning for All Staff	Krista Mooney Laura Shoemaker Nancy Sabo Sherry Peeples		

Special Education Visioning Committee Cont'd

1. Restructuring of Services, Processes and Supports in Student Services	Sherry Peeples Laura Shoemaker Rod Miller Wayne Hobbs		
1. Use of Community Supports to Enhance Student Learning	Rod Miller Amanda Warne Janet Foote		
1. Mental Health Initiative	Amanda Warne Laura Shoemaker		

Referrals Module Update

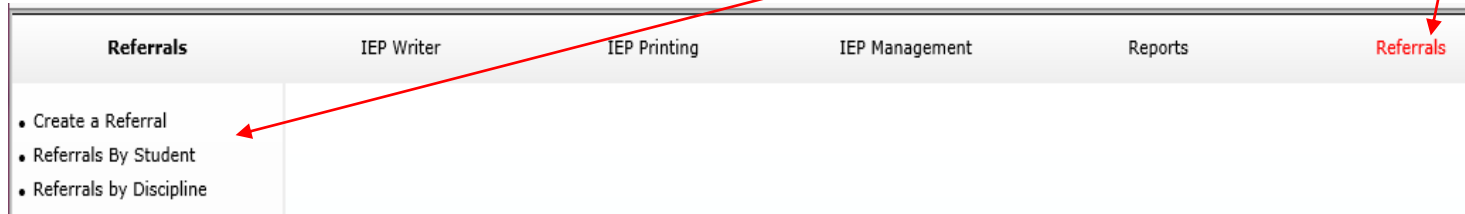


Referrals Module

- ▶ Presently being used by SETs for Speech-Language and Psychoeducational Referrals, system wide since September 2015
- ▶ Piloted SW and BST referrals process in March 2016
- ▶ Continuing to plan for additional discipline referrals such as Attendance Counsellors

Referrals Module

- ▶ The Referrals Module is accessed through IEPWriter and the Referrals tab.
- ▶ Administrators are able to choose from three functions within the Referrals Module



- ▶ When Create a Referral is chosen, then Administrators can choose between the types of referrals available to them, as defined by their role. There are two types of SW referrals possible, non-crisis and post-crisis documentation referrals.



Joint Protocol for Student Achievement



Ontario Special Needs Strategy

Update for Special Education
Advisory Committee



Date: Monday May 30, 2016
To: Board of Trustees
From: Karen Hakim and Sebastian Monsalve, Student Trustees
Subject: Monthly Student Report

Type of Report: Incidental Information



Catholic Education week was filled with a variety of initiatives that helped students open the doors to mercy in their school communities. The purpose of Catholic Education week is to highlight the significance of education, not only for young people but for society as a whole. Students were asked to reflect on how they are opening the doors to mercy in their school community and embracing their role in Catholic education. Each school had a school-wide mass and

every morning students were educated on various concepts and public figures within the Catholic faith through multimedia presentations. At St. David's, inspirational speakers from InspirEd were invited to share their ideas and educate students on a variety of topics including: mental health, faith, and career planning. Meanwhile at Resurrection, a social justice giving tree campaign occurred where homeroom classes decorated a leaf with words and symbols of how students show mercy in the community. Through this week, students were enriched in their faith and cultivated a more profound understanding of our Catholic education.



In addition, students were encouraged to support the crisis in Fort McMurray through various fundraising initiatives. All of the secondary schools participated in a friendly competition by hosting Civvies Day where students could be out of uniform in exchange for a financial donation. The school that raised the most money would be awarded a second Civvies Day following. There was a clear sense of excitement within the student body and students were actively using social media to raise awareness about the efforts of the relief campaign.

The 2016-2017 secondary student senate has been finalized. We welcome our two new student trustees: Samantha Jane Lim and Joseph Michael De Sousa, along with the 10 new co-presidents from our secondary schools. We are confident in next year's senate's ability to continue to execute various amazing initiatives and advocate for student voice and student involvement.

Prepared By: Karen Hakim and Sebastian Monsalve, Student Trustees



WATERLOO CATHOLIC DISTRICT SCHOOL BOARD

General

Board

Operational

and

Procedural

By-law

Relating generally to the conduct of the operational and procedural affairs of the Board.

Enacted: December 15, 1997

Issued: January 5, 1998

Amendments:	October 26, 1998	June 24, 2013
	August 30 th , 1999	October 28, 2013
	September 27 th 1999	June 23, 2014
	November 15, 1999	November 24, 2014
	November 29, 2004	January 26, 2015
	June 27, 2005	May 30, 2016
	December 18, 2006	
	May 25, 2009	
	November 29, 2010	
	April 26, 2011	
	November 28, 2011	

TABLE OF CONTENTS

ARTICLE 1 INTERPRETATION.....	1
1.1 Definitions and Meaning of Terms	1
1.2 Voting.....	2
1.3 Calculation of Majorities.....	2
ARTICLE 2 INAUGURAL MEETING OF THE BOARD.....	2
2.1 Date of INAUGURAL MEETING	2
2.2 Purpose of INAUGURAL MEETING.....	2
2.3 Presiding Officer at the INAUGURAL MEETING.....	2
2.4 Procedure for Election of Officers at the INAUGURAL MEETING.....	2
2.5 Election of Officers – at times other than the INAUGURAL MEETING.....	3
ARTICLE 3 MEETINGS.....	3
3.1 Regular BOARD MEETINGS	3
3.2 Special BOARD MEETINGS.....	4
3.3 Electronic MEETINGS	4
3.4 COMMITTEE OF THE WHOLE BOARD	5
3.5 Seating At BOARD MEETINGS.....	5
3.6 Seating At MEETINGS of COMMITTEES	5
3.7 Presiding Officer	5
3.8 Notice of MEETINGS.....	6
3.9 Quorum for MEETINGS.....	6
3.10 Length of MEETINGS	6
3.11 Closing of Certain MEETINGS	7
3.12 Rules of Order	7
3.13 Agenda for Regular MEETINGS	7
3.14 Alteration on Consent.....	8
3.15 Application to Special MEETINGS	8
3.16 Application to IN CAMERA MEETINGS	8
3.17 Placing Matters on the Agenda	8
3.18 TRUSTEE Inquiries	9
3.19 Protocol for TRUSTEE Inquiries.....	9
3.20 Delivery of Agenda for BOARD MEETING	9
3.21 Delivery of Agenda for COMMITTEE MEETING.....	9
ARTICLE 4 BOARD MEETING PROCESS.....	9
4.1 Notice of Motion for a BOARD MEETING.....	9
4.2 DIRECTOR Monitoring Reports	10
4.3 Speaker to Await Recognition.....	10
4.4 Methods of Decision-Making.....	10
4.5 Clear Statement of Direction Required	10
4.6 Result of Consensus Decision-making Process	10
4.7 Minutes When Consensus Reached	11
4.8 Minutes When Decision-Making by Vote	11
4.9 No Reconsideration in Same YEAR	11
4.10 Motion to Reconsider	11
4.11 Voting Compulsory	11
4.12 Compliance with Municipal Conflict of Interest Act.....	11

4.13 Motion Lost on Equality of Votes.....	11
ARTICLE 5 DELEGATIONS.....	12
5.1 Protocol for Delegations.....	12
ARTICLE 6 COMMITTEES/TASK FORCES.....	13
6.1 BOARD May Establish COMMITTEES/TASK FORCES	13
6.2 Membership and Mandate	13
ARTICLE 7 OFFICERS	13
7.1 Officers Named	13
7.2 Duties of the CHAIR.....	13
7.3 Duties of the VICE-CHAIR	14
7.4 Duties of <i>CEO</i>	14
7.5 Duties of the Secretary of the BOARD	14
7.6 Duties of the Treasurer of the BOARD.....	15
7.7 Removal of Officers	15
ARTICLE 8 TRUSTEE VACANCY	15
8.1 Vacancy Filled by Appointment	15
8.2 Vacancy Within One Month Before Next Election	16
8.3 Advertising The Office.....	16
8.4 Qualifications Review	16
8.5 Applicants Interviewed	16
8.6 Selection of Candidate	16
8.7 Appointee To Take Office.....	16
ARTICLE 9 EXECUTION OF DOCUMENTS.....	16
9.1 BOARD Seal	16
9.2 Seal Record	16
9.3 Signing Authorities	16
9.4 Minutes of MEETINGS	17
9.5 By-laws and Policies	17
9.6 Certification of Documents	17
9.7 Execution Not under Seal.....	17
9.8 Endorsement for Deposit.....	17
9.9 Signatures by Reproduction	17
ARTICLE 10 DEVELOPMENT OF AND CHANGES TO BOARD POLICY	17
10.1 Policy Approval or Change After Notice	17
10.2 Policy Approval or Change Without Notice	17
ARTICLE 11 AMENDMENTS TO BY-LAWS.....	18
11.1 Amendment After Notice	18
11.2 No Amendment Without Notice	18
11.3 Reading.....	18

ARTICLE 1 INTERPRETATION

1.1 Definitions and Meaning of Terms

For this By-law and all other By-laws of the BOARD unless the context otherwise requires:

- 1.1.1 the singular includes the plural;
- 1.1.2 “ACT” means the *Education Act* as amended from time to time;
- 1.1.3 “BOARD” means the Waterloo Catholic District School Board which, in accordance with the ACT, is a Roman Catholic School Board in union with the See of Rome and represents Waterloo Region;
- 1.1.4 “COMMITTEE OF THE WHOLE BOARD” **is a Committee constituted of all members of the Board;**
- 1.1.5 “CHAIR” means the Chair of the Board.
- 1.1.6 “COMMITTEE” means any special, advisory, task force or ad hoc COMMITTEE established by the BOARD;
- 1.1.7 “CONFLICT OF INTEREST” means a direct or indirect pecuniary interest as defined by the *Municipal Conflict of Interest Act* as amended from time to time.
- 1.1.8 “CEO” means the Director of Education who is Chief Executive Officer and Chief Education Officer of the school system, and Secretary of the BOARD;
- 1.1.9 “CFO” means the Superintendent of Business who is Chief Financial Officer of the school system, and Treasurer of the BOARD;
- 1.1.10 “IN CAMERA” means a meeting of a COMMITTEE from which the public is excluded **pursuant to the Education Act;**
- 1.1.11 “INAUGURAL MEETING” means the first meeting of a newly elected BOARD to be held following a municipal election and the commencement of the term of office;
- 1.1.12 “MEETING” includes a meeting of the BOARD and of a COMMITTEE, regular or special;
- 1.1.13 “*Student Trustee*” means a student elected by his/her peers to represent pupils on the BOARD in accordance with the ACT and Regulations;
- 1.1.14 “TRUSTEE” means a person elected, acclaimed or appointed to the office of trustee of the BOARD pursuant to the provisions of the Municipal Elections Act;
- 1.1.15 “VICE-CHAIR” means the Vice-Chair of the BOARD;

- 1.1.16 “YEAR” means, unless qualified by the word “calendar” or “school”, the period commencing on the first day of December, and ending on the last day of November next following.

1.2 Voting

Except as otherwise provided in these By-laws, an affirmative vote shall require a majority of the votes of the *Trustees* present and entitled to vote.

1.3 Calculation of Majorities

Whenever in the By-laws of the *Board* there is provision for a majority of *Trustees*, such majority shall be calculated as a simple majority of *Trustees* present and eligible to vote; and where there is provision for a majority of all *Trustees*, such majority shall be calculated as a simple majority of all *Trustees* regardless of absences or vacancies in office.

ARTICLE 2 INAUGURAL MEETING OF THE BOARD

2.1 Date of INAUGURAL MEETING

The *Inaugural Meeting* of the *Board* shall be held no later than seven (7) days following the commencement of the *Board's* term of office as outlined in the *Act*.

2.2 Purpose of INAUGURAL MEETING

The purpose of the *Inaugural Meeting* shall be to fulfil the requirements of the *Act* and Regulations, including the election of the *Chair* and *Vice-Chair*.

- 2.2.1 Provided, however, that the *Trustees* may, at the *Inaugural Meeting*, consider any other business that, in the opinion of the *CEO*, requires action by the BOARD as a matter of urgency.

2.3 Presiding Officer at the INAUGURAL MEETING

The Presiding Officer at the *Inaugural Meeting* shall be the *CEO*, or in the absence of the *CEO*, his/her designate, until the *Chair* is elected.

2.4 Procedure for Election of Officers at the INAUGURAL MEETING

- 2.4.1 The Presiding Officer shall proceed first with the election of the *Chair* and then *Vice-Chair*.
- 2.4.2 Nominations for the offices of *Chair* and *Vice-Chair* shall be received verbally from those *Trustees* present at the *Inaugural Meeting*. Immediately after each nomination, the nominee shall confirm whether the nominee wishes to accept or decline the nomination. Voting shall be by show of hands. As soon as a nominee receives a majority of the votes of all *Trustees*, the Presiding Officer shall announce the vote and declare the *Trustee* elected to office.

- 2.4.3 Should no nominee receive the votes of a majority of all *Trustees*, the Presiding Officer shall call for a further vote, provided that:
- 2.4.3.1 the name of any nominee receiving no votes, and the name of the nominee otherwise receiving the least number of votes, shall be dropped;
 - 2.4.3.2 if two or more nominee are tied for the least number of votes, they shall draw lots to determine which nominee shall remain.
- 2.4.4 If, after the further vote, a nominee has received the votes of a majority of all *Trustees*, the Presiding Officer shall declare the *Trustee* elected to Office. The process shall continue until a nominee has received the votes of a majority of all *Trustees* or there is a tie vote for two remaining nominees.
- 2.4.5 In the case of a tie vote, the remaining nominees shall draw lots in accordance with the *Act*.

2.5 Election of Officers – at times other than the INAUGURAL MEETING

- 2.5.1 At the first *Meeting* in December of each *Year* and at the first *Meeting* after a vacancy occurs in the office of *Chair*, the *Trustees* shall elect one of themselves to be *Chair*.
- 2.5.2 At the first *Meeting* in December of each *Year* and at the first *Meeting* after a vacancy occurs in the office of *Vice-Chair*, the *Trustees* shall elect one of themselves to be *Vice-Chair*.
- 2.5.3 For the purposes of this subsection 2.5, the process outlined in Sections 2.3 and 2.4 shall apply.

ARTICLE 3 MEETINGS

3.1 Regular BOARD MEETINGS

The Regular *Meetings* of the *Board* shall be held at the business office of the *Board* at 6:00 p.m. in the evening:

- 3.1.1 the regular *Meeting* of the *Board* for the month of December shall be held on the Monday preceding the Christmas break;
- 3.1.2 the regular *Meeting* of the *Board* for the months of September through June shall be held on the fourth Monday of the month;
 - 3.1.2.1 Provided that if any such Monday falls on a statutory or civic holiday, such *Meeting* shall be held at the same hour on Tuesday, the next evening;
- 3.1.3 there shall be no regular *Meetings* scheduled from July 1st to August 31st.

3.2 Special BOARD MEETINGS

The *Chair* shall call a *Special Meeting* of the *Board* or of the *Committee of the Whole Board*, including *In Camera*:

- 3.2.1 at any time determined by resolution of the *Board* at the date and time so determined;
- 3.2.2 at the date and time fixed by the *Chair* within seven days of receipt of the written request of five *Trustees*;

and, may call a *Special Meeting* of the *Board* or of the *Committee of the Whole Board*, including *In-camera* at a date and time fixed by the *Chair*.

3.3 Electronic MEETINGS

To ensure access to public *Meetings*, and in accordance with Sections 208.1 and 229 of the *Act*, and “Ontario Regulation 463/97 — Electronic Meetings”, the *Board* shall provide for the use of electronic means for the holding of *Meetings*.

- 3.3.1 Each *Trustee* shall be physically present in the meeting room of the *Board* for at least three (3) regular *Meetings* of the *Board* during each *Year*.
 - 3.3.1.1 Provided that if a *Trustee* has been appointed to fill a vacancy, such *Trustee* shall be physically present in the meeting room of the *Board* for at least one (1) regular *Meeting* of the *Board* during each period of four (4) full calendar months calculated from the date appointed to fill the vacancy to the end of that *Year*.
- 3.3.2 At every electronic *Meeting* of the *Board* or of the *Committee of the Whole Board*, the following persons shall be physically present in the boardroom at the Catholic Education Centre and so recorded in the minutes:
 - 3.3.2.1 The *Chair*, or designate;
 - 3.3.2.2 at least one (1) additional *Trustee*; and
 - 3.3.2.3 the *CEO*, or designate.
- 3.3.3 At every *Meeting* of a *Committee* of the *Board*, except the *Committee of the Whole*, the following persons shall be physically present in the meeting room of the *Committee* and so recorded in the minutes:
 - 3.3.3.1 the chairperson of the *Committee*, or designate; and
 - 3.3.3.2 the *CEO*, or designate.
- 3.3.4 Subject to the requirements of subsections 3.3.1, 3.3.2 and 3.3.3, at the request of any *Trustee*, or a *Student Trustee*, the *Board* shall provide the *Trustee* and *Student Trustee* with electronic means of participating in one (1) or more *Meetings* of the *Board* or of a *Committee* of the *Board*, including the *Committee of the Whole Board*.
- 3.3.5 A *Trustee* and a *Student Trustee* who participates in a *Meeting* through electronic means shall be deemed to be present at the *Meeting* and the minutes shall record the presence through electronic means of each such *Trustee* and *Student Trustee*
- 3.3.6 The electronic means shall permit the *Trustee* and the *Student Trustee* to hear and be heard by all other participants in the *Meeting*.

- 3.3.7 The electronic means shall be provided in such a way as to ensure compliance with the rules governing *Conflict of Interest of Trustees*.
- 3.3.8 A *Student Trustee* who participates through electronic means shall not participate in any proceedings which are closed to the public.
- 3.3.9 Should there be technical difficulties and the electronic portion of the *Meeting* is interrupted, the *Meeting* shall be recessed for a period not exceeding thirty (30) minutes as determined by the chair of the *Meeting*.
- 3.3.10 Should there be technical difficulties and the electronic portion of the *Meeting* cannot be reconvened before the end of the recess provided in subsection 3.3.9:
- 3.3.10.1 Section 3.9.4 shall apply if there is no quorum;
- 3.3.10.2 the minutes of the *Meeting* shall indicate the time of any electronic disruption and the recess determined by the chair of the *Meeting*, and the name of any *Trustee* who thereby ceases to be present.
- 3.3.11 A *Trustee*, a *Student Trustee* and a member of a *Committee* participating electronically in a *Meeting* shall be governed by the rules of the *Board* related to *Meetings* of the *Board* or *Committees* (as the case requires).

3.4 COMMITTEE OF THE WHOLE BOARD

The *Committee of the Whole Board*, including the Committee of the Whole Board-In Camera, and all Committees of the Board meet for the purpose of discussion and debate on any subject before the Board, do not make decisions, they make recommendations to the Board.

3.5 Seating At BOARD MEETINGS

As far as practicable, at all Regular or Special *Board Meetings*, the *Chair* shall be seated at the mid-point of the boardroom table with the *Director* to the right of the *Chair*, the Recording Secretary to the left of the *Chair*, the *Vice-Chair* to the immediate right of the *Director*, and the remaining *Trustees* seated alphabetically by surname starting at the immediate right of the *Vice-Chair*. *Student Trustees* shall be seated next to their *Trustee*-mentors.

3.6 Seating At MEETINGS of COMMITTEES

There shall be no formal seating plan for *Meetings* of *Committees*.

3.7 Presiding Officer

- 3.7.1 The *Chair*, when present, shall preside at all *Meetings* of the *Board* and Committee of the Whole.
- 3.7.2 The *Vice-Chair* when present shall preside at all meetings of Committee of the Whole In camera.
- 3.7.3 In the absence of the *Chair*, the *Vice-Chair* shall preside at *Meetings* of the *Board* and Committee of the Whole.

- 3.7.4 In the absence of the *Chair*, and the *Vice-Chair*, another *Trustee* selected by the *Trustees* present shall preside at *Meetings* of the *Board* or *Committee of the Whole* subject to the provisions of section 3.9.

3.8 Notice of MEETINGS

- 3.8.1 No formal notice of Regular *Meetings* of the *Board* and of the *Committee of the Whole Board* shall be required, but a written or electronic reminder of each *Meeting* shall be circulated to each *Trustee* not less than forty-eight hours in advance of each *Meeting*. A notice shall also be placed on the *Board* web page.
- 3.8.2 Written notice of every Special *Meeting* of the *Board* and of the Special *Committee of the Whole Board* shall be given by delivery or by electronic means to each *Trustee* at least forty-eight hours prior to the time of the *Meeting*. A notice shall also be placed on the *Board* web page. Forty-eight hour limit may be waived provided every reasonable effort is made to contact *Trustees*.
- 3.8.3 The notice of every Special *Meeting* of the *Board* and the Special *Committee of the Whole Board* shall state all business to be transacted or considered, and notwithstanding any other by-law, no other business will be considered unless all *Trustees* who are eligible to vote on the matter are present at the *Meeting* and unanimously agree to consider the other business.
- 3.8.4 The Director of Education, in consultation with the Chair of the Board, may cancel a Standing Committee or Board Meeting due to expected lack of quorum; or in instances of inclement weather where it is determined that the safety of trustees and staff would be in question for travelling purposes. Trustees will be contacted as soon as the decision has been made to cancel a meeting.

3.9 Quorum for MEETINGS

- 3.9.1 A majority of all *Trustees* of the *Board* shall constitute a quorum for *Meetings* of the *Board* and of the *Committee of the Whole Board*.
- 3.9.2 A majority of *Trustees* who are members of a *Committee* composed of only *Trustees* shall constitute a quorum for *Meetings* of the *Committee*.
- 3.9.3 When a *Trustee* or *Trustees* declare pecuniary interests under the *Municipal Conflict of Interest Act*, the number of *Trustees* that constitutes a quorum in 3.9.1 and 3.9.2 is adjusted as directed by the *Municipal Conflict of Interest Act*.
- 3.9.4 Whenever a quorum is not present at a *Meeting*, the *Meeting* shall stand adjourned without further formality.

3.10 Length of MEETINGS

No *Meeting* shall continue in session for more than three hours.

- 3.10.1 Provided that notwithstanding what is otherwise set out in this Section 3.10, upon consent of a majority of *Trustees* eligible to vote who are present, a *Meeting* may be extended beyond the limits otherwise provided.

3.11 Closing of Certain MEETINGS

In accordance with the ACT, a *Meeting* of a *Committee* of the *Board*, including a MEETING of the *Committee of the Whole Board*, may be closed to the public when the subject matter under consideration involves:

- 3.11.1 the security of the property of the *Board*;
- 3.11.2 the disclosure of intimate, personal or financial information in respect of a *Trustee*; an employee or prospective employee of the *Board*; a pupil or his or her parent or guardian;
- 3.11.3 the acquisition or disposal of a school site;
- 3.11.4 decisions in respect of negotiations with employees of the *Board*; and,
- 3.11.5 litigation affecting the *Board*, and privileged legal communications.

3.12 Rules of Order

The rules of order to be observed at *Meetings* shall be in accordance with the provisions of these By-laws.

- 3.12.1 Provided that in all cases for which no specific provision is made in these By-laws, the rules and practice of a current edition of Robert's Rules of Order shall govern.

3.13 Agenda for Regular MEETINGS

The order of business for regular *Meetings* of the *Board* that are open to the public shall appear as follows:

1. Call to Order

- 1.1 Opening Prayer and Memorials
- 1.2 Approval of Agenda
- 1.3 Declaration of Pecuniary Interest

2. Consent Agenda: CEO (Operational matters from the Ministry of Education that the Board is required to do)

3. Consent Agenda: Board (Approval of minutes of meetings, staff report)

4. Delegations

5. Advice from the CEO

6. Ownership Linkage (Communications with external environment)

7. Reports from Board Committees/Task Forces

- 8. Board Education** (at the request of the Board)
- 9. Policy Discussion**
- 10. Assurance of Board Performance** (monitoring)
- 11. Assurance of Successful CEO Performance** (monitoring)
- 12. Potential Agenda Items/Shared Concerns/Report on Trustee Inquiries**
- 13. Announcements** (Upcoming Meetings/Pending Items)
- 14. Items for Next Meeting Agenda**
- 15. Confirm decisions made at this meeting**
- 16. Closing Prayer**
- 17. Motion to Adjourn**

3.14 Alteration on Consent

The order of the agenda may be altered with the consent of a majority of the *Trustees* present at a *Meeting* and eligible to vote.

3.15 Application to Special MEETINGS

The provisions of Section 3.13 apply with necessary modifications for Special *Meetings* of the *Board*.

3.16 Application to IN CAMERA MEETINGS

The provisions of Section 3.13 apply with necessary modifications for the *Committee of the Whole Board –In Camera Meetings* that are not open to the public.

3.17 Placing Matters on the Agenda

No matter will be placed on the Agenda of a *Meeting* of the *Board* unless:

- 3.17.1 with the majority affirmative votes of the *Trustees* present and eligible to vote on the matter;
- 3.17.2 it is a matter that is part of the *Board* job description as outlined in *Board* policy and contained under the agenda headings outlined in Section 3.13 of the By-law;
- 3.17.3 it is a Notice of Motion as prescribed in Section 4.1 of the By-law;
- 3.17.4 it is a matter requested by a *Trustee* to be placed on the agenda after the *Trustee* has followed the *Trustee* Inquiry process outlined in Section 3.18 of the By-law.
- 3.17.5 it is a matter that, in the opinion of the *CEO or Chair*, requires action by the *Board* as a matter of urgency.

3.18 TRUSTEE Inquiries

Prior to placing a matter as an agenda item,

- 3.18.1 issues related to a violation of *Board Policy* must have previously been discussed with the *Chair*;
- 3.18.2 matters pertaining to the operations of the school system must have previously been directed to the *CEO*; and
- 3.18.3 *Trustees* shall follow the protocol outlined in Section 3.19.

3.19 Protocol for TRUSTEE Inquiries

The following protocol for *Trustee* inquiries shall be followed:

- 3.19.1 inquiries will be made of the *Chair* and/or *CEO* as appropriate; inquiries must be in sufficient detail to enable the *Chair* and/or *CEO* to respond in a reasonable manner;
- 3.19.2 where appropriate, the *Chair* or *CEO* may request that a *Trustee* provide the inquiry in writing;
- 3.19.3 if, after receiving the information from the *Chair* and/or *CEO* as appropriate, the *Trustee* believes the item should be raised with the *Board*, the *Trustee* may request that the *Chair* place the item on the agenda of the next Regular *Board Meeting* or *Committee of the Whole Board* or *Committee of the Whole Board – In Camera*, as appropriate.

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 a minimum of forty-eight hours** in advance of such *Meeting*.

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 electronically, to each *Committee* member, **and posted on the Board website a minimum of forty-eight hours** in advance of such *Meeting*.

Deadline for Including Matters on the Agenda

The deadline for including matters on the agenda for the next *Meeting* of the *Board* shall be 4:30 p.m. on the Thursday preceding the next regularly scheduled *Meeting* of the *Board*.

ARTICLE 4 BOARD MEETING PROCESS

4.1 Notice of Motion for a BOARD MEETING

A *Trustee* may place a Notice of Motion, regarding any matter with respect to which the *Trustee* has a right to vote, upon the Agenda of a *Meeting* of the *Board*; such Notice of Motion:

- 4.1.1 shall be wholly in writing;

- 4.1.2 shall be accompanied by an explanatory notice;
- 4.1.3 shall be delivered to the Secretary of the *Board* as per Section 0 of the by-law;
- 4.1.4 shall, after its appearance on the Agenda, be taken as read unless any *Trustee* requests that it be read in full;
- 4.1.5 shall be referred by resolution of the *Board* to a *Meeting* of the *Committee of the Whole Board* or an appropriate *Committee*;
- 4.1.6 shall not be the subject of any debate or comment at the *Meeting* at which it is introduced unless consent is provided by a majority vote of *Trustees* present and eligible to vote;

4.2 DIRECTOR Monitoring Reports

Where the *Board* receives from the *CEO* a monitoring report that flows from a responsibility delegated to the Director under *Board* Policy – except where approval is required by the *Board* 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 *CEO*, subject in all instances to what otherwise actually occurred.

4.3 Speaker to Await Recognition

Any *Trustee* wishing to speak at a *Meeting* shall await recognition by the Chair.

4.4 Methods of Decision-Making

Every matter considered by the *Board* shall be disposed of by a vote of all those present and eligible to vote on the matter in one of the following ways with preference given to the following sequence:

- 4.4.1 The *Board* shall always attempt to reach decisions through consensus;
- 4.4.2 by show of hands in the affirmative and in the negative;
- 4.4.3 by a recorded vote where the *Chair* calls the name of the individual *Trustees* who respond indicating whether they are in favour or opposed to the matter under discussion.

4.5 Clear Statement of Direction Required

All matters before the *Board* whether the outcome of the decision-making process is determined by consensus or by a vote must be presented to the *Trustees* as a clear statement of direction. The direction or the motion must be read by the Chair of the *Meeting* to the *Trustees* present before any decision is made.

4.6 Result of Consensus Decision-making Process

The Chair of the *Meeting* shall announce the result of the consensus decision-making process and ask *Trustees* present and eligible to decide on the matter if they agree with the direction.

4.7 Minutes When Consensus Reached

When a decision is reached by consensus, the minutes of the *Meeting* shall indicate a decision by consensus with the notation in the minutes that consensus means the decision was supported by all *Trustees* present and eligible to vote on a matter.

4.8 Minutes When Decision-Making by Vote

When a decision is reached by a vote, the minutes of the meeting shall indicate a decision by vote using Roberts Rules of Order as and when necessary.

4.9 No Reconsideration in Same YEAR

Any matter which has been decided upon by the *Board* shall not be placed on the Agenda of the *Board* during the same school *Year* unless:

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

4.9.2 a motion to reconsider the matter is made by a *Trustee* who voted on the prevailing side of the motion sought to be reconsidered; and

4.9.3 by an affirmative vote of the majority of all *Trustees* of the *Board* entitled to vote thereon.

4.10 Motion to Reconsider

A motion to reconsider is debatable and once adopted, places before the *Trustees* the original motion on which the vote is to be reconsidered, and *Trustees* may:

4.10.1.1 without debate, simply vote again on the original motion; or

4.10.1.2 amend the original motion and vote on the amended motion; or

4.10.1.3 make a motion to rescind the original motion.

4.11 Voting Compulsory

Whenever a vote is required, every *Trustee* present when a vote is taken, including the *Chair* but excluding any *Trustee* who has declared a direct or indirect pecuniary interest as required by the *Municipal Conflict of Interest Act*, shall vote on all questions on which the *Trustee* is entitled to vote.

4.12 Compliance with Municipal Conflict of Interest Act

Where a direct or indirect pecuniary interest is declared, the *Trustee* shall act in accordance with the *Municipal Conflict of Interest Act*.

4.13 Motion Lost on Equality of Votes

Any motion on which there is an equality of votes is lost.

ARTICLE 5 DELEGATIONS

5.1 Protocol for Delegations

The *Board* agenda will provide for Delegations, all of which shall comply with the following:

- 5.1.1 in order to appear as a delegation, the individual or group must contact the Secretary of the *Board* at least 24 hours before the agenda deadline for the next Regular *Meeting* of the *Board*; that is, by the Wednesday preceding the next Regular *Meeting* of the *Board*;
- 5.1.2 the individual or group must indicate to the Secretary of the *Board* the name of the individual(s) who will appear as a delegation.
- 5.1.3 the individual(s) speaking for the delegation must provide the Secretary of the *Board* with an electronic copy or written copy of the presentation for inclusion in the agenda package by 9:00 a.m. on the Friday prior to the *Meeting* or the delegation will not be accepted for the upcoming agenda. The presentation will appear as part of the support material for the *Meeting* at which the presentation is made.
- 5.1.4 the Chair of the *Meeting* at which the delegation appears will recognize only the spokesperson as the representative of any group delegation.
- 5.1.5 a delegation will be accorded ten minutes in order to make its presentation before the *Board*.
- 5.1.6 Board Members may ask questions of clarification of the delegation.
- 5.1.7 Delegates will receive a response from the appropriate party within 48 hours after their presentation.
- 5.1.8 where there are multiple delegations on the same topic, the Chair of the *Meeting* may require that presentations be combined or reduce the time of the presentations.
- 5.1.9 where a matter presented by a delegation deals with a topic that should properly be considered by the *Committee of the Whole Board – In Camera*, the Chair of the *Meeting* shall direct that the matter be discussed in *Committee of the Whole Board – In Camera*.
- 5.1.10 the Chair of the *Meeting* may terminate a presentation that deviates materially from the topic of the presentation.
- 5.1.11 the spokesperson(s) for a delegation shall refrain from the use of abusive or derogatory language at all times including written and oral remarks; and the Chair of the *Meeting* may expel or exclude from any *Meeting* any person(s) who engage in this or any other form of improper conduct.
- 5.1.12 each delegation, at the time of registration with the Secretary of the *Board*, shall receive a copy of this Section of the By-law.
- 5.1.13 since a *Trustee* is permitted to place a matter on the Agenda under Section 3.17, and is permitted to make inquiries under Section 3.18, a *Trustee* shall not be permitted to appear before the *Board* as a delegation.
- 5.1.14 with respect to delegations from Board employees, where the submission is, or relates to, a matter:
 - 5.1.14.1 that is personal to the speaker, there shall be no special restrictions;

- 5.1.14.2 that is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.
- 5.1.15 Delegations concerning accommodation and/or boundary review will not be heard at the Board meeting at which the final decision will be made.

ARTICLE 6 COMMITTEES/TASK FORCES

6.1 BOARD May Establish COMMITTEES/TASK FORCES

The *Board* may choose to execute its functional responsibilities through standing and ad-hoc *Committees/Task Forces* that are consistent with the ACT and Regulations.

6.2 Membership and Mandate

The membership, mandate, term and reporting expectations for every *Committee/Task Force* established under this Article 6 shall be consistent with the *Act* and shall be approved by the *Board*, and, within this context:

- 6.2.1 A *Committee/Task Force* instituted by the *Board* through *Board Policy* shall function according to the other provisions of the *Board By-laws* with necessary modifications;
- 6.2.2 each *Trustee* shall be expected to serve on at least one *Committee/Task Force*;
- 6.2.3 the chair of a *Committee/Task Force*, if not elected annually by the committee, shall be appointed by the *Board Chair*;
- 6.2.4 no *Trustee* shall be a member of a *Committee/Task Force* where the *Trustee* has or is likely to have a *Conflict of Interest*.

ARTICLE 7 OFFICERS

7.1 Officers Named

The Officers of the *Board* shall be:

- 7.1.1 the *Chair*;
- 7.1.2 the *Vice-Chair*;
- 7.1.3 the *CEO* who shall also be Secretary of the *Board*;
- 7.1.4 the Chief Financial Officer shall hold the office of Treasurer of the *Board* and, when exercising such office, shall be known as Treasurer of the *Board*.

7.2 Duties of the CHAIR

The *Chair*, in addition to those duties assigned under provincial legislation, *Board Policy*, and these By-laws shall:

- 7.2.1 preside at all *Meetings* of the *Board* and conduct them according to the By-laws;
- 7.2.2 be a signing officer of the *Board* as prescribed in the By-laws;

- 7.2.3 approve the draft agenda of *Board Meetings*;
- 7.2.4 be a member *ex-officio* of all *Board Committees*;
- 7.2.5 perform all other functions customarily performed by a Chair of a School Board, and those expressly delegated to the *Chair* by the *Board*;

and may:

- 7.2.6 call special *Meetings* of the *Board*; and
- 7.2.7 issue statements to the public media on behalf of the *Board*.

7.3 Duties of the VICE-CHAIR

The *Vice-Chair*, in addition to those duties assigned under provincial legislation, *Board Policy*, and the By-laws shall:

- 7.3.1 in the absence of the *Chair*, or in the event of the inability of the *Chair* to act, assume any or all of the duties of the *Chair*, except those which are precluded by law, By-law or regulation; and whenever the *Vice-Chair* assumes any duty of the *Chair*, the absence or inability to act of the *Chair* shall be conclusively presumed;
- 7.3.2 be a signing officer of the *Board* as prescribed in the By-laws;
- 7.3.3 normally, preside at all *Meetings* of the *Committee of the Whole Board – In Camera* and conduct them according to the By-law; and
- 7.3.4 perform all other functions customarily performed by a Vice-Chair of a School Board, and those expressly delegated to the *Vice-Chair* by the *Board*.

7.4 Duties of CEO

The *Board* will instruct the *CEO* through written policies, delegating ~~interpretation and~~ implementation to the *CEO*. In addition to those duties assigned under provincial legislation, *Board Policy*, and the By-laws, the *CEO* is the Chief Executive Officer and Chief Education Officer of the school system. The *CEO*

- 7.4.1 is accountable to the *Board* acting as such.
- 7.4.2 may use any reasonable interpretation of the *Board's Aims/Ends* and Executive Limitations policies;
- 7.4.3 is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities; and
- 7.4.4 shall also hold the office of Secretary of the *Board* and, when exercising such office, shall be known as Secretary of the *Board*.

7.5 Duties of the Secretary of the BOARD

The Secretary of the *Board*, in person or by delegate, in addition to those duties assigned under the provincial legislation and the By-laws, shall:

- 7.5.1 attend all *Meeting* of the *Board* and of *Committees*.
- 7.5.2 prepare minutes of all *Meetings*;

- 7.5.3 keep records as required by law and subject to the directions of the *Board*;
- 7.5.4 conduct the official correspondence of the *Board*;
- 7.5.5 receive and pass on to the *Board*, *Committee of the Whole Board* or the relevant *Committee*, all correspondence, petition and reports of other officials;
- 7.5.6 prepare, in consultation with the appropriate Chair, the draft agenda of all *Meetings* of the *Board*, the *Committee of the Whole Board* and each *Committee*;
- 7.5.7 maintain an up-to-date policy register;
- 7.5.8 maintain charge of all correspondence, reports and other documents;
- 7.5.9 promulgate all orders, policies and other directions of the *Board* and other matters in accordance with requirements of the law;
- 7.5.10 act as the “head” of the organization for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*; and
- 7.5.11 bring to the attention of the *Board* any matter in respect of which, in the opinion of the Secretary, it may be necessary or useful for the *Board* to be aware.

7.6 Duties of the Treasurer of the BOARD

The Treasurer of the *Board*, in addition to those duties assigned under provincial legislation, *Board Policy*, and otherwise in the By-laws, shall:

- 7.6.1 submit to the *Board* annually a statement of estimated revenue and expenditures;
- 7.6.2 prepare annual financial statements and arrange for the audit by the auditors appointed by the *Board*;
- 7.6.3 report annually to the *Board* particulars of existing insurance and fidelity bonds expiring during such *Year* with recommendations for renewal;
- 7.6.4 report to the *Board* from time to time and as requested by the *Board* on all financial matters.

7.7 Removal of Officers

Subject to any requirements of law and employment contracts, the *Board* may at any time, upon a majority vote of all *Trustees* of the *Board*, remove any officer(s) of the *Board*.

ARTICLE 8 TRUSTEE VACANCY

8.1 Vacancy Filled by Appointment

If, more than one month before the next election, the office of a *Trustee* becomes vacant before the end of the *Trustee's* term, the remaining *Trustees* shall appoint a qualified person to fill the vacancy within ninety 90 days after the office becomes vacant, provided that a majority of the total number of *Trustees* remains in office.

8.2 Vacancy Within One Month Before Next Election

When the vacancy occurs within one month before the next election, the vacancy shall not be filled.

8.3 Advertising The Office

The Secretary of the *Board* shall advertise the office, qualifications and deadlines in a newspaper having circulation in the area to be represented and in the parishes located in the area.

8.4 Qualifications Review

A committee established by the board shall review the qualifications of applicants and report to the board.

8.5 Applicants Interviewed

Applicants will be interviewed by the *Committee of the Whole Board* open to the public at a date and time determined by the *Chair* in consultation with the Secretary.

8.6 Selection of Candidate

Selection of a candidate shall be made in the manner prescribed in subsection 4.4.3 at a regular or Special *Meeting* of the *Board* not later than ninety 90 days after the office became vacant.

8.7 Appointee To Take Office

The candidate appointed to fill the vacancy shall take office at the *Meeting* at which the selection is made, shall make the declaration and Oath of Office required by Section 209 of the ACT, and shall hold office for the remainder of the term of the *Trustee* who vacated the office.

ARTICLE 9 EXECUTION OF DOCUMENTS

9.1 BOARD Seal

The Seal of the *Board* shall be in custody of the Secretary of the *Board* who shall be responsible for affixing it to such documents as may be required.

9.2 Seal Record

The Secretary of the *Board* shall keep a record, in a special register, of the date and the particulars of each use of the seal.

9.3 Signing Authorities

All deeds, conveyances, mortgages, bonds, debentures, agreements, documents, contracts approved by the *Board* shall be sealed, **as required**, with the seal of the *Board* and signed by:

9.3.1 the *CEO*, or in the absence of the CEO, the Acting CEO

9.3.2 together with: the CFO/Treasurer of the *Board*, the *Chair*, or the *Vice-Chair*.

9.4 Minutes of MEETINGS

The *Chair* or other presiding *Trustee* and the Secretary shall sign the minutes of all *Meetings* of the *Board* and all *Committee of the Whole Board – In Camera*.

9.5 By-laws and Policies

Every By-law and Policy, upon adoption, shall be signed by the *Chair* and by the Secretary of the *Board*.

9.6 Certification of Documents

All certificates authenticating By-laws, resolutions or extracts of minutes shall be signed by the *Chair* or the Secretary of the *Board* and the seal shall be affixed thereto.

9.7 Execution Not under Seal

Documents covering matters not required to be executed under the corporate seal of the *Board*, may be signed by the Secretary of the *Board*.

9.8 Endorsement for Deposit

The Treasurer of the *Board*, or delegate, by signature or by rubber stamp endorsement, shall negotiate or deposit with or transfer to the bankers for the *Board*, but for credit only of the account of the *Board*, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.

9.9 Signatures by Reproduction

Signatures of persons authorized to sign may be mechanically reproduced as provided by the *Act*.

ARTICLE 10 DEVELOPMENT OF AND CHANGES TO BOARD POLICY

10.1 Policy Approval or Change After Notice

Policy of the *Board* may be established or amended from time to time at a *Meeting* of the *Board* (such *Meeting* hereinafter referred to as the “later *Meeting*”) upon the affirmative vote of the majority of *Trustees* of the *Board* entitled to vote thereon provided:

- 10.1.1 written notice proposing the policy or amendment shall have been given at a *Meeting* held prior to the later *Meeting*;
- 10.1.2 the text and a brief statement of intended purpose of the policy or amendment shall have been included in the notice;
- 10.1.3 the text of the policy or amendment as so enacted is substantially the same as the text set out in the notice.

10.2 Policy Approval or Change Without Notice

A policy may be approved or changed without prior notice if:

- 10.2.1 a majority of all *Trustees* who are eligible to vote on the matter approve dealing with the matter at the *Meeting* at which the matter is introduced; or
 - 10.2.2 it is a matter that, in the opinion of the *CEO*, requires action by the *Board* as a matter of urgency;
- and
- 10.2.3 a majority of all *Trustees* who are eligible to vote on the matter approve the policy or policy change.

ARTICLE 11 AMENDMENTS TO BY-LAWS

11.1 Amendment After Notice

By-laws of the *Board* may be amended from time to time at a *Meeting* of the *Board* (such *Meeting* hereinafter referred to as the “later *Meeting*”) upon the affirmative vote of the majority of all *Trustees* of the *Board* entitled to vote thereon provided:

- 11.1.1 written notice proposing the amendment shall have been given at a *Meeting* held prior to the later *Meeting*;
- 11.1.2 the text and a brief statement of intended purpose of the amendment shall have been included in the notice;
- 11.1.3 the text of the amendment as so enacted is substantially the same as the text set out in the notice.
- 11.1.4 **To adopt an amendment, alteration or addition to any By-law will require the support of two-thirds majority of all members present at the Board meeting.**

11.2 No Amendment Without Notice

The By-laws of the *Board* shall not be amended except on notice as outlined in Section 11.1 of the By-law.

11.3 Reading

All amendments to the By-laws or new By-laws of the Board will be read or deemed to have been read three times before the vote is taken.

Number: II 011

Subject: Student Representation on the Board

Approval Date: September 2, 2008.

Effective Date: September 2, 2008.

Revised:

Policy Statement:

It is the policy of the Waterloo Catholic District School Board that the interests of pupils be represented on the Board through the position of student trustee.

Accordingly:

1. The Board shall have two student trustees to represent the interests of their peers
2. A student trustee shall have the following qualifications:
 - a) be a Catholic in Union with the See of Rome
 - b) Be a resident student of the Board
 - c) Be enrolled full-time (ie: at least 3 credits per semester) in one of the Board's Catholic Secondary Schools and be in the senior division at the time of his/her term
3. The Chair of the Board shall appoint a trustee to act as a mentor for each student trustee
4. Student trustees may be disqualified from office for the following reasons:
 - a) as per trustee disqualifications criteria outlined in legislation
 - b) the student trustees ceases to be enrolled as a full time student in one of the Board's Catholic Secondary schools
 - c) the student trustee commits a serious breach of his/her school's code of conduct
 - d) the student trustee's conduct is deemed to be incompatible with the roles and responsibilities of the position
5. Upon completion of the student trustee's term, the Board will suitably recognize them including but not limited to a notation in the student's Ontario Student Record and a letter of service signed by the Chair of the Board.



Number: II 012
Subject: Student Trustee Role Description

Approval Date: September 2, 2008

Effective Date: September 2, 2008

Revised: October 26, 2010, November 26, 2012, September 29, 2014

Policy Statement:

The position of Student Trustee of the Waterloo Catholic District School Board has three distinct roles; as members of the Board of Trustees, as school and student representatives and as leaders within the system.

Accordingly:

Board of Trustees Role and Responsibilities

1. Attend all regularly scheduled public Board meetings and committees on which the student trustee may be assigned. If a conflict prevents attendance at the meeting, notice must be sent to the appropriate superintendent and the committee chair prior to the start of the meeting. Transportation to and from Board meetings may be via family member, public taxi or the student's vehicle (if of legal age).
2. Represent their own views and those of students within the board on any matter before the Board of Trustees including but not limited to government legislation and policies or operational practices enacted by the Ministry of Education, the Board or individual schools.
3. Represent the Board's students at public/official functions and on Board committees as assigned.
4. Report regularly to the Board of Trustees on their activities with the Council of Student Representatives and Ontario Student Trustee's Association.

School and Student Representative Role and Responsibilities

5. Serve as co-chairs of the "Council of Student Representatives" which holds a minimum of six (6) meetings per year.
6. Provide leadership within the Council of Student Representatives for its responsibility to promote the distinctiveness of a Catholic education within the Waterloo Catholic District School Board and the Region of Waterloo.
7. Participate as a member of his/her home school student council as an ex-officio member. The degree of participation beyond attendance at regular Student Activity Council meetings is at the discretion of the student trustee.
8. Report regularly to the Council of Student Representatives on the activities of the Board of Trustees and the Ontario Student Trustee's Association.

Leadership Role and Responsibilities

9. Monitor the activities of the Catholic Council of the Ontario Student Trustee's Association.
10. Participate in student leadership development activities associated with their school, board and association roles. If the activities are outside of Board jurisdiction supervision is to be provided by the student trustee parents and/or parents provide written permission for student trustee to attend. All excursions are subject to the availability of funds.

2016-17 Board/Committee of the Whole Meeting Dates**September**

- 12 – C of Whole
- 26 – Board of Trustees

October

- 3 or 17 – Committee of the Whole (Monday Oct 10th is Thanksgiving)
- 24 – Board of Trustees (Halloween October 31st)

November

- 7 – C of Whole
- 28 – Board of Trustees

December

- 5 – Inaugural Election Chair/Vice-chair
- 12 – Board of Trustees

January

- 16 – C of Whole (first day back after Christmas is Jan 9)
- 30 – Board of Trustees

February

- 13 – C of Whole
- 27 – Board of Trustees

March

- 6 – C of Whole
- 27 – Board of Trustees

April

- 10 – C of Whole
- 24 – Board of Trustees

May

- 8 – C of Whole
- 29 – Board of Trustees (May 22 – Victoria Day)

June

- 5 – Special Board – 2017-18 Budget Presentation
- 19 – Board of Trustees (graduations are typically held the last full week of June)