



Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, May 29, 2017 at the Waterloo Region Catholic Education Centre.

Trustees Present:

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

Student Trustees Present:

Joseph De Sousa, Samantha Lim

Administrative Officials Present:

Loretta Notten, Gerry Clifford, Jason Connolly, David DeSantis, John Klein, Shesh Maharaj, Richard Olson, Laura Shoemaker

Special Resources For The Meeting:

Regrets:

Joyce Anderson (Chair)

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 Vice-Chair of the Board called the meeting to order at 6:00 p.m.

1.1 Opening Prayer & Memorials

The meeting opened with prayer by B. Schmalz, Pastoral Care Team. Intentions were offered for Chuck Yates, former Chair of the Board, who passed away; an employee of G & A Lock whose wife passed away; J. Gravelle's father-in-law who is ill; a friend of M. da Silva whose grandchild is ill and a Monsignor Doyle graduate who passed away this past weekend. Please keep them and their families in prayer.

1.2 Approval of Agenda

2017-72 -- It was *moved* by **J. Gravelle** and *seconded* by **M. da Silva**:
THAT the agenda for May 29, 2017 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 2017-18 Budget Update #4

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

3.1 Approval of Minutes of Regular and Special Meetings

- 3.1.1 Minutes of April 27, 2017 Board Meeting
- 3.1.2 Minutes of February 1, 2017 CPIC Meeting
- 3.1.3 Minutes of April 5, 2017 SEAC Meeting
- 3.1.4 Staffing Report as of May 23, 2017

2017-73 -- It was *moved* by **B. Conway** and *seconded* by **M. da Silva**:

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

4 Delegations

5 Advice from the CEO

5.1 Director's Report

L. Notten reviewed highlights from the monthly report.

5.2 School Travel Planner – Annual Update

S. Maharaj introduced Leslie Maxwell to present the annual update on the School Travel Planner.

L. Maxwell advised she worked with four schools this past year - St. John Paul II, St. Anne (C), St Matthew and St. Gabriel. Over the past year a variety of campaigns have been undertaken designed to increase awareness around active travel to school such as A Walk in Their Sneakers joined by the Waterloo Region Police Services, Favourite Crossing Guards and unsafe driver decisions.

Presentations have been made to parent councils at St. Matthew and St. Anne and to all administrators.

For the upcoming year there will be a review of the infrastructure for bikes and scooters and assisting up to three schools to develop new school travel plans.

5.3 Energy Conservation Plan

S. Maharaj introduced Elena Weber-Kraljevska to review the plan to conserve energy.

E. Weber-Kraljevska advised in 2009 the first Green Energy Act was introduced and the board published its first Energy Conservation Plan to guide students and staff to understand the impacts of greenhouse gas emissions and to take actions to reduce energy consumption.

The focus is on reducing stationary energy consumption such as electricity and natural gas from elementary to secondary schools and administrative buildings. The goal is to reduce energy use by 1% from the 2013-14 levels by 2023.

Ongoing Environmental Programs and Community Engagement

- Ontario EcoSchools
- Building Sustainable Cities Workshop
- CREW Kids
- Focus on Nature
- Board-wide Earth Hour
- Earth Week Challenge
- Staff training

5.4 Multi-Year Technology Plan

Chris Demers, Chief Information Officer, presented the 5-year strategic plan for 2017-2022.

The Information Technology Governance refers to the decision-making and accountability structure. Within this structure, IT resources are aligned with the academic and administrative objectives of the WCDSB in alignment with the Board's Improvement Plan and Multi-Year Strategic Plan.

He reviewed the initiatives in the following sections of the Information Technology Five Year Strategic Plan:

- Community Engagement
- Infrastructure
- Pedagogy
- Process Optimization
- School Technology Refresh
- Staff Development

6 Ownership Linkage (Communication with the External Environment)

7 Actions From Board Committees/Task Forces

7.1 Student Trustee Report

J. De Sousa and S. Lim provided their report on activities at the secondary schools in the past month.

8 Board Education (at the request of the Board)

8.1 OCSTA Communications

9 Policy Discussion

10 Assurance of Successful Board Performance

10.1 Board Policy II 011 Student Representation on the Board

2017-74 -- It was *moved* by **G. Reitzel** and *seconded* by **M. da Silva**:

THAT the Board of Trustees reviewed Policy II 011 Student Representation on the Board and find we are in compliance. --- Carried by consensus

10.2 Is There a Need to Review This Policy?

Trustees agreed there is no need to review this policy.

10.3 Board Policy II 012 Student Trustee Role Description

2017-75 -- It was *moved* by **W. Price** and *seconded* by **A. Fee**:

THAT the Board of Trustees reviewed Policy II 012 Student Trustee Role Description and find we are in compliance. --- Carried by consensus

10.4 Is There a Need to Review This Policy?

Trustees agreed there is no need to review this policy. The student trustees asked that the wording in provision #9 be changed to read "Catholic Board Council" to reflect the correct title. The policy will be changed and the website updated.

10.5 2017-18 Board of Trustee Meetings

Trustees reviewed the schedule of Committee of the Whole and Board of Trustee meetings for 2017-18. Trustees were advised that due to Thanksgiving, Christmas break and Secondary graduations the proposed schedule of dates for the months of October, January, and June are not the fourth Monday of the month.

There was a recommendation to change 3.1.2.1 of the by-law to read:

Provided that if any such Monday falls on a statutory or civic holiday, such *Meeting* shall be held at the same hour on a Monday preceding or following the statutory holiday;

2017-76 -- It was *moved* by **J. Gravelle** and *seconded* by **M. da Silva**:

THAT the recommended wording to Provision 3.1.2.1 and the 2017-18 schedule of Committee of Whole and Board meetings as outlined will be brought to the Special Board Meeting June 5th for approval. --- Carried by consensus

11 Assurance of Successful Director of Education Performance

11.1 Monitoring Reports & Vote on Compliance

11.1.1 Board Policy IV 004 Treatment of Staff

J. Connolly reviewed each of the sections of the policy and the processes followed.

2017-77 -- It was *moved* by **G. Reitzel** and *seconded* by **J. Gravelle**:

THAT the Board of Trustees accept this report indicating compliance with Board Policy IV 004 Treatment of Staff. --- Carried by consensus

11.1.2 Board Policy IV 012 Communication and Support to the Board

L. Notten reviewed the sections of the policy and the procedures followed.

2017-78 -- It was *moved* by **B. Conway** and *seconded* by **B. Schmalz**:

THAT the Board of Trustees accept this report indicating compliance with Board Policy IV 012 Communication and Support to the Board. --- Carried by consensus

11.1.3 Board Policy IV 009 Asset Protection

S. Maharaj reviewed the report.

2017-79 -- It was *moved* by **B. Schmalz** and *seconded* by **M. Van Alphen**:

THAT the Board of Trustees accept this report indicating compliance with Board Policy IV 009 Asset Protection.

--- **Carried by consensus**

11.1.4 Communications

L. Notten advised the Ministry of Education will continue to support the terms of the lease for St. Louis Adult and Continuing Education up to 2020 but has not accepted the business case we submitted for beyond that timeline. We will continue explore options.

The Terry Fox Foundation's letter celebrated the accomplishments of St. Mark's fundraising which placed their school in 22nd place. They acknowledged and thanked all our schools who raised funds for the foundation.

L. Notten received a letter from Patrick Daly thanking her for participating in the principal/vice-principal negotiations.

11.1.5 Motion to Move to Private, Private Meeting

2017-80 -- It was *moved* by **M. da Silva** and *seconded* by **G. Reitzel**:

THAT the Board of Trustees move to a private, private meeting. --- **Carried by consensus**

The public meeting moved to private, private at 8:31 p.m.

The public meeting resumed at 9:25 p.m.

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):

Jun 1-3 CCSTA AGM

Jun 5 6:00 Special Board - Budget

Jun 7 5:30 CPIC, 6:30 SEAC

Jun 13 30th Coop/Experiential Appreciation

Jun 14 Audit Committee

Jun 19 6:00 Board Meeting

Jun 22 9:00 a.m. Board Office Mass (CEC)

Jun 27 St. Benedict/St. Mary's Graduation

Jun 28 St. David Graduations

Jun 29 Monsignor Doyle Graduation

Jun 30 Resurrection Graduation

13.2 Pending Items:

14 Look at building our rural population

15 Consider a committee to review the boundaries for future consideration

13.3 Pending Items for OCSTA Consideration

16 Additional funding for Re-engagement officer/program

17 Items for the Next Meeting Agenda

18 Adjournment – Confirm decisions made tonight.

The Recording Secretary confirmed the meeting decisions.

19 Closing Prayer

20 Motion to Adjourn

2017-81 -- It was *moved* by **J. Gravelle** and *seconded* by **M. Van Alphen**:
THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 9:28 p.m.

Vice-Chair of the Board

Secretary