



Committee of the Whole Meeting

Date: October 16, 2017

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, Amy Fee, Jeanne Gravelle, Wendy Price (Chair), Greg Reitzel, Brian Schmalz, Melanie Van Alphen

Student Representatives:
Kate Jamieson, Meghan Nemeth

Senior Administration:
Loretta Notten, Gerry Clifford, Jason Connolly, John Klein, Shesh Maharaj, Judy Merkel, Richard Olson, Laura Shoemaker

Special Resource:

Recording Secretary:
Barb Pilsner

ITEM	Who	Agenda Section	Method & Outcome
1. Call to Order	Board Chair		
1.1 Opening Prayer & Memorials	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.: operational matters from the Ministry of Education that the Board is required to do; update on the system)			
3. Consent Agenda: Board (Minutes of meetings)			
3.1 Minutes of September 11, 2017 Committee of the Whole Meeting	Trustees	pp. 1-4	Approval

ITEM	Who	Agenda Section	Method & Outcome
4. Delegations			
5. Advice from the CEO			
5.1 Renewed Math Strategy Update	John Klein/Richard Olson	pp. 5-10	Information
5.2 Japan Exchange Experience	Simone Beaucage	pp. 11-12	Information
5.3 Information Technology Services Summer Updates 2017	Chris Demers	pp. 13-42	Information
5.4 French Immersion Review Interim Update	John Klein	pp. 43-44	Information
6. Ownership Linkage (Communication with the External Environment related to Board's Annual Agenda; ownership communication)			
6.1 Linkages Activity	Trustees	--	Discussion
6.2 Pastoral Care Activity	Trustees	--	Discussion
7. Reports from Board Committees/Task Forces			
8. Board Education (at the request of the Board)			
8.1 School Board Governance Consultation	Trustees	pp. 45-56	Discussion
8.2 2018 Student Trustee Alumnus Award	Trustees	pp. 57-62	Discussion
8.3 OCSTA Communication	Wendy Price	pp. 63-84	Information
9. Policy Discussion (Based on Annual Plan of Board Work)			
10. Assurance of Successful Board Performance (monitoring)			
10.1			
11. Assurance of Successful Director of Education Performance (monitoring)			
11.1 Monitoring Reports & Vote on Compliance			
12. Potential Agenda Items/Shared Concerns/Report on Trustee Inquiries			
13. Announcements			
13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):			
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

Committee of the Whole Meeting

A public meeting of the Committee of the Whole was held Monday, September 11, 2017 at Waterloo Region Catholic Education Centre, Kitchener

Trustees Present:

*Joyce Anderson (Chair), Bill Conway, Manuel da Silva, Amy Fee, Jeanne Gravelle, Wendy Price, Greg Reitzel, Brian Schmalz, Melanie Van Alphen

*attended by teleconference, left the meeting at 7:20 pm

Student Trustees Present:

Kate Jamieson, Meghan Nemeth

Administrative Officials Present:

Loretta Notten, Gerry Clifford, Jason Connolly, John Klein, Shesh Maharaj, Judy Merkel, Richard Olson, Laura Shoemaker

Special Resources For The Meeting:

Regrets:

Absent:

Recorder:

Barb Pilsner, Executive Administrative Assistant

NOTE ON VOTING: Under Board by-law 5.7 all Board decisions made by consensus are deemed the equivalent of a unanimous vote. A consensus decision is therefore deemed to be a vote of 9-0. Under Board by-law 5.11 every Trustee "shall vote on all questions on which the Trustee is entitled to vote" and abstentions are not permitted.

1. Call to Order:

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

1.1 Opening Prayer & Memorials

The opening prayer was led by B. Schmalz, Pastoral Team. Intentions were offered for the people in the Caribbean and Florida impacted by Hurricane Irma.

1.2 Approval of Agenda

2017-107 -- It was *moved* by **M. da Silva** and *seconded* by **J. Gravelle**:

THAT the agenda for September 11, 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

1.4 Communication from the Chair

W. Price read Joyce Anderson's resignation letter as the Chair of the Board. She expressed her appreciation for Joyce's work as chair.

2017-108 -- It was *moved* by **B. Schmalz** and *seconded* by **G. Reitzel**:

THAT the Board of Trustees accepts with regret the resignation of the Chair. --- Carried by consensus.

2. Consent Agenda: Director of Education (e.g. day-to-day operational matters from the Ministry of Education that the board is required to do)

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

3.1 Approval of Minutes of Regular and Special Meetings

3.1.1 Minutes of May 8, 2017 Committee of the Whole Meeting

2017-109 -- 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*

4. Delegations

5. Advice From the CEO

5.1 Gr. 4 Religion Digital Resource

R. Olson introduced John Murphy, Religion and Family Life Consultant to speak about the new digital Grade 4 Religion Resource.

J. Murphy advised the program is based on the Catholic Elementary Curriculum Policy Document for Religious Education, Grades 1-8 which has been approved by the Catholic bishops of Ontario. The content is just excellent. Our board is beginning with the digital platform at grade 4 with videos, music, interactive tools, electronic student resources and the image gallery. There is also a parent corner to build on the relationship at home.

5.2 BIPSA

J. Klein reviewed the key revisions to the 2017-18 Board Improvement Plan for Student Achievement (BIPSA):

- Consistent alignment and clarification of terms (*i.e.* in realm of assessment of learning)
- Focus on numeracy and literacy across the curricula and the consolidation phase of instruction
- Emphasis on the continuum of key concepts and “big ideas” in numeracy and literacy
- Numeracy emphasis on quantity, magnitude, and fractional sense
- Greater emphasis on learning environment

5.3 Capital Priorities Update

S. Maharaj advised the report presented in June has been revised removing the South East Galt elementary school. This is a joint project with the WRDSB requiring both board to submit for funding at the same time. Timelines are unknown due to a boundary road study therefore the project will not be submitted for funding at this time.

5.4 Director's Immersive Professional Learning Program in Kenya

L. Notten provided an overview of the first Director's Immersive Professional Learning Program in Kenya in which she participated. It was an opportunity for reciprocal learning. Participants were given reading materials and homework in preparation. The “WE Villages” is based on the foundational principle that education changes lives. We learned first-hand about the impact of the 5 pillars model – education, water, health, food and opportunity. Their vision is that the communities in which they work globally must be sustainable over time, so that the people engaged are ultimately able to journey forward independently.

On October 4th she will host an information session at St. Mary's high school for those interested. The evening will be complemented with entertainment by the Kenyan Boys' Choir. The evening will assess interest in pursuing a more fulsome association with WE's global community.

The meeting moved to Item 8.1 and 8.2.

6. Ownership Linkage (Communication with the External Environment)

Trustees, in small groups, discussed items for Linkages and Pastoral Care

6.1 Linkages Activity

M. Van Alphen will chair Linkages as A. Fee has requested to step down as chair. There will be a commissioning for school council chairs and new administrators on November 7, 2017. The committee would like to host lunch for the Clergy and Bishop Crosby. L. Notten will discuss scheduling with Fr. Toby Collins, Faith Animator. L. Notten suggested changing the date of the Community Leaders breakfast in order to have as many community partners in attendance.

6.2 Pastoral Care Activity

B. Schmalz advised the new student trustees will prepare prayer for the September 25th board meeting. W. Price will look into the status of the prayer table in remembrance of Frank Johnson. More information on events planned for this school year will be forthcoming.

7. Reports From Board Committees/Task Forces

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

8.1 2017-18 Trustee Planning Calendar

W. Price advised the Beacons of Hope dates and Bishop's Banquet date have not been confirmed at this time.

8.2 OCSTA Communications

W. Price asked trustees if there were any comments or questions on the attached OCSTA communications.

The meeting moved back to Item 6 1 and 6.2.

9. Policy Discussion

10. Assurance of Successful Board Performance

11. Assurance of Successful Director of Education Performance

12. Potential Agenda Items

13. Announcements

14. Items for the Next Meeting Agenda/Pending Items

14.1 Draft Reports to Board Schedule

L. Notten reviewed the draft reports to be presented at Committee of the Whole and Board meetings for 2017-18. The schedule may change during the year.

14.2 Motion to Move to Private, Private, Private

2017-110 -- It was *moved* by **M. da Silva** and *seconded* by **J Gravelle**:

THAT the Board of Trustees move to a Private, Private, Private session. --- Carried by consensus

The public meeting moved to Private, Private, Private at 8:01 p.m.

The public meeting resumed at 8:47p.m.

2017-111 -- It was *moved* by **G. Reitzel** and *seconded* by **A. Fee**:

THAT the Board of Trustees approve the items for actions from the previous Private, Private, Private session of September 11, 2017. --- Carried by consensus

14.3 Motion to Move to Private, Private,

2017-112 -- It was *moved* by **J. Gravelle** and *seconded* by **B. Conway**:

THAT the Board of Trustees move to a Private, Private, session. --- Carried by consensus

The public meeting moved to Private, Private at 8:50 p.m.

The public meeting resumed at 9:32 p.m.

2017-113 -- It was *moved* by **G. Reitzel** and *seconded* by **M. da Silva**:

THAT the Board of Trustees approve the items for actions from the previous Private, Private session of September 11, 2017. --- Carried by consensus

14.4 Pending Items

15. Adjournment – Confirm decisions made tonight. Closing Prayer

The Recording Secretary confirmed the meeting decisions.

16. Closing Prayer

17. Motion to Adjourn

2017-114-- It was *moved* by **B. Conway** and *seconded* by **M. da Silva**:
THAT the meeting be now adjourned.

The meeting was adjourned by consensus at 9:35 p.m.

Vice-Chair of the Board

Secretary

Date: October 16, 2017
To: Board of Trustees
From: Director of Education
Subject: A Deeper look at the Renewed Mathematics Strategy

Type of Report: ☐ Decision-Making
☐ Monitoring
☒ Incidental Information concerning day-to-day operations

Type of Information: ☐ Information for Board of Trustees Decision-Making
☐ Monitoring Information of Board Policy **XX XXX**
☒ Information only of day-to-day operational matters delegated to the CEO

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

Education Quality and Accountability Office Act, 1996

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

Achieving Excellence: A Renewed Vision for Education in Ontario (2014)

School Effectiveness Framework (2013)

Alignment to the MYSP:

Priority Area:

Student Engagement, Achievement, & Innovation

Strategic Direction:

Students are Achieving at their highest potential in a 21st Century world

Goals:

To focus on the 21st century competencies of critical thinking and problem solving, creativity and collaboration

To support our students in meeting the Ontario Catholic Graduate Expectations

Priority Area:

Student Engagement, Achievement, & Innovation

Strategic Direction:

Staff are engaged in cultivating collaborative learning communities

Goal:

To improve student learning and achievement in mathematics

To improve student learning and achievement in Applied Level classrooms

To improve student learning and achievement for those students who have an IEP

Priority Area:

Building Capacity to Lead, Learn, & Live Authentically

Strategic Direction:

Leadership & succession planning is intentional and nurtured

Goal:

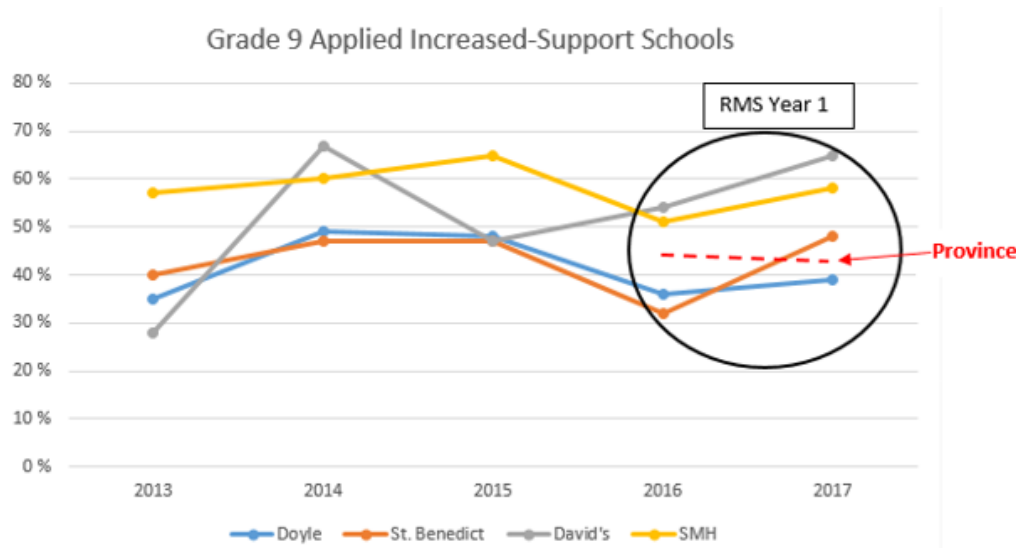
To improve and to build collaborative ownership of system goals and priorities so they are owned by all

To support Principals and educators in maintaining high levels of professional judgement and assessment

PURPOSE

This report highlights:

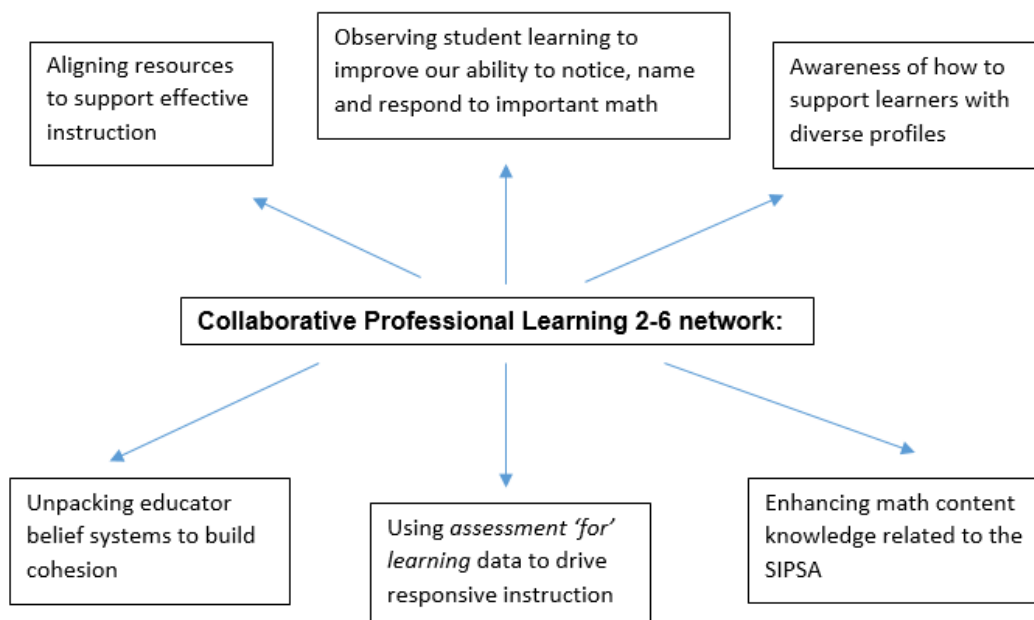
- Gains made by the Increased support secondary schools in Grade 9 Applied Mathematics
- The focused work of the gr. 2-6 sub-group in the Intensive elementary schools
- How key aspects from Ontario's Renewed Mathematics Strategy (RMS) connect to identified student learning needs rooted in the BIPSA, to Numeracy initiatives for 2017-2018 in the elementary and secondary panels.

INCREASED SUPPORT SECONDARY SCHOOL DATA FROM YR. 1 OF RMS:

As is evident from the graph above, all four “Increased” support secondary schools made gains in Gr. 9 Applied mathematics from the previous year. Three of the four schools are above the provincial percentage of students at or above provincial standard. Teachers implemented instructional strategies such as spiralling, punctuated learning, use of marker students to set goals and monitor progress. Additionally, teachers focused on algebraic reasoning using the Paying Attention to Algebraic Reasoning Ministry monograph and the resource *From Patterns to Algebra* based on the research of Dr. Ruth Beatty & Dr. Cathy Bruce.

INTENSIVE ELEMENTARY SCHOOLS (GRADE 2-6) LEARNING NETWORK FOCI:

The elementary schools for 2016-2017 deemed as “Intense” support (i.e. St. Anne C & St. Peter) were networked in numeracy K-8. Intentional focus with greater support was provided to the Gr.2-6 educator sub-grouping. This decision was made to support school cohort achievement as well as Junior Mathematics achievement on EQAO. The following diagram illuminates the components of professional learning within this Gr. 2-6 sub-grouping.



Marker students were chosen at each school, informed by EQAO raw score and report card data. These are most often students who are approaching provincial standard. Within the Intensive support schools, the numeracy team conducted clinical interviews with these marker students. Data was collected previous to the collaborative learning and afterwards. Clinical interviews focused on two content areas: numeration and each school's identified area of need in mathematics.

The following charts highlight the pre and post data collected, which show significant growth in each content area.

St. Anne (C)

From Pre to Post N= 45			
NUMERATION			
Growth	33/45		73%
Stayed Same	5/45		11%
Decreased	7/45		16%
From Pre to Post N= 45			
GEOMETRY			
Growth	44/45		98%
Stayed Same	1/45		2%
Decreased	0/45		0%

St. Peter

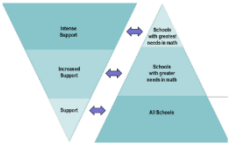
From Pre to Post N= 28			
NUMERATION			
Growth	24/28		86%
Stayed Same	1/28		4%
Decreased	3/28		8%
From Pre to Post N= 28			
ALGEBRA			
Growth	19/28		68%
Stayed Same	5/28		18%
Decreased	4/28		14%

RMS HIGHLIGHTS and CONNECTIONS TO WCDSB NUMERACY INITIATIVES 2016-17

Ontario's Renewed Mathematics Strategy (RMS) is outlined in the [April 2016 Memorandum to Directors of Education](#). Further information can be found on the Ministry site or by clicking [here](#).

All professional collaboration and co-learning as it pertains to the RMS, embraces the WCDSB BIPSA system inquiry question:

What impact will collaborative teaching and learning that focuses on the assessment for learning process have on increasing the number of students approaching or achieving at or beyond the provincial standard K-12?

RMS HIGHLIGHTS	NUMERACY INITIATIVES 2017-18	BIPSA Identified Student Learning Need
<p>Tiered & differentiated system of support</p> 	<p>All elementary and secondary schools have been identified by the Ministry as receiving numeracy support at one of these levels: “Intense”, “Increased” & “All” Support.</p> <p>All elementary schools deemed “Intense” or “Increased” support are networked K-8 co-facilitated by numeracy consultants. An intentional focus of greater support is provided to the grade 2-6 group. Numeracy support teachers assist with “in-between” sessions, based on school-site SIPSA identified numeracy focus area.</p> <p>All secondary schools deemed “Increased” support (4 of 5) receive additional funding to engage in grade 9 professional learning networks to close gaps in achievement supported by the numeracy consultant.</p>	<p>Junior inquiry-based learning & critical thinking skills.</p> <p>Special education accommodations and modifications, including the consistent and mindful use of technology & strategies for students with learning disabilities and/or diverse learning needs.</p> <p>Responsive DI gr. 6-10 to improve students’ access to curricula, with focus on those who may choose or have chosen the Applied course.</p>
<p>Focus on the learner with LD and diverse profile</p>	<p>Multiple numeracy initiatives invite participation from Spec. Ed. Teachers to join classroom teachers to address learning needs of the student</p> <p>Collaborative professional learning between Numeracy Consultants and Special Education Liaisons for the purpose of supporting classroom teachers and SETs with diverse learners.</p>	<p>Special education accommodations, including the consistent and mindful use of technology & strategies for students with learning disabilities and/or diverse profile.</p> <p>Responsive DI gr. 6-10 to improve students’ access to curricula, with focus on those who may choose or have chosen the Applied course.</p>
<p>Increasing math content knowledge</p>	<p>ALL Numeracy Initiatives focus on specific content within proportional, spatial, and/or algebraic reasoning with fractional sense embedded.</p> <p>Numeracy networks are all rooted in collaboration with colleagues, including the administrator as a co-learner (i.e. Elementary Math Lead Teacher, “Intense” and “Increased” support schools, LMS</p>	<p>Deep understanding of quantity and magnitude, K-3.</p> <p>Junior inquiry based learning & critical thinking skills.</p> <p>Effective visualization and flexible number relationships via daily number sense</p>

	<p>Team, Grade 9 Applied/Academic Learning Networks, Cross-Panel Networks, Whole-dept. learning).</p> <p>Introduction of Fraction Talks to elementary teachers (4 teachers per school to attend).</p> <p>Numeracy support teachers engage in daily job-embedded professional collaboration.</p> <p>After school co-learning sessions using the <i>From Patterns to Algebra</i> resource, gr. 4-8.</p> <p>Numeracy PD Day (November 17)</p> <p>New Teacher Induction Program (NTIP)</p>	<p>routines to build number sense, with intentional focus on fractional sense within proportional, spatial and algebraic reasoning.</p> <p>Reason with intentional focus on fractional sense within proportional, spatial & algebraic reasoning.</p> <p>Connecting math across disciplines.</p> <p>Responsive DI gr. 6-10 to improve students' access to curricula, with focus on those who may choose or have chosen the Applied course.</p>
Building Leadership Capacity	<p>Elementary Math Lead Teachers will attend 5 full day co-learning sessions and will co-facilitate professional learning back at their school sites.</p> <p>Secondary Leading Math Success Team will attend 8 half day co-learning sessions and will co-facilitate professional learning within their departments.</p> <p>Numeracy PD Day (November 17, 2017) will be co- led by the EMLTs and LMS teams.</p> <p>Assistance for educators taking OECTA Mathematics Primary and Junior AQ courses.</p>	<p>Reason with intentional focus on fractional sense within proportional, spatial & algebraic reasoning.</p> <p>Special education accommodations & modifications, including the consistent and mindful use of technology & strategies for students with learning disabilities and/or diverse profile.</p> <p>Critical thinking skills.</p> <p>Responsive DI gr. 6-10 to improve students' access to curricula, with focus on those who may choose or have chosen the Applied course.</p>
Transitions planning	<p>Every Family of Schools will participate in cross-panel professional learning with a focus on building content continuum knowledge.</p>	<p>Responsive DI gr. 6-10 to improve students' access to curricula, with focus on those who may choose or have chosen the Applied course.</p> <p>Special education accommodations & modifications.</p> <p>Reason with intentional focus on fractional sense within proportional, spatial & algebraic reasoning.</p>
Technology-enabled learning	<p>MathUP pilot for ten grade 4 teachers using a web-based platform.</p> <p>Promotion of leveraging digital tools to enhance student engagement and deepen students' understanding of math concepts (e.g. EduGains, mathies, mPower, etc.).</p>	<p>Junior inquiry-based learning & critical thinking skills.</p> <p>Consistent and mindful use of technology.</p>

Recommendation:

This report is for the information of the board

Prepared/Reviewed By: Loretta Notten
 Director of Education

 John Klein
 Superintendent of Learning

 Richard Olson
 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.



Date: October 16, 2017
To: Board of Trustees
From: Director of Education
Subject: 2017 WCDSB/Yamate Exchange

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)

Ontario Strategy for K-12 International Education

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

Alignment to the MYSP:

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

Background/Comments:

In 2015 the Ministry of Education released [Ontario's Strategy for K-12 International Education](#). This strategy echoes the WCDSB vision of the 21st century learning and it's four dimensions of internationalizing our schools. Based on our vision and commitment to globalizing our student's experiences, the Research & Development Office (RDO) has development partnerships around the world, including Yamate School in Yokohama Japan.

Yamate Gakuin was founded in 1966. Students come from all over Yokohama, as well as from southern Tokyo and nearby cities in Kanagawa Prefecture to attend this private school. The school was founded on the philosophy that through cultural understanding comes world peace.

In their commitment to developing understanding, their grade 11 students take part in an exchange program to North America. Every April the entire Grade 11 class travels to North America for a two-week immersion and homestay program. Students are divided into a number of groups, which travel simultaneously to host cities in the United States and Canada. Students are organized in pairs, attend schools and stay with host families for two weeks.

This year, 80 Yamate students and 4 chaperones visited the WCDSB and stayed with local host families. They spent time attending our schools and participating school based activities including: a visit to Google, semi-formals, assemblies, Liturgies etc. Japanese students participated in various excursions with their homestay families and three excursions hosted by the RDO. Student and their chaperones enjoyed Niagara Falls, Toronto (ROM and CN tower), the Regional Museum and St. Jacob's Market.

In addition, the WCDSB community was treated to a cultural evening presented at St. Mary's High School. During the evening, our Japanese guests shared their cultural through various performances and booths set up to engage our staff and students in some of their favourite activities. Japanese chaperones were hosted at a formal banquet at the Concordia Club to celebrate the partnership between Yamate and our school board.

July 21 – August 5th the WCDSB sent 36 students and 5 chaperones to Japan for a reciprocal two-week cultural immersion and homestay program. Chaperones included four teachers from our high schools and an administrator, Lorrie Temple. Students were paired up with other WCDSB students and they were hosted by Yamate students and their families. Japanese students were not in school during this visit so our students were treated to a variety of cultural experiences with their families. As a group, our students spent a day at the school participating and experiences a full culture day. All Yamate staff and students were involved with sharing performances, activities such as a tea ceremony, calligraphy, food and traditional dress, with all the North American students.

Yamate also hosted excursions for the North American students including:

- a day in Yokohama which included visiting the historic Sankei-En Gardens and Hakkeijima Sea Paradise;
- a trip to Tokyo where students took a river cruise on the Sumida river, visited Sensō-ji Temple, the oldest Buddhist temple in Toyko, and enjoyed a trip to the Edo Tokyo museum;
- and a trip to Tokyo Disney.

Student and families returned safely and have been asked to reflect on their experiences of hosting students from another country and travelling to Japan. Based on preliminary reports, this exchange was a great success and is in the planning stages for 2019.

Recommendation:

WCDSB/RDO will review the exchange with the Yamate partners in February 2018
WCDSB/RDO will start to plan for the 2019 Exchange program

Prepared/Reviewed By: Loretta Notten
Director of Education

Simone Beaucage
Vice Principal, International Education and St. Don Bosco

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Date: October 16, 2017
To: Board of Trustees
From: Director of Education
Subject: Information Technology Services Update Summer 2017

Type of Report: ☐ Decision-Making
☐ Monitoring
☒ Incidental Information concerning day-to-day operations

Type of Information: ☐ Information for Board of Trustees Decision-Making
☐ Monitoring Information of Board Policy **XX XXX**
☒ Information only of day-to-day operational matters delegated to the CEO

Origin:

This report is being provided to update Trustees on projects carried out or finished over the Summer in Information Technology Services (ITS).

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

- PPM No 155 Diagnostic Assessment in Support of Student Learning
<http://www.edu.gov.on.ca/extra/eng/ppm/ppm155.pdf>
- Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, First Edition, Covering Grades 1 to 12, 2010 - (Growing Success, pp. 28–29)
<https://edu.gov.on.ca/eng/policyfunding/growSuccess.pdf>
- Technology Learning Fund (TLF) <http://www.ontariodirectors.ca/CODE-TLF/>
- APS017 "Responsible Use of Information Technology and Electronic Data"
- APS035 "Electronic Mail and Social Media Use"
- APS015 "Procedure for the Purchase of All Electronic Computing Devices and Related Products and Services"

Alignments to the MYSP:

Strategic Priority: Nurturing Our Catholic Community

Strategic direction: Everyone is included, respected and welcomed

Goal: To support an environment of inclusion with improved implementation of the principles of Learning for All

Strategic Priority: Student Engagement, Achievement & Innovation

Strategic direction: Students are achieving at their highest potential in a 21st Century

Goal: To focus on the 21st century competencies of critical thinking & problem solving, creativity and collaboration

Strategic Priority: Building Capacity to Lead, Learn and Live Authentically

Strategic direction: Professional learning for ALL staff is timely and responsive

Goal: To foster professional learning that is job-embedded and evidence informed

Strategic Priority: Building Capacity to Lead, Learn and Live Authentically

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

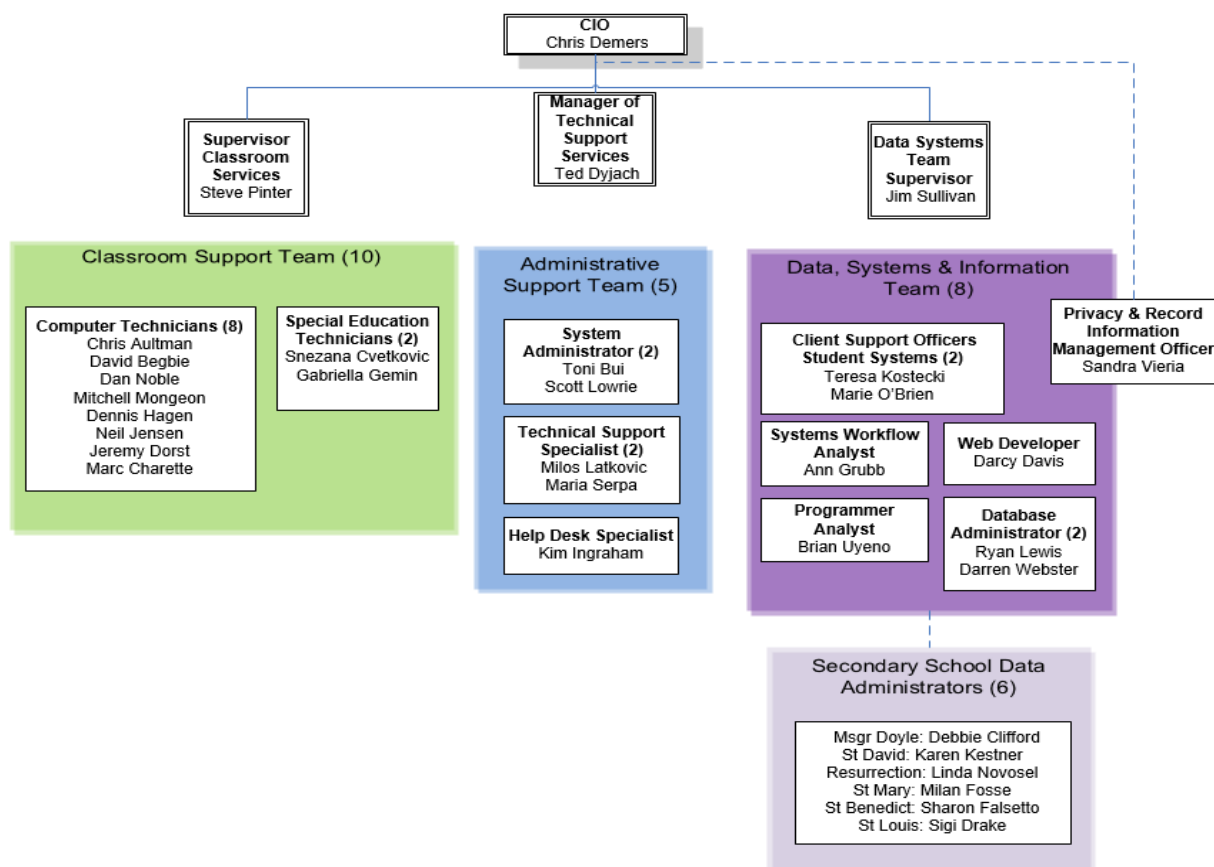
Goals:

- To continue implementation of emerging technologies that enable forward thinking, global
- Education;
- To ensure all program offerings are tied to student need and stakeholder interests, and that they will equip students to become globally-engaged responsible citizens; and
- To increase staff efficiency and reduce workloads through process improvements.

Background/Comments:

The Information Technology Services (ITS) department has had a very busy Summer preparing for the 2017/18 school year. ITS successfully completed many technology related projects and initiatives that aligned with the Multi-Year Strategic Plan which will enable staff and students to excel in the coming year.

ITS Org Chart



Summer Project Details:

Completed Summer projects listed below are organized by the three support teams within ITS. Select highlighted projects are explained in detail within the body of this report.

Classroom Support Team Projects:

Elementary:

- Moved 421 PC's from 21 schools to 23 other schools to balance student to PC ratios of supported systems;
- Moved 233 old PC's from 23 schools to 21 other schools to balance student to PC ratio of usable computers;
- Several new PC's installed on classroom data projectors;
- Recycled 428 outdated and non-functional PC's;
- Upgraded 462 old PC's with faster SSD hard drives to improve performance and extend life of systems;
- Increased Wireless coverage to 99.8% of Educational Space;
- Removed, protected and then returned all educational technology from schools undergoing summer construction; and
- Yearly Summer update of Operating System and Software on 1300+ PC's.

Secondary:

- Upgraded 600 old PC's with faster SSD hard drives to improve performance and extend life of systems;
- Replaced 300 old PC's with new;
- Upgraded 300 technology Lab PC's with larger hard drives and new video cards high end design software such as the new AutoCAD;
- Yearly Summer move, installation and update of Operating System and Software on 1800+ PC's; and
- Replaced all Secondary first-generation Samsung Chromebooks (Units to be used as elementary repair spares and elementary Spec Ed room devices).

Data, Systems and Information Support Team Projects:

- Redesigned the AP Memo and AP Form templates for Accessibility for Ontarians with Disabilities (AODA) compliance. Several AP Memos updated to using the new AODA compliant templates.
- Created the new Forms staff portal page. Started migrating AP Forms over to the new Forms web page.
- Pilot: Designed Laserfiche online form template and first test form; now designing the automated workflow for the form.
- Student Services paper file migration and management to electronic under Laserfiche.
- Redesigned and migrated all public Board, elementary and secondary school websites to WPCloud <https://wpcloud.ca/>, an AODA compliant hosted site.
- Google Suite for Education Optimization:
 - a) Implemented system to automatically create Google Classrooms by teacher/class.
 - b) Implemented system to sync Microsoft Active Directory (AD) passwords with Google passwords.
 - c) Implemented system to create Google accounts automatically from AD and the Board Student Management System
- Installed Veeam monitoring software to assure real time server availability.
- Upgraded BES server (mobile cell phone manager) for improved management and security.
- Upgraded VMware Virtual Machine Server Farm to latest version at Disaster Recovery (DR) site.
- June Ministry OnSIS Submission of Student and Staffing data.
- Staff and Student Web Resource portal launch.
- Power BI Facilities/Finance Dashboard.

Major Project Status for the 2016-17 School Year				2016				2017				2018	
Project Name			% Complete ↓	Jan	Apr	Jul	Oct	Jan	Apr	Jul	Oct	Jan	Apr
	Active Directory Migration from Novell	***	100%										
	Administrative Computer Refresh	***	100%										
	Disaster Recovery Consulting	***	100%										
	Elementary Web Attendance	***	100%										
	Gmail for Teachers and Students	***	100%										
	Internet Availability Project	***	100%										
	Internet Bandwidth Increase 3gb	***	100%										
	IT Predictive Index Department Optimization Project	***	100%										
	IT Service Desk Portal and Self Serve	**	100%										
	New Cell Phone rollout	**	100%										
	Outlook Exchange Online Transition	**	100%										
	Password Synchronization Project	**	100%										
	Refresh three new VMWare servers for 91 Moore	***	100%										
	Secondary OnSIS and OEN Decentralization	**	100%										
	Single Sign-on Portal	**	100%										
	Web Refresh and Cloud Infrastructure	**	100%										
	WiFi Refresh 16-17	**	100%										
	Business Intelligence	**	86%										
	Electronic Forms Automation 16-17	**	85%										
	Google Classroom integration with Trillium Little S	***	82%										
	Office 2016 deployment	**	73%										
	Staffnet Migration to SharePoint Online	**	73%										
	Generator for CEC Data Centre	**	71%										
	Gradebook Online Implementation	**	38%										
	Print Strategy	**	21%										

Highlighted Summer Projects:

Below is more detail on many of the key ITS Summer Projects:

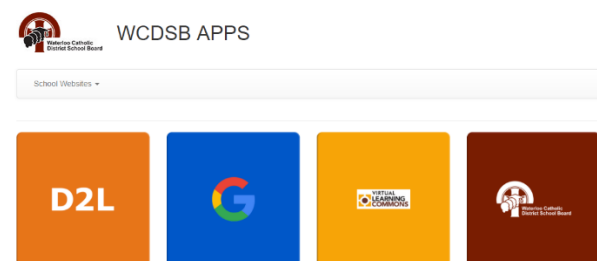
1) Staff and Student Web Resource Portals

All staff and students now have a default Web Resource portal on their PC and Chromebook web browsers. The Staff portal enables quick and convenient single sign-on authentication to Board web based resources. The Student portal provides a quick route to key instructional resources and environments plus a quick link to school sites.

Staff Portal:



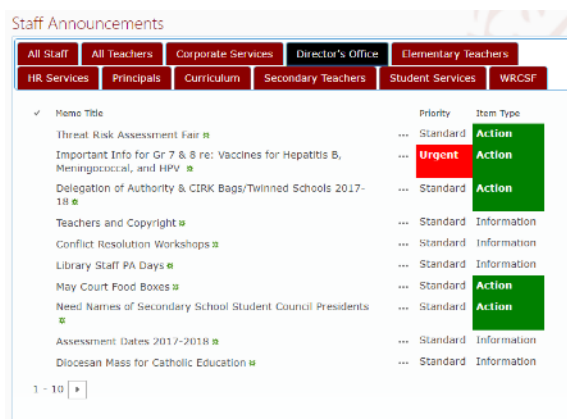
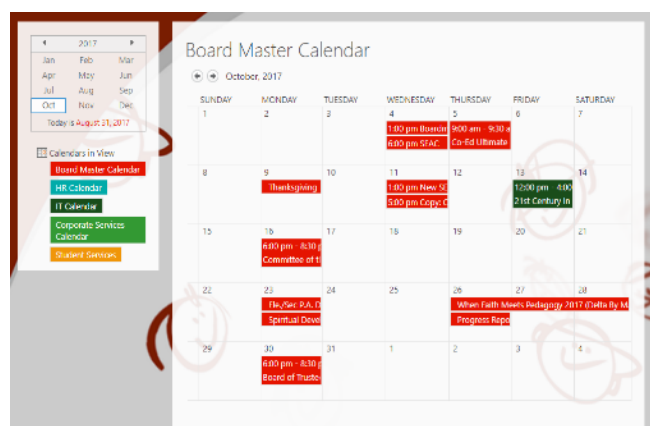
Student Portal:



School Websites					
Family of Schools	Monsignor Doyle	Resurrection	St. Benedict	St. David	St. Mary's
	Holy Spirit	Holy Family	Christ the King	Sir Edgar Bauer	Blessed Sacrament
	St. Anne (C)	Holy Rosary	Our Lady of Fatima	St. Agnes	Canadian Martyrs
	St. Augustine	Our Lady of Lourdes	St. Elizabeth	St. Boniface	John Swinney
	St. Brigid	St. Agatha	St. Gabriel	St. Clement	Monsignor Haller
	St. Francis	St. Dominic	St. Joseph	St. Luke	Our Lady of Grace
	St. Gregory	St. John	St. Margaret	St. Matthew	St. Aloysius
	St. Vincent de Paul	St. Mark	St. Michael	St. Teresa (E)	St. Anne (K)
		St. Nicholas	St. Peter	St. Teresa (K)	St. Bernadette
		St. Paul	St. Teresa of Calcutta		St. Daniel
					St. John Paul II
					St. Kateri Tekakwitha
					St. Timothy

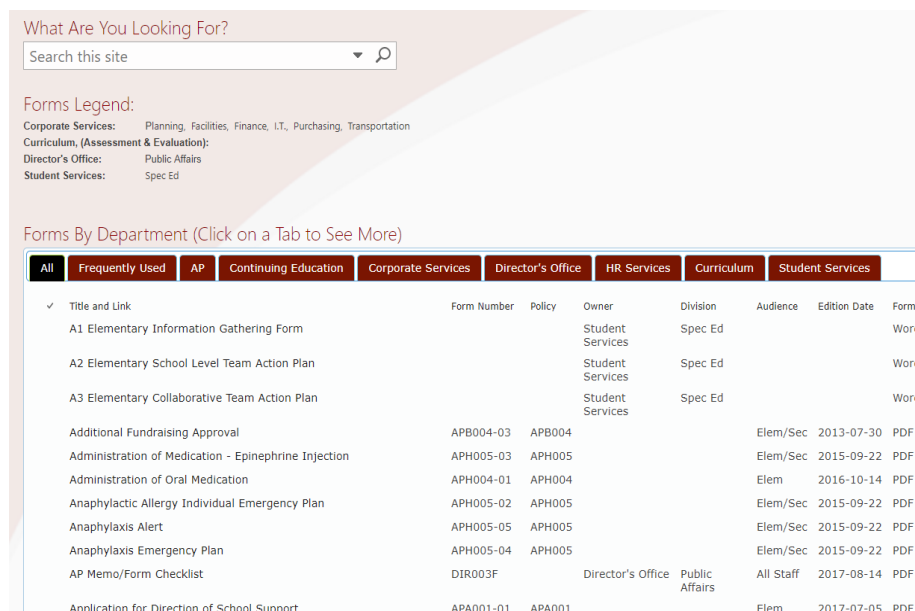
2) New StaffNet Portal

A new Staff portal environment built in the Microsoft Office 365 SharePoint was successfully piloted as the ITS Help Desk through the 2016/17 school year. This SharePoint environment has now been expanded to include Board staff functions and departments. In these sites, departments can provide easy to find critical staff resources. The Board Master aggregate calendar and the Staff Announcements have been made prominent in this environment to keep staff apprised of important Board issues and events.

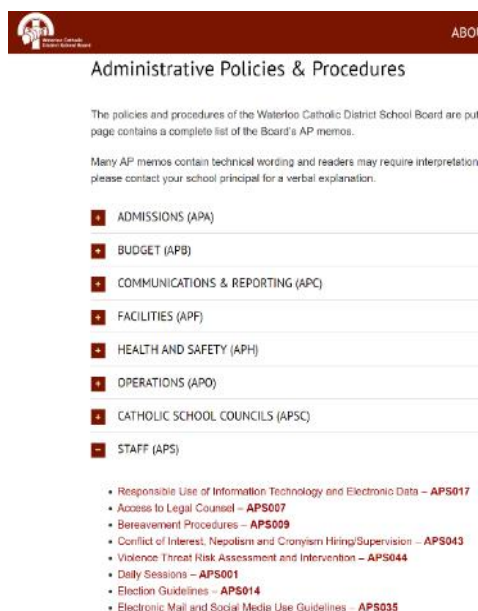


3) Forms Optimization

WCDSB has hundreds of staff, student and parent forms required to efficiently facilitate the business of the Board. In the past, many version of the same form could be found in several places on the Web, Staffnet and local shared drives. Keeping forms up to date and finding forms was a difficult task. A new Forms Portal has been created in the new Microsoft Office 365 SharePoint Staffnet Portal. This new portal aggregates the official version of all critical forms WCDSB needs to use on a regular basis in a search and category optimized environment.



4) Administrative Policy and Procedures (AP) Website with AODA



New redesigned AP memo and AP form templates have been created to meet Accessibility for Ontarians with Disabilities (AODA) compliance requirements. Several AP Memos have already been updated to using the new AODA compliant templates. The rest of the AP memos and forms will be moved to the new format at they are updated. All AP memos and forms are now linked through this new web infrastructure. The new AP site has a standardized organization for each AP's components.

<https://www.wcdsb.ca/about-us/policies-and-administrative-procedures/>

Procedure for the Purchase of All Electronic Computing Devices – APS015

Reviewed/Revised: September 2016

PURPOSE

The purpose of this memorandum is to communicate the procedure and criteria for the purchase of all electronic computing devices and related information technology products and services. The intent of this procedure is to assist in ensuring a systematic implementation based on equity, cost-effectiveness, and standardization.

[CLICK HERE TO VIEW APS015](#)

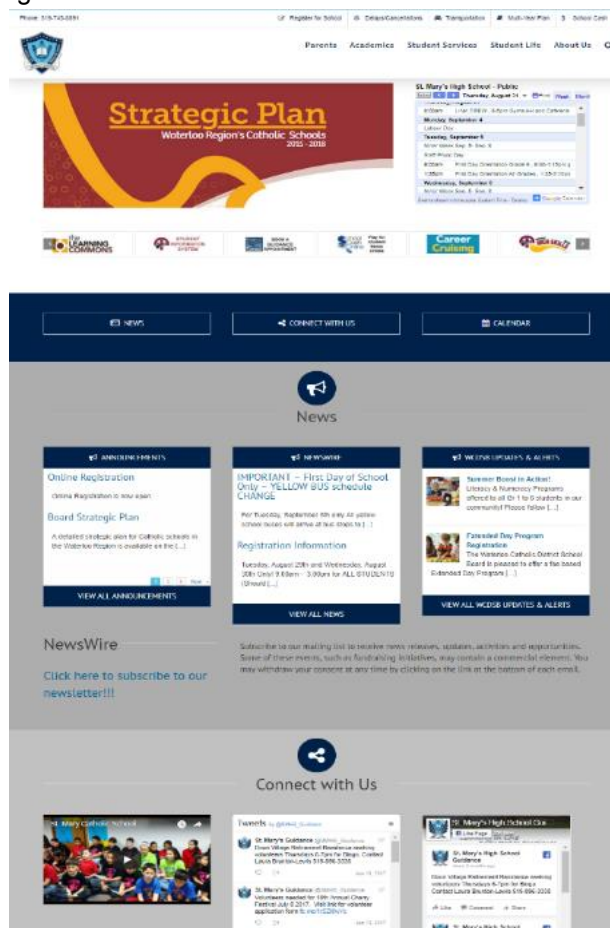
- FORMS
- REPORTS
- APPENDICES

5) Public Website Redesign and Migration

All public Board and school websites have been redesigned and standardized. The new WordPress design makes it easy for schools and departments to post and maintain their own web content. All public websites have also been optimized to meet AODA requirements. New standard elements have been added to all board and school sites which includes:

- A News section which automatically sends an email to all those who subscribe to Board and school Newswire services whenever a new article is posted;
- Google calendars associated with each school and Board website allows easy posted and viewing of events. These Google calendars can be subscribed to by staff, students and the community on devices like smartphones;
- School sites have a WCDSB Updates and Alerts section which allows the Board to easily send important posts to all school sites at once; and
- A Twitter webpart for schools to quickly post updates and good news stories.

All public Board, elementary and secondary school websites have been migrated to an AODA compliant online hosting service, WPCloud (<https://wpccloud.ca/>). Hosting these websites assures that this critical communication tool remains available through power outages and possible disasters.



6) Educational Space Technology Updates, Refreshes and Moves

ITS had a very busy Summer of educational space technology upgrades, refreshes and moves for Chromebooks and PC's.

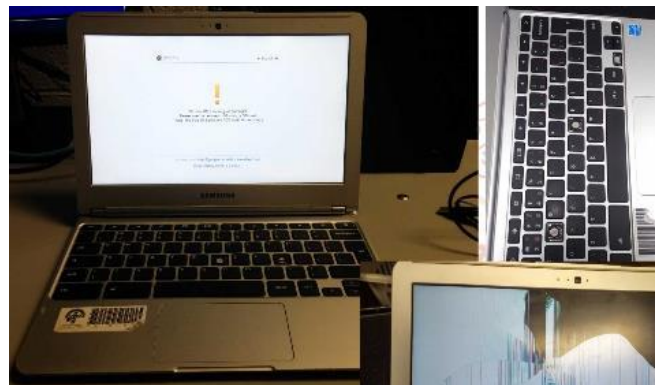
Elementary:

- Moved 421 supported PC's from 21 schools to 23 other schools to balance student to PC ratios- 17.3:1 supported devices;
- Moved 233 old PC's from 23 schools to 21 other schools to balance student to PC ratio of usable computers, 16.3:1 unsupported devices;
- New PC's moved to all classroom data projectors;
- Recycled 428 outdated and non-functional PC's;
- Upgraded 462 old PC's with faster SSD hard drives to improve performance and extend life of systems;
- Removed, protected and then returned all educational technology from schools undergoing Summer construction;
- Yearly Summer update of Operating Systems and Software on 1300+ PC's; and
- Increased Wireless coverage to 99.8% of educational Spaces.



Secondary:

- Upgraded 600 old PC's with faster SSD hard drives to improve performance and extend life of systems; 3.61:1 supported PC's;
- Replaced 300 old PC's with new;
- Upgraded 300 technology lab PC's with larger hard drives and new high speed video cards to accommodate high end design software such as AutoCAD;
- Yearly Summer move, installation and update of Operating Systems and Software on 1800+ PC's; and
- Replaced all Secondary first-generation Samsung Chromebooks (Units to be used as elementary repair spares and elementary Spec Ed room devices).



7) Administrative Team Projects

The Administrative support team has been busy on many very technical projects to protect and improve the integrity of our IT infrastructure. Many of the projects are focused on improving service and availability of tools to both the classroom and the administrative computing environment. Here is a summary of a few of the Summer projects:

- Microsoft Windows 10 and Microsoft Office 2016 standard upgrade for greater device management, improved speed, and expanded application productivity. ITS will expand this implementation to classroom computers this school year.
- Removed, protected and then returned all admin computers in schools under Summer construction
- Upgraded the Papercut print management system to the newest version for greater control of school print utilization. The goal is to reduce print costs Board Wide.
- Complete the redesign of the Microsoft Active Directory structure to accommodate staff and student account single sign-on. The goal is to provide easier and quicker access to essential productivity and educational tools.



8) Data, Systems and Information Support Team Projects:

The ITS Data and Information Support team has focused on web, accessibility and ease of access to Board resources for both staff and students as highlighted in earlier items. This team also successfully accomplished several other successful projects over the summer, including:

- Pilot: Designed Laserfiche online form template and implemented the first test form; ITS is now designing the automated workflow for this form;
- Migration of Student Services paper files to electronic storage under Laserfiche;
- Google Suite for Education Optimization:
 - a) Implemented system to automatically create Google Classrooms by teacher/class for all classes Board wide;
 - b) Implemented system to sync Microsoft Active Directory (AD) passwords with Google passwords; and
 - c) Implemented system to create Google accounts automatically from AD and the Board Student Management System;
- OnSIS Submission of Student and Staffing data; and
- Power BI Facilities/Finance Dashboard. (Details Below)

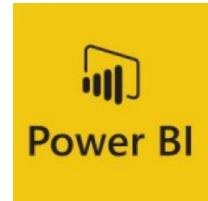


Google Classroom™

OnSIS

Ontario SCHOOL
Information System

9) Power BI Facilities/Finance Dashboard

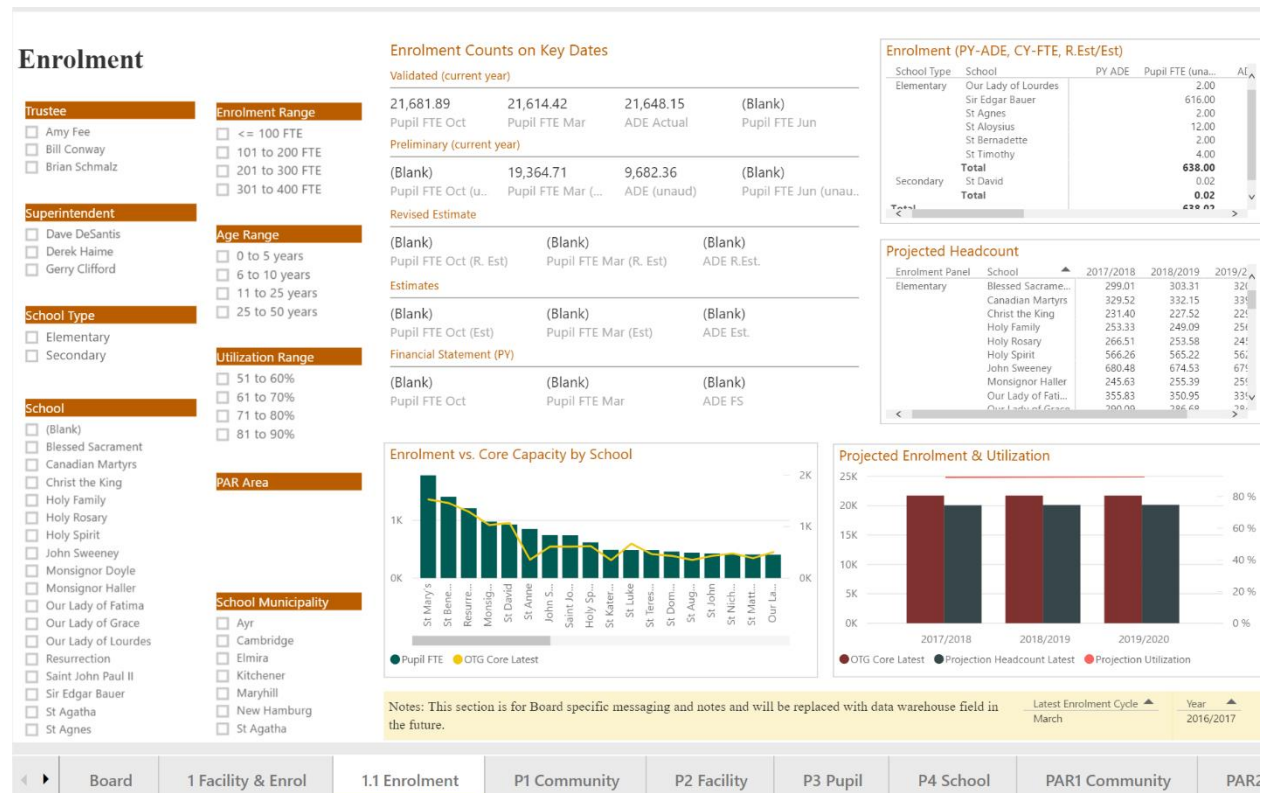


This Catholic School Board Services Association (CSBSA) project is the collaborative purchase and implementation of a 21st Century Business Intelligence (BI) solution, Microsoft Power BI.

The primary purpose of the BI Project is to deliver a self-service insightful data visualization and discovery application designed for to empower decision makers with finger-tip access to rich data and insightful analytics. The goal is to develop and implement a sustainable provincial (shared services & shared talents model) solution and applicable business transformations that address fiduciary responsibilities, enhance stewardship and accountability, and measure key performance indicators (KPI's). Every board must do more with less. Status quo of current data silo environments is no longer an option. There are nine participating boards. This project not only leverages the resources and expertise of all participating boards, its objective is to promote and implement a sustainable provincial solution adaptable by all school boards.

The following are the nine participating school boards:

- DSB of Niagara
- Dufferin Peel Catholic DSB
- Halton Catholic DSB
- Hamilton Wentworth DSB
- Thames Valley DSB
- Toronto Catholic DSB
- York Catholic DSB (Lead Board)
- Waterloo Catholic DSB
- Waterloo Region DSB



Recommendation:

Report is being provided as information only

Prepared/Reviewed By:

Chris Demers,
Chief Information Officer

Shesh Maharaj
Executive Superintendent of Corporate Services
Treasurer and Chief Financial Officer

Loretta Notten
Director of Education

*Bylaw 5.2 "where the Board of Trustees receives from the Director of Education a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board of Trustees on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the Director, subject in all instances to what otherwise actually occurred."

Administrator Meeting ITS Summer Update



Google Classroom™



OnSIS

Ontario SCHOOL
Information System

Laserfiche®



Welcome To StaffNet

[StaffNet Home](#)

[Pages](#)

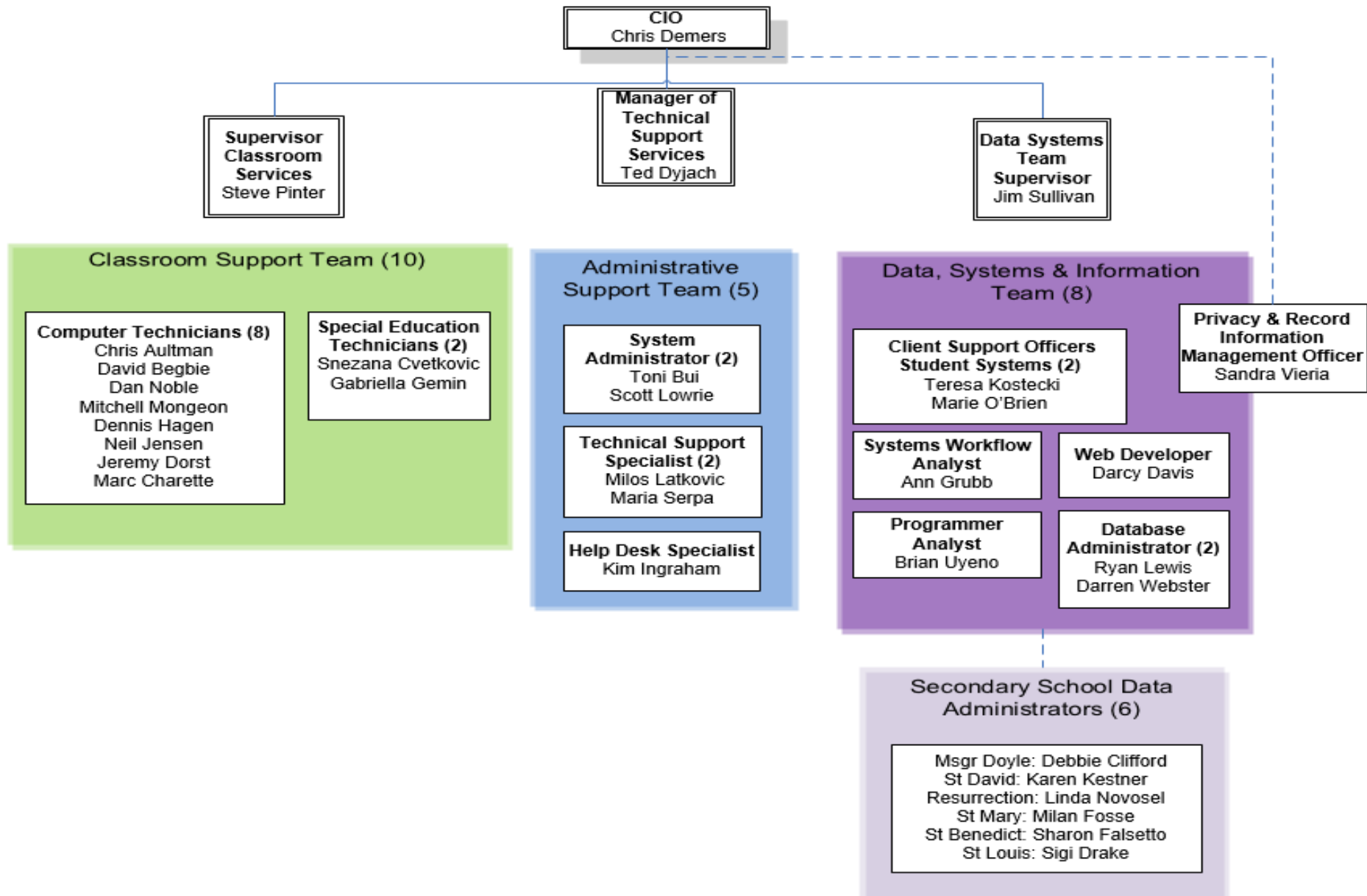
[Old StaffNet](#)



WiFi

ITS Org Chart

25














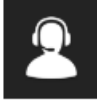
























26

i	Project Name		% Complete ↓	2016				2017				2018	
				Jan	Apr	Jul	Oct	Jan	Apr	Jul	Oct	Jan	Apr
	Active Directory Migration from Novell	...	100%										
	Administrative Computer Refresh	...	100%										
	Disaster Recovery Consulting	...	100%										
	Elementary Web Attendance	...	100%										
	Gmail for Teachers and Students	...	100%										
	Internet Availability Project	...	100%										
	Internet Bandwidth Increase 3gb	...	100%										
	IT Predictive Index Department Optimization Project	...	100%										
	IT Service Desk Portal and Self Serve	...	100%										
	New Cell Phone rollout	...	100%										
	Outlook Exchange Online Transtion	...	100%										
	Password Synchronization Project	...	100%										
	Refresh three new VMWare servers for 91 Moore :	...	100%										
	Secondary OnSIS and OEN Decentralization	...	100%										
	Single Sign-on Portal	...	100%										
	Web Refresh and Cloud Infrastructure	...	100%										
	WiFi Refresh 16-17	...	100%										
	Business Intelligence	...	86%										
	Electronic Forms Automation 16-17	...	85%										
	Google Classroom integration with Trillium Little S	...	82%										
	Office 2016 deployment	...	73%										
	Staffnet Migration to SharePoint Online	...	73%										
	Generator for CEC Data Centre	...	71%										
	Gradebook Online Implementation	...	38%										
	Print Strategy	...	21%										

Web Portals (Staff)

27

 1. Staffnet	 Board Website	 Calendar	 Class Notebook
 Compass for Success	 D2L	 Delve	 Dynamics 365
 ERO	 Excel	 Flow	 Forms
 Google Apps	 I.T Helpdesk	 Mail	 OneDrive
 OneNote	 People	 Planner	 PowerApps
 PowerPoint	 Project	 R I C Reports	 Report a Safety Incident
 Reportcard	 SharePoint	 SmartFind Express	 Stream
 Sway	 Tasks	 Teams	 Video
 Virtual Learning Commons	 W E S S	 Word	 Yammer

Web Portals (Students) ²⁸



WCDSB APPS

School Websites ▾

D2L



School Websites ▾

Family of Schools

St. Louis Adult
Learning and
Continuing Education
Centres

Monsignor Doyle

Holy Spirit
St. Anne (C)
St. Augustine
St. Brigid
St. Francis
St. Gregory
St. Vincent de Paul

Resurrection

Holy Family
Holy Rosary
Our Lady of Lourdes
St. Agatha
St. Dominic
St. John
St. Mark
St. Nicholas
St. Paul

St. Benedict

Christ the King
Our Lady of Fatima
St. Elizabeth
St. Gabriel
St. Joseph
St. Margaret
St. Michael
St. Peter
St. Teresa of Calcutta

St. David

Sir Edgar Bauer
St. Agnes
St. Boniface
St. Clement
St. Luke
St. Matthew
St. Teresa (E)
St. Teresa (K)

St. Mary's

Blessed Sacrament
Canadian Martyrs
John Sweeney
Monsignor Haller
Our Lady of Grace
St. Aloysius
St. Anne (K)
St. Bernadette
St. Daniel
St. John Paul II
St. Kateri Tekakwitha
St. Timothy

New StaffNet

29



Welcome To StaffNet

[StaffNet Home](#)

[Old StaffNet](#)

[Recent](#)

[EDIT LINKS](#)

PLEASE NOTE: This web site is a work in progress.

Some sections are under construction. Click the button to the far right to access the old StaffNet =====>

What Are You Looking For?



[Old StaffNet](#)

Top Sites

IT Help Desk

Corporate Services

Facility Services

Finance Services

Human Resource Services

Curriculum, Assessment &

Purchasing Services

Student Services

Resources

Forms

Board Master Calendar

My Apps

Team Sites

Staff Announcements

[All Staff](#) [All Teachers](#) [Corporate Services](#)

[Director's Office](#) [Elementary Teachers](#)

[HR Services](#) [Principals](#) [Curriculum](#)

[Secondary Teachers](#) [Student Services](#) [WRCSF](#)

Board Master Calendar

October, 2017

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

1	2	3	4 1:00 pm Board 6:00 pm SEA	5 9:00 am - 9 Co-Ed Ulti	6	7
8	9 Thanksgiving	10	11 1:00 pm New 5:00 pm Cop	12	13 12:00 p 21st Cl	14

✓	Memo Title	Priority	Item Type
...	Supply Services - Staff Member Introduction	Standard	Information
✱	Diocesan Mass for Catholic	Standard	Information

Announcements

30

Staff Announcements

All Staff	All Teachers	Corporate Services	Director's Office	Elementary Teachers	
HR Services	Principals	Curriculum	Secondary Teachers	Student Services	WRCSF

✓	Memo Title	...	Priority	Item Type
	Threat Risk Assessment Fair ✱	...	Standard	Action
	Important Info for Gr 7 & 8 re: Vaccines for Hepatitis B, Meningococcal, and HPV ✱	...	Urgent	Action
	Delegation of Authority & CIRK Bags/Twinned Schools 2017-18 ✱	...	Standard	Action
	Teachers and Copyright ✱	...	Standard	Information
	Conflict Resolution Workshops ✱	...	Standard	Information
	Library Staff PA Days ✱	...	Standard	Information
	May Court Food Boxes ✱	...	Standard	Action
	Need Names of Secondary School Student Council Presidents ✱	...	Standard	Action
	Assessment Dates 2017-2018 ✱	...	Standard	Information
	Diocesan Mass for Catholic Education ✱	...	Standard	Information

Board Master Calendar

31

◀ 2017 ▶

Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct	Nov	Dec

Today is **August 31, 2017**

Calendars in View

Board Master Calendar

HR Calendar

IT Calendar

Corporate Services
Calendar

Student Services

Board Master Calendar

◀ ▶ October, 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 1:00 pm Boardm 6:00 pm SEAC	5 9:00 am - 9:30 a Co-Ed Ultimate	6	7
8	9 Thanksgiving	10	11 1:00 pm New SE 5:00 pm Copy: C	12	13 12:00 pm - 4:00 21st Century In	14
15	16 6:00 pm - 8:30 p Committee of tl	17	18	19	20	21
22	23 Ele./Sec P.A. D Spiritual Devel	24	25	26 When Faith Meets Pedagogy 2017 (Delta By M Progress Repo	27	28
29	30 6:00 pm - 8:30 p Board of Trustee	31	1	2	3	4

Forms and APs with AODA



What Are You Looking For?



Forms Legend:

Corporate Services: Planning, Facilities, Finance, I.T., Purchasing, Transportation

Curriculum, (Assessment & Evaluation):

Director's Office: Public Affairs

Student Services: Spec Ed

Forms By Department (Click on a Tab to See More)

All Frequently Used AP Continuing Education Corporate Services Director's Office HR Services Curriculum Student Services

✓ Title and Link	Form Number	Policy	Owner	Division	Audience	Edition Date	Format
A1 Elementary Information Gathering Form			Student Services	Spec Ed			Word
A2 Elementary School Level Team Action Plan			Student Services	Spec Ed			Word
A3 Elementary Collaborative Team Action Plan			Student Services	Spec Ed			Word
Additional Fundraising Approval	APB004-03	APB004			Elem/Sec	2013-07-30	PDF
Administration of Medication - Epinephrine Injection	APH005-03	APH005			Elem/Sec	2015-09-22	PDF
Administration of Oral Medication	APH004-01	APH004			Elem	2016-10-14	PDF
Anaphylactic Allergy Individual Emergency Plan	APH005-02	APH005			Elem/Sec	2015-09-22	PDF
Anaphylaxis Alert	APH005-05	APH005			Elem/Sec	2015-09-22	PDF
Anaphylaxis Emergency Plan	APH005-04	APH005			Elem/Sec	2015-09-22	PDF
AP Memo/Form Checklist	DIR003F		Director's Office	Public Affairs	All Staff	2017-08-14	PDF
Application for Direction of School Support	APA001-01	APA001			Elem	2017-07-05	PDF

Forms and APs with AODA



ABO

Administrative Policies & Procedures

The policies and procedures of the Waterloo Catholic District School Board are put page contains a complete list of the Board's AP memos.

Many AP memos contain technical wording and readers may require interpretation please contact your school principal for a verbal explanation.

- [+ ADMISSIONS \(APA\)](#)
- [+ BUDGET \(APB\)](#)
- [+ COMMUNICATIONS & REPORTING \(APC\)](#)
- [+ FACILITIES \(APF\)](#)
- [+ HEALTH AND SAFETY \(APH\)](#)
- [+ OPERATIONS \(APO\)](#)
- [+ CATHOLIC SCHOOL COUNCILS \(APSC\)](#)
- [- STAFF \(APS\)](#)

- Responsible Use of Information Technology and Electronic Data – **APS017**
- Access to Legal Counsel – **APS007**
- Bereavement Procedures – **APS009**
- Conflict of Interest, Nepotism and Cronyism Hiring/Supervision – **APS043**
- Violence Threat Risk Assessment and Intervention – **APS044**
- Daily Sessions – **APS001**
- Election Guidelines – **APS014**
- Electronic Mail and Social Media Use Guidelines – **APS035**

Procedure for the Purchase of All Electronic Computing Equipment APS015

Reviewed/Revised: September 2016

PURPOSE

The purpose of this memorandum is to communicate the procedure and criteria for the purchase of all electronic computing products and services. The intent of this procedure is to assist in ensuring a systematic implementation based on equity, cost-effectiveness and value for money.

[CLICK HERE TO VIEW APS015](#)

- [+ FORMS](#)
- [+ REPORTS](#)
- [+ APPENDICES](#)

Board Website With AODA

Hosted

Waterloo Catholic District School Board

ABOUT OUR SCHOOLS PROGRAMS & SERVICES CAREERS SCHOOL WEBSITES

Important Information for Families Regarding Opioid-Related Drug Overdoses and Deaths

SUCCESS@Waterloo Catholic Read Our Stories

Search

Google Custom Search

International Education Newcomers 30+ Years of Louis Adult Learning & Continuing Education Schools Foundation Strategic Plan

REGISTER FIND A SCHOOL WHAT'S NEW SHARING STORIES

What's new in our Catholic Schools?

NEWS

Summer Boost in Action!
Literacy & Numeracy Programs offered to all Gr 1 to [...]

Extended Day Program Registration
The Waterloo Catholic District School Board is pleased to offer [...]

YouTube Channel
The WCDSB YouTube channel has over 80 videos highlighting our [...]

VIEW ALL NEWS

EVENTS

September 4, 2017
Statutory Holiday

September 5, 2017
First Day of School

September 22, 2017
Professional Activity

October 9, 2017
Statutory Holiday

October 23, 2017

VIEW CALENDAR DETAILS

NewsWire

Email

Subscribe!

Subscribe to our mailing list to receive news releases, updates, activities and opportunities. Some of these events, such as fundraising initiatives, may contain a commercial element. You may withdraw your consent at any time by clicking on the link at the bottom of each email.

Sharing our Stories!

WCDSB Student Life

Tweets by @WCDSBNewsWire

WCDSB Sustainability @WCDSBGreen

WCDSBTweets


School Websites

35

Phone: 519-745-0591

Register for School Delays/Cancellations Transportation Multi-Year Plan School Cash

Parents Academics Student Services Student Life About Us



Strategic Plan

Waterloo Region's Catholic Schools
2015 - 2018

St. Mary's High School - Public
 Thursday, August 31
 Monday, September 4
 Tuesday, September 5
 Wednesday, September 6
 Thursday, September 7

Online Registration is now open

Board Strategic Plan

A detailed strategic plan for Catholic schools in the Waterloo Region is available on the [...]

VIEW ALL ANNOUNCEMENTS

NEWS CONNECT WITH US CALENDAR

News

ANNOUNCEMENTS

Online Registration

Online Registration is now open

Board Strategic Plan

A detailed strategic plan for Catholic schools in the Waterloo Region is available on the [...]

VIEW ALL ANNOUNCEMENTS

NEW-WIRE

IMPORTANT - First Day of School Only - YELLOW BUS schedule CHANGE

For Tuesday, September 5th only All yellow school buses will arrive at bus stops at [...]

Registration Information

Tuesday, August 29th and Wednesday, August 30th Only! 9:00am - 3:00pm for ALL STUDENTS (Should [...])

VIEW ALL NEWS

WCDSB UPDATES & ALERTS

Summer Boost in Action! Literacy & Numeracy Programs offered to all Gr 1 to 6 students in our community! Please follow [...]

Extended Day Program Registration

The Waterloo Catholic District School Board is pleased to offer a fee based Extended Day Program [...]

VIEW ALL WCDSB UPDATES & ALERTS

NewsWire

Click here to subscribe to our newsletter!!!

Subscribe to our mailing list to receive news releases, updates, activities and opportunities. Some of these events, such as fundraising initiatives, may contain a commercial element. You may withdraw your consent at any time by clicking on the link at the bottom of each email.

Connect with Us



St. Mary's Catholic School

Tweets by @StMarysCatholic

St. Mary's Guidance @StMarysCatholic
 Elson Village Retirement Residence meeting volunteers Thursdays 6-7pm for Bingo. Contact Laura Brunton-Levins 519-896-3338



St. Mary's Guidance @StMarysCatholic
 Elson Village Retirement Residence meeting volunteers Thursdays 6-7pm for Bingo. Contact Laura Brunton-Levins 519-896-3338



St. Mary's High School

Phone: 519-884-9198

Register for School Delays/Cancellations Transportation Multi-Year Plan School Cash Twitter Select Language

Tweets by @stnickasp

St. Nicholas C.B.S.
 @stnickasp

We won't be at school on July 1st, so we thought we'd celebrate a bit early. Happy Birthday @Canada #CatchTheSpill #WCDSBAwesome

Embed View on Twitter

NEWS HIGHLIGHTS

Symposium on the Family - Diocese of Hamilton

What supports do families need from the Church? What are the pressures they face in their day to day lives? [...]

Welcome To Kindergarten 2017 Slide Show

WTK St. Nicholas SLIDES

VIEW ALL NEWS

CALENDAR HIGHLIGHTS

August 31, 2017

Sneak Peek

VIEW CALENDAR DETAILS

WCDSB UPDATES & ALERTS

Summer Boost in Action! Literacy & Numeracy Programs offered to all Gr 1 to 6 students in our community! Please follow [...]

Extended Day Program Registration

The Waterloo Catholic District School Board is pleased to offer a fee based Extended Day Program [...]

VIEW WCDSB UPDATES & ALERTS

NewsWire

Subscribe to our mailing list to receive news releases, updates, activities and opportunities. Some of these events, such as fundraising initiatives, may contain a commercial element. You may withdraw your consent at any time by clicking on the link at the bottom of each email.

Email *

Subscribe

Contact Us

525 Laurelwood Drive, Waterloo, Ontario, N0M 2M4

School Hours

9:15 am - Bell/Entry
 10:25 am - 10:40 am - Recess

NewsWire

Subscribe to our News Updates

Parish

Our Catholic Faith is taught, reinforced and celebrated in our school

WCDSB Links

How to Register School Safety / Bullying Report

Classroom Team

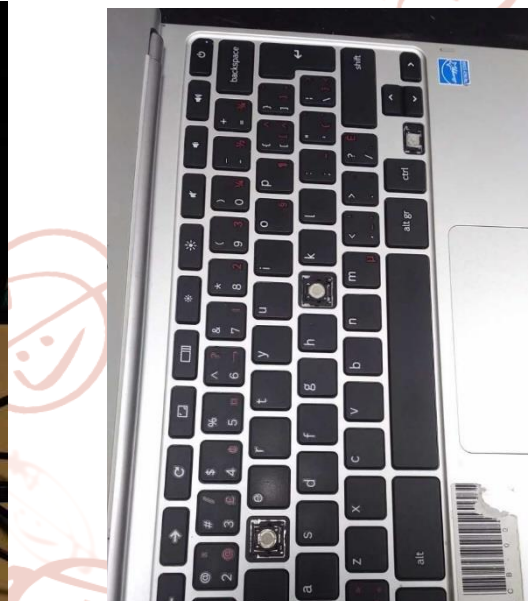
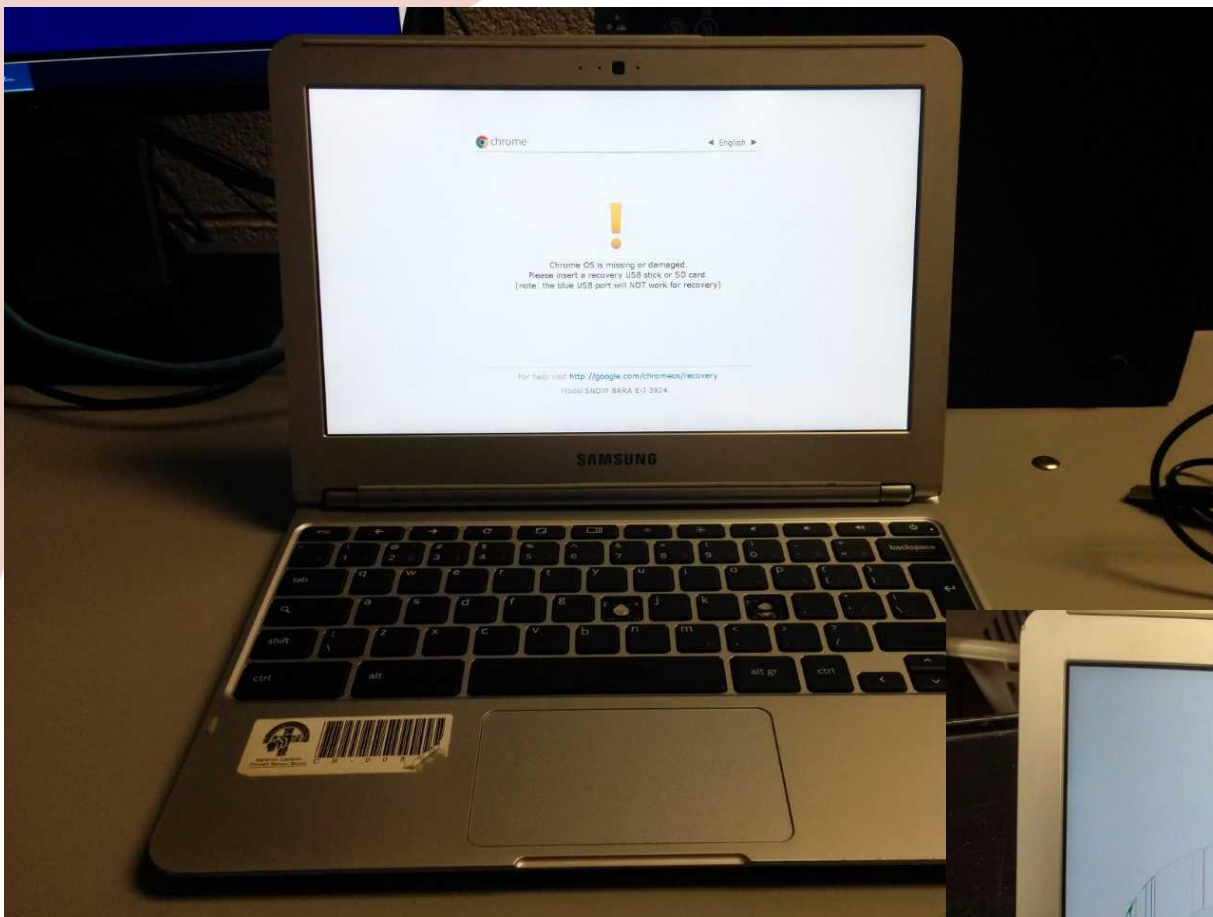
36




WiFi



Samsung ChromeBook End of Life



Classroom Support Team



Elementary:

- Moved 421 PC's from 21 schools to 23 other schools to balance student to PC ratios of supported systems;
- Moved 233 old PC's from 23 schools to 21 other schools to balance student to PC ratio of usable computers;
- Several new PC's installed on classroom data projectors;
- Recycled 428 outdated and non-functional PC's;
- Upgraded 462 old PC's with faster SSD hard drives to improve performance and extend life;
- Removed, protected and then returned all educational technology from schools undergoing summer construction;
- Yearly Summer update of Operating System and Software on 1300+ PC's; and
- Increased Wireless coverage to 99.8% of Educational Space;



Secondary:

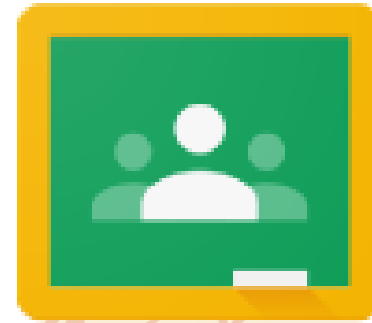
- Upgraded 600 old PC's with faster SSD hard drives to improve performance and extend life of systems;
- Upgraded 300 technology Lab PC's with larger hard drives and new video cards high end design software such as the new AutoCAD;
- Yearly Summer move, installation and update of Operating System and Software on 1800+ PC's; and
- Replaced all Secondary first-generation Samsung Chromebooks (Units to be used as elementary repair spares and elementary Spec Ed room devices).

Administrative Support Team



Windows 10

- 1) New laptops for St Louis Admin staff with Windows 10 Office 2016
- 2) Upgraded desktops for Elementary custodians with Windows 10 Office 2016
- 3) Upgraded desktops for Dutton Drive training lab with Windows 10 Office 2016
- 4) New mobile phones for maintenance staff
- 5) Removed, protected and then returned all admin computers for schools under Summer Construction
- 6) Processing of computer equipment for staffing changes. Reconfigure computers for new staff and staff changing schools or jobs.
- 7) Upgrading of Domain Controllers to Windows Server 2012
- 8) Upgrading of DNS servers to Windows Server 2012
- 9) Upgrade of Papercut print management system to newest version
- 10) Design & planning of relocating fibre optic network connection from St Agatha to Carizon
- 11) Planning and estimating to move 91 Moore WREPNET POP site and computer room
- 12) Complete the redesign of Microsoft Active Directory structure to accommodate students
- 13) Creation of all Student computers accounts in Microsoft Active Directory for single sign-on
- 14) Test of IT Disaster Recovery (DR) Plan
- 15) Creation of Microsoft HyperV virtual machine (VM) mirrored servers for backup and DR of classroom servers and data
- 16) Refreshed network switches for Education Centre
- 17) Upgraded network monitoring and management server
- 18) New NTP Time server to synchronize clocks on all Board computers
- 19) CEC Generator Pre-Configuration



Google Classroom™



Ontario SCHOOL
Information System



Data, Systems & Information Team

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- Redesigned the AP Memo and AP Form templates for Accessibility for Ontarians with Disabilities (AODA) compliance. Several AP Memos updated to using the new AODA compliant templates.
- Created the new Forms staff portal page. Started migrating AP Forms over to the new Forms web page.
- Pilot: Designed Laserfiche online form template and first test form; now designing the automated workflow for the form.
- Student Services paper file migration and management to electronic under Laserfiche.
- Redesigned and migrated all public Board, elementary and secondary school websites to WPCloud <https://wpcloud.ca/> an AODA compliant hosted site.
- Google Suite for Education Optimization:
 - Implemented system to automatically create Google Classrooms by teacher/class.
 - Implemented system to sync Microsoft Active Directory (AD) passwords with Google passwords.
 - Implemented system to create Google accounts automatically from AD and the Board Student Management System
- Installed Veeam monitoring software to assure real time server availability.
- Upgraded BES server (mobile cell phone manager) for improved management and security.
- Upgraded VMware Virtual Machine Server Farm to latest version at Disaster Recovery (DR) site.
- June Ministry OnSIS Submission of Student and Staffing data.
- Staff and Student Web Resource portal launch.

Power BI

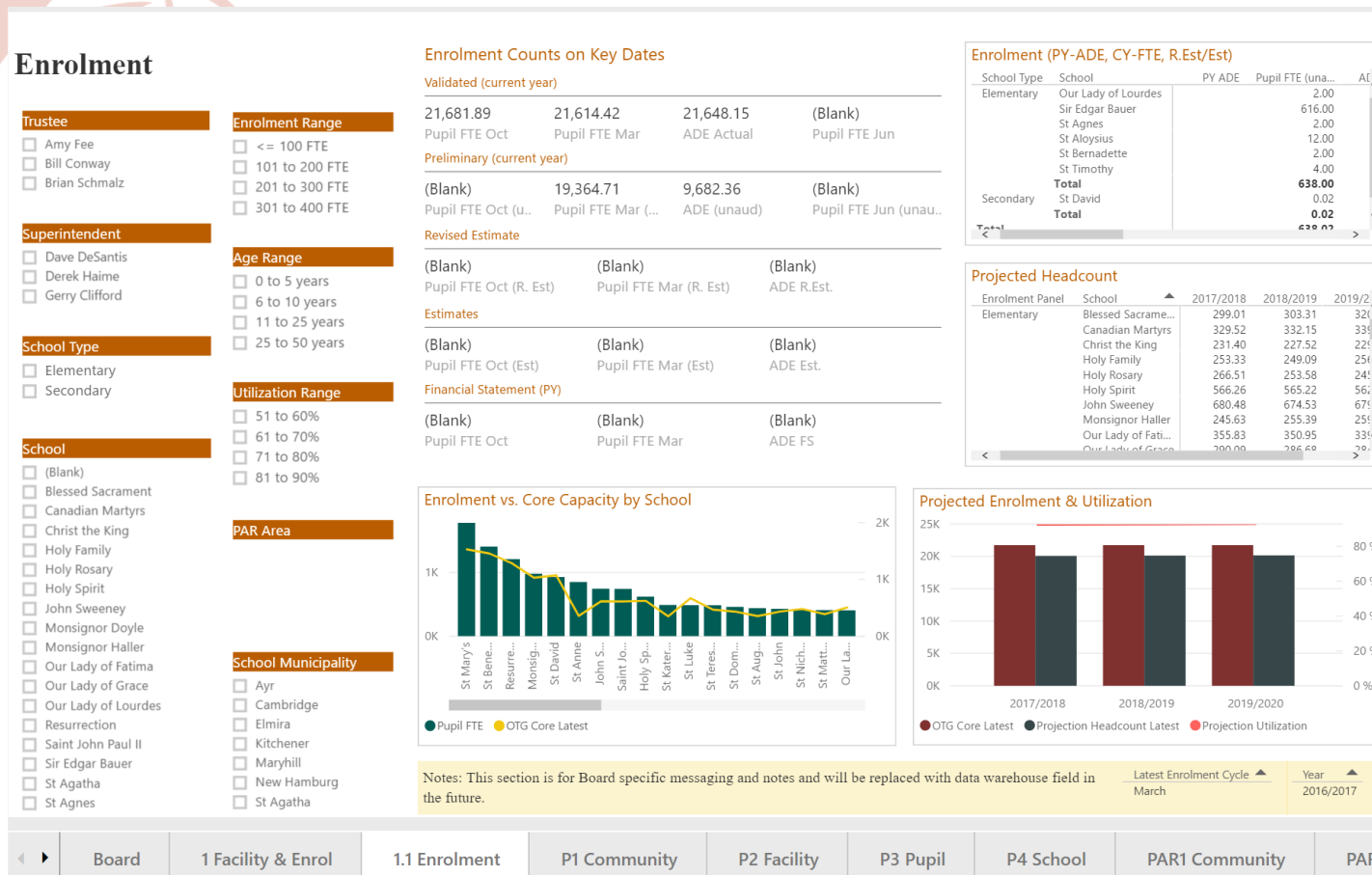
42



Power BI

This CSBSA project is the collaborative purchase and implementation of a 21st Century Business Intelligence (BI) solution, Microsoft Power BI.

The primary purpose of the 9 Boared BI Project is to deliver a self-service insightful data visualization and discovery application designed for to empower decision makers with finger-tip access to rich data and insightful analytics



Date: October 16, 2017
To: Board of Trustees
From: Director of Education
Subject: French Immersion Review Interim Update

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)

- *A Framework for French as a Second Language in Ontario Schools, Kindergarten to Grade 12, 2013*, available at www.edu.gov.on.ca/eng/amenagement/frameworkFLS.pdf
- *The Ontario Curriculum: French as a Second Language – Core, Grades 4–8; Extended, Grades 4–8; Immersion, Grades 1–8, 2013*, available at www.edu.gov.on.ca/eng/curriculum/elementary/fsl18-2013curr.pdf
- *The Ontario Curriculum: French as a Second Language – Core, Extended, and Immersion French, Grades 9 to 12, 2014*, available at www.edu.gov.on.ca/eng/curriculum/secondary/fsl912curr2014.pdf
- APA001 Admissions to Elementary Catholic Schools – https://www.wcdsb.ca/ap_memos/PDF/APA001.pdf
- APO012 Transportation https://www.wcdsb.ca/AP_Memos/PDF/APO012.pdf

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

Achieving Excellence: A Renewed Vision for Education in Ontario (2014)
School Effectiveness Framework (2013)

Alignment to the MYSP:

Priority Area:

Student Engagement, Achievement, & Innovation

Strategic Direction:

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

Goals:

To engage students in authentic learning experiences that reflect real-life application and engagement.

Priority Area:

Student Engagement, Achievement, & Innovation

Strategic Direction:

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

Goal:

To support our students in meeting the Ontario Graduate expectations

Background/Comments:

French Immersion is an inclusive opt-in program that was first offered in the 2015-16 school year at St Anne, Kitchener and Sir Edgar Bauer, Waterloo. The following year, in 2016-17, the program expanded to Cambridge and opened at Our Lady of Fatima.

We offer a 50% program in which 150 minutes of instruction are offered in French, and 150 minutes in English. As with all our Second Language Programs, French Immersion is designed for students whose first language is not French. The entry point for French Immersion is in grade 1. It is currently open to all residents of Waterloo Region at the three satellite sites.

In our third year of the program, we are servicing 216 students.

	Grade 1	Grade 2	Grade 3
St Anne K	17 & 18 (35)	15 & 13 (28)	18 & 19 (37)
Sir Edgar Bauer	17 & 18 (35)	20	18
Our Lady of Fatima	20	23	n/a

A two-pronged committee has been formed to review the French Immersion program.

An **FSL Program Review Committee** has been formed to consult with stakeholders, examine assessment data, and determine pedagogical recommendations for the Immersion Program. Members of the Program Review Committee are: John Klein, Jennifer Kruithof, Kathryn Peace, Philip Bruni, Robert Purificato, Amy Shantz.

An **Accommodation Review Committee** has been formed to determine what physical space accommodations the Immersion Program will require at current sites as the program expands into grades 4-6. Members of the Accommodation Review Committee are: John Klein, Jennifer Kruithof, Shesh Maharaj, Lindsay Ford, & Virina Elgawly

Next steps: We will begin a Consultation Process in the 2017-18 school year. More details will be shared in the next report.

Recommendation:

This report is presented to the Board as information.

Prepared/Reviewed By: Loretta Notten, Director of Education
John Klein, Superintendent of Learning
Jennifer Kruithof, FSL Consultant

*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."



Ontario Catholic School Trustees' Association

September 20, 2017

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Patrick J. Daly, President

SUBJECT: School Board Governance Consultation - 2017 FALL UPDATE

Further to the OCSTA memorandum of April 13, 2017, the Ministry of Education has now resumed (as of Thursday, September 14) its consultation process on a number of school board governance issues.

The issues included in the consultation with education stakeholders include:

- Access to an integrity commissioner and trustee code of conduct
- Broadening the Director of Education qualifications and recognizing equivalent qualifications from other jurisdictions
- Student trustee election processes and terms of office
- Trustee honoraria formula
- Electronic participation in school board meetings.

Format of the Consultation

The Ministry released a formal discussion paper with several questions under each subject area outlined above. The Leadership Development and School Board Governance Branch of the Ministry will support this process and will request written submissions to address the governance issues under consideration. Please see the attached discussion paper for your information.

Deadline for Submissions

The deadline for formal submissions on the school board governance consultation is **Monday, November 13, 2017.**

Next Steps

OCSTA will draft a submission based on feedback we received at our spring and fall regional meetings. We will share that with you and strongly encourage your Board to participate in the consultation process.

If you have additional information or concerns please send them to me or Steve Andrews, Director of Legislative and Political Affairs as soon as possible or by **Friday, October 27, 2017** at sandrews@ocsta.on.ca

Attachment

Discussion Guide

School Board Governance Supports

Introduction

The academic success and well-being of students in schools across the province relies on the focused and collaborative efforts of school boards, educators, school and system leaders, parents and guardians, and other education stakeholders. Working in partnership toward the goals of achieving excellence, ensuring equity and promoting well-being, we can continue to foster high levels of public confidence in our education system.

Recognizing how important strong and healthy governance is to the achievement of our shared goals articulated in [Achieving Excellence: Renewed Vision for Education in Ontario](#), it is essential to provide supports to school board trustees and to promote effective governance practices. Ongoing dialogue with our education partners continues to inform the focus and format of those supports, and to help identify those practices that foster accountable and transparent governance.

Scope

This discussion guide provides background information and questions on each topic for your consideration:

1. Integrity commissioner and trustee code of conduct
2. Trustee honoraria
3. Electronic participation in board and committee meetings
4. Student trustee term of office and election process
5. Broadening the director of education qualifications

Please e-mail your responses or comments to LDB-DDL@ontario.ca.

Alternatively, you can mail your responses to:

Ministry of Education
Leadership, Collaboration and Governance Branch
900 Bay Street, 13th Floor
Toronto, ON
M7A 1L2

Please provide your response by **November 13, 2017**.

We value diverse cultural, linguistic, geographic and ability perspectives, and look forward to advice from all individuals and groups, including those from First Nations, Métis, Inuit, Francophone, and northern, rural and remote communities.

To help us make the most effective use of your comments, please consider identifying your school board or, if you prefer, your geographic region of the province (for example, northwestern Ontario) or whether you live in a rural or urban area.

If you are providing comments on behalf of an organization, please provide its name. If you are providing comments on behalf of a school board, please provide its name and indicate whether the submission has been endorsed by a board resolution.

Please note the ministry may summarize and share your input, including with other ministries and the public. Names of organizations and persons who indicate an affiliation may also be shared.

Discussion Topics

1. Integrity Commissioner and Trustee Code of Conduct

Strong, accountable and transparent school board governance contributes to Ontario's four goals for publicly funded education: achieving excellence; ensuring equity; promoting well-being; and enhancing public confidence. Every day, Ontario's school board trustees strive to achieve the highest standards of professional and ethical conduct to realize these goals in their local communities.

Together with our education partners, the Ministry of Education is exploring promising practices that will support trustees to foster strong, accountable and transparent governance. As part of this conversation, the Ministry is asking for input on the trustee code of conduct and a possible role for the office of an integrity commissioner to enhance local accountability and transparency frameworks.

Integrity Commissioner – Background

In Ontario, integrity commissioners are an integral part of the accountability framework for Members of the Provincial Legislature, and for many municipalities. An important part of their role is to provide education and advice to elected officials on ethical matters affecting them in their day-to-day activities. For example, in providing conflict of interest advice, the Ontario Integrity Commissioner helps prevent ethics violations before they occur.

On May 30, 2017, the Government passed *Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017*, which contains provisions amending the role and appointment of the municipal integrity commissioner. If/when these provisions are proclaimed, municipalities would be required to provide all members of municipal council with access to an integrity commissioner, who would:

- provide education and advice to members on their obligations under the member's code of conduct, other rules governing the ethical behaviour of local members, and the Municipal Conflict of Interest Act; and
- investigate complaints under the member's code of conduct and the Municipal Conflict of Interest Act.

Currently, there are no legislated requirements for an integrity commissioner in school boards, but nonetheless, boards have the ability to create this position individually. The Toronto District School Board (TDSB) appointed an integrity commissioner following the

recommendations in the 2015 Report of the TDSB Governance Advisory Panel (“the Hall Report”). When the Hall Report was released the Minister of Education committed to engaging education partners on possible accountability offices for school boards.

Trustee Code of Conduct – Background

Currently, there is no legal requirement for school boards to have a trustee code of conduct; however, the Minister of Education has authority under the Education Act to require boards to have a trustee code of conduct and to include specific provisions as part of their code of conduct.

Under the Education Act, only a trustee can bring forward a code of conduct complaint against another trustee. The board must look into the complaint. If the board finds that a trustee has contravened the code of conduct, the board may:

- censure the trustee
- bar the trustee from attending all or part of a board or committee meeting
- bar the member from sitting on committees for a period of time specified by the board.

Almost all Ontario school boards have posted on their website a trustee code of conduct, which sets out rules of conduct and ethical behaviour that all members of the board agree to uphold and respect.

School boards determine the content of their trustee code of conduct locally. Although they vary from one school board to another, most codes of conduct include rules relating to civil behaviour, the use of board resources, and avoidance of personal advantage, including rules around acceptable gifts. School boards may also have other policies, rules and procedures that govern the ethical behaviour of trustees. These may address issues such as workplace harassment, treatment of confidential information and other matters.

Discussion Questions

1. What effective practices and structures could support school boards to strengthen board accountability and public confidence?
2. What role could an integrity commissioner play in fostering strong, accountable and transparent board governance?
3. Should there be minimum provisions for a trustee code of conduct required for all school boards? If so, what would those be?
4. In addition to those already contained in the Education Act, should there be a broader range of sanctions for code of conduct violations?

2. Trustee Honoraria

Trustees play an important role in publicly funded education in Ontario. In our diverse boards across the province, trustees work toward the goals of achieving excellence, ensuring equity, promoting well-being, and fostering high levels of public confidence in our education system.

The board of trustees sets the vision for the school board, develops policies, allocates resources, and sets the goals that lay the foundation and drive programs and operations in the board. Collectively, they create the board's multi-year strategic plan for student achievement and well-being. They recruit and monitor the performance of the director of education to ensure the board's progress in meeting its goals. In carrying out their role, trustees engage in a number of important activities, including:

- Preparing for and attending regular board meetings and participating on various committees. Certain committees of the board are required by law to have trustee members: the Audit Committee, the Parent Involvement Committee, the Supervised Alternative Learning Committee, and the Special Education Advisory Committee.
- Responding to calls, e-mails and queries from constituents.
- Engaging with parents and communities to ensure their concerns and priorities are brought to the decision-making table.
- Hosting community meetings, attending school council meetings and other community events and school functions.
- Advocating for public education and engaging with municipalities and other levels of government to support education priorities.

The focus of their work can vary depending on the board's goals and on internal and external factors (e.g. growing and declining student enrolment). In a board that embraces good governance practices, trustees demonstrate responsiveness and strive for excellent communication with partners and constituents, which contributes to the time a trustee must commit to fulfill her or his role.

Outgoing trustees set the trustee honoraria policy for the four-year term of office, prior to elections for the new term of office. There are maximum amounts determined by a formula set out in a regulation made under the Education Act:

- Annual **base amount** limit of \$5,900 for each trustee, with an additional \$5,000 for the chair and \$2,500 for the vice-chair.
- Annual **enrolment amount** limit based on the board's prior year student enrolment numbers. The enrolment amount fluctuates with enrolment growth or decline. The enrolment amount limit for a trustee can vary from \$100 – \$300 in the smallest boards per trustee per year, to \$16,000 – \$22,000 in the largest boards. The chair and vice-chair are entitled to a higher enrolment amount, from \$500 – \$5,000 for the chair and from \$250 – \$2,500 for the vice-chair depending on enrolment.

- **Attendance amount** limit of \$50 for attending meetings of certain board committees¹.
- **Distance amount** limit of \$50, applies to geographically large boards for travel exceeding 200km to attend a meeting of the board or certain committees².

Discussion Questions

1. Should the formula for calculating the level of trustee honoraria be simplified?
2. If so, what components of the current formula should be preserved?
3. Which ones should be changed?
4. Should any components be added?

^{1, 2} These are the Audit Committee, the Parent Involvement Committee, the Supervised Alternative Learning Committee, and the Special Education Advisory Committee.

3. Electronic Participation in Board and Committee Meetings

Currently, trustees can attend board meetings electronically; however, each trustee must physically attend at least three board meetings in the 12 months beginning December 1 of the first year and ending November 30 of the following year.

The board chair or his/her designate must attend all meetings of the board or the committee of the whole board in person. In addition to the board chair, at least one additional trustee and the director of education or his/her designate must be physically present at the meeting.

For committee meetings, the requirement is for the chair or his/her designate and the director of education or his/or her designate to be present in person.

Some school boards in Ontario have large geographic jurisdictions, ranging from 40,000 km² to over 65,000 km². Trustees in these boards may need to travel a full day each way to attend meetings.

Discussion Questions

1. What impact, if any, do the current electronic meeting rules have on the leadership of the board?
2. Are there appropriate circumstances for a board or committee chair to participate electronically? If so, what are those circumstances?
3. What practices and resources could facilitate effective meetings where the chair or other members participate electronically?

4. Student Trustee Term of Office and Election Process

Student trustees represent the interests of students by bringing the voice of students, and their multiple perspectives, to the board table. Working side by side with school board trustees, they provide input on policies that directly affect students in their board schools. Student trustees do not have a binding vote on matters before the board or its committees. However, with only a few exceptions, they have the same opportunities to participate at board and committee meetings as any other board members.

Each year, school boards are required to provide for the election of 1-3 student trustees. Student trustees must be elected either directly by students of the board, or indirectly by student representative bodies such as student councils. However, unlike school trustees who are elected under the same election rules across the province, school boards have some flexibility to determine how the student trustees in their board will be elected. There are many different ways in which student trustees are nominated and elected to office. For example, in some boards, any secondary student may be nominated for student trustee and every secondary student has the right to vote for a student trustee representative. In other boards, the student council in each secondary school elects one or more students to a Student Senate; the student trustee(s) is then elected by, and from, the Student Senate.

To be eligible for the office, a student must be a full-time pupil in the senior division of the board. This requirement does not apply to a student who may not be able to attend a full-time program because of being enrolled in a special education program for exceptional pupils.

Student trustees are elected for a one-year term of office, beginning on August 1 of the election year and ending on July 31 of the following year.

Discussion Questions

1. How can boards increase the student voice in decision-making?
2. How can student trustees be supported to be successful in their role? What effective practices can you share from your board, or boards that you are familiar with?
3. The Education Act and regulations provide for a one-year term of office for student trustees. What are the benefits of a one-year term? What are the challenges?
4. What are the benefits and challenges of a longer term of office?
5. Thinking about the student trustee election process in your board and in boards that you are familiar with, what works well? What could be improved?
6. Should there be greater consistency in the election process for student trustees among school boards? What are the benefits and challenges of having a more consistent process?
7. How can boards promote awareness of the student trustee position within the larger student body?

5. Broadening the Director of Education Qualifications

In its 2015 report, the Toronto District School Board Governance Advisory Panel stated that current rules make it difficult for boards to recruit individuals for the position of director of education from jurisdictions outside Ontario. Currently, candidates from other jurisdictions, including those working in equivalent positions, are required to complete a very rigorous and time-consuming prior-learning assessment and recognition process.

Under the Education Act, the director of education is the chief executive officer and chief education officer (CEO) of the board. The director reports to the board, and also acts as its secretary.

Working closely with the board of trustees, the director of education supports the development of the multi-year strategic plan, which sets long-term strategic priorities and goals of the board. The director is also responsible for implementing and monitoring the implementation of the plan.

As CEO, the director of education is responsible for day-to-day management of the organization, which includes responsibilities for managing all facets of school board operations and implementing board policies.

To qualify for the position of director of education, an individual must be a supervisory officer in Ontario with teaching qualifications. This requires the successful completion of the Supervisory Officer's Qualification Program (SOQP). The Program includes the study of theories and practices of supervision, administration and business organization.

To enrol in the SOQP, applicants must be a certified teacher with five years of teaching experience, hold a master's degree and either principal's qualifications or two years of experience in education administration.

Ontario is the only province in Canada that requires a special credential for supervisory officers and directors.

Discussion Questions

1. What are the necessary competencies for a director of education?
2. How can Ontario school board leaders be supported to prepare for the role of director (e.g. to have the necessary governance, business and Human Resources skills)?
3. How can we increase the number of qualified candidates for director of education positions?
4. How could we make the qualification requirements and recruitment process in Ontario more appealing to potential candidates from other jurisdictions?

5. How can we support the professional learning of directors after they are appointed?
6. What supports do boards need to successfully identify and evaluate director candidates?

Resources

If you have additional questions about the current school board governance framework or the key themes of the review, please refer to the resources below:

- [Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities](#)
- [Ontario Education Act](#)
- [Ontario Ministry of Education website](#)
- [Association des conseils scolaires des écoles publiques de l'Ontario](#)
- [Association franco-ontarienne des conseils scolaires catholiques](#)
- [Ontario Catholic School Trustees' Association](#)
- [Ontario Public School Boards' Association](#)
- [Council of Ontario Directors of Education](#)

Contact

If you have any questions, please contact Kyle Kubatbekov, Senior Policy Advisor, at kyle.kubatbekov@ontario.ca or (416) 325-7692.



Ontario Catholic School
Trustees' Association

Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Patrick Daly, *President*
Beverley Eckensweiler, *Vice President*
Nick Milanetti, *Executive Director*

September 28, 2017

TO: Trustees and Directors of Education
– Catholic District School Boards

CC: Student Trustees
Secretaries & Administrative Assistants
– Catholic District School Boards

FROM: Margaret Binns, Director of Administrative Services

RE: **2018 OCSTA Student Trustee Alumnus Award**

OCSTA is pleased to invite nominees for the Student Trustee Alumnus Award, designed to recognize the achievements of former student trustees and celebrate the positive impact of Catholic education on their lives and the communities they reach.

Boards or individual trustee members are encouraged to submit nominations for the 2018 OCSTA Student Trustee Alumnus Award.

The recipient of the Award will be honoured during the Eucharistic Celebration on Friday, April 27, as part of the 2018 AGM & Conference.

Please see the attached guidelines and nomination form.

**The deadline for receipt
of nominations in the OCSTA office is
12:00 p.m. EST, Friday, January 19, 2018.**

OCSTA Student Trustee Alumnus Award: Guidelines

NOMINATION ELIGIBILITY

- The nominee must be a former Catholic school Student Trustee.
- The nominee must have graduated from a Catholic secondary school in Ontario at least five years prior to his/her nomination.
- Any OCSTA trustee member or Ontario Catholic school board can submit nominations to help recognize the positive impact of Catholic education on the lives of student trustees and the communities they reach after graduation.

EVALUATION CRITERIA

This award is given to student trustee alumni who have demonstrated exceptional achievement in any field—vocational or voluntary—and positive Catholic values reflective of the characteristics described in the Ontario Catholic School Graduate Expectations. The nominations will be assessed based on the following three criteria, given a weighted value in points totalling 100:

- The nominee has distinguished himself/herself through service to their community and/or serving as a positive, inspiring role model to others. (40 points)
- This award is given to Catholic student trustee alumni who have demonstrated outstanding leadership, philanthropic and/or service capabilities and orchestrated exceptional and meaningful change as leaders in their profession or community. (30 points)
- The nominee has reflected the characteristics of the Ontario Catholic School Graduate Expectations: (30 points)

○ a discerning believer formed in the Catholic faith community	○ a lifelong learner
○ an effective communicator	○ a collaborative contributor
○ a reflective and creative thinker	○ a caring family member
	○ a responsible citizen

PROCESS

- Only one person will be honoured in any given year. The Board of Directors is not required to present an OCSTA Student Trustee Alumnus Award each year.
- All nominations will be reviewed, and the winner of the Award announced, at the February Board of Directors' meeting.
- The presentation of the Award will take place at OCSTA's Annual General Meeting & Conference.
- OCSTA will reimburse the award recipient, plus one guest, for reasonable combined travel expenses up to \$1,000 and one hotel night to attend the Awards Ceremony and Annual Dinner at the Annual General Meeting & Conference. In lieu of travel, an option for videoconferencing or taped message may be provided.

NOMINATION FORMAT

- Nominations must be submitted using the OCSTA Student Trustee Alumnus Award Nomination Form.
- The response in support of the nominee must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Please explain why the individual is deserving of this recognition. Only information within the prescribed length will be considered.
- Within the prescribed length, please provide sufficient information about the nominee to permit the Board of Directors to make an informed choice.
- Submissions must be clearly legible.

SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email to Camille Martin at cmartin@ocsta.on.ca, or by mail, courier, or fax (416-932-9459).
- The deadline for the receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 19, 2018**. The deadline is firm and will not be extended.

OCSTA Student Trustee Alumnus Award Nomination Form

Trustee or Board Submitting Nomination: _____

Name of Nominee: _____

Current address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Telephone: _____ Email: _____

Catholic School(s) Attended: _____

Dates of Service as Student Trustee (month/year): _____ / _____ to _____ / _____

Year of Graduation: _____ Current Vocation: _____

Board Contact Person: _____

Telephone: _____ Email: _____

Using 8 ½ x 11-inch paper, please explain why the individual is deserving of this award. The submission must **not** exceed 400 words. Only information within the prescribed length will be considered.

Nominations may be submitted by email to Camille Martin at cmartin@ocsta.on.ca, or by mail, courier, or fax (416-932-9459).

Nomination must be received by **12:00 p.m. EST, Friday, January 19, 2018.**



Ontario Catholic School
Trustees' Association

OCSTA Student Trustee Alumnus Award Recipients since 2017

YEAR	RECIPIENT
2017	Ben Verboom , Durham CDSB Kristine Soufian , York CDSB

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Student Trustees 1998-99 to Present

1998-99	Shawna Thompson M. Jaberian	Resurrection
1999-00	I. Cote F. Wong	
2000-01	Jessica Nguyen Alison Wilson	St. Mary's
2001-02	Catherine Edward A. Cooke Timotei Soroka	St. Benedict Resurrection
2002-03	Caitlin Chow Lynn Strybosch	St. David Monsignor Doyle
2003-04	Caitlin Chow Rachael Pfeil	St. David St. Benedict
2004-05	Mirabelle Huynh Rachael Pfeil	St. Mary's St. Benedict
2005-06	Michelle Lanteigne Kristen Monteiro	St. Mary's Monsignor Doyle
2006-07	Deanna Reinhart Kristen Monteiro	Resurrection Monsignor Doyle
2007-08	Ian McKellar Brendan Steven	St. David St. David
2008-09 and 2009-10	Nicole Bigelow Thomas Slabon	Resurrection St. Mary's
2010-11	Anne Marie Hayman Claire Matlock	St. Mary's Resurrection
2011-12	Marcus Cardoso Colin Whaley	St. Mary's St. David
2012-13	Erin Jamieson Carlos Valero	Monsignor Doyle St. Mary's
2013-14	Alexandru Gheorghe Carlos Valero	St. Benedict St. Mary's

2014-15	Karen Hakim Maria Paz Rodriguez	St. Mary's Resurrection
2015-16	Karen Hakim Sebastian Monsalve	St. Mary's Resurrection
2016-17	Joseph De Sousa Samantha Lim	Monsignor Doyle St. David
2017-18	Kate Jamieson Meghan Nemeth	Monsignor Doyle St. Benedict

September 22nd, 2017

Dear Catholic District School Board Chair,

On behalf of the Ontario Student Trustees' Association – l'Association élèves conseillers et conseillères de l'Ontario (OSTA-AECO), please accept our best wishes for a productive and successful 2017/18 academic school year.

We write this letter today full of excitement, optimism and eagerness to work collaboratively with all stakeholders and indeed Catholic District School Boards to ensure that the voices of our Catholic students are amplified at the provincial level, ensuring powerful representation throughout the education system.

OSTA-AECO is the official representative of 1.9 million English-speaking students in Ontario's publicly funded education system. Our General Assembly consists of student trustees from across the province. Together, we serve as official stakeholders in Ontario's education system and advocate on behalf of the students we represent.

OSTA-AECO's internal structure consists of two Board Councils: the Catholic Board Council and the Public Board Council. This organization is designed to allow for a holistic representation of student voice; we stand together as Catholic and Public student trustees. Our unity makes us stronger as we learn from one another, share best practices and stand up for students from all walks of life.

OSTA-AECO seeks to promote inclusivity, respect, character and kindness within our own organization and indeed every school community in Ontario. Simply put, we believe that students of differing abilities and backgrounds will seek collaboration and ways to work together productively as long as they feel respected by their peers and welcomed in their schools. As the representatives of these students, we try to replicate this fundamental relationship at OSTA-AECO.

We firmly believe that both Board Councils are equally empowered and make it our mission to ensure that both receive unquestionably equal support and standing within our organization. At our Annual General Meeting in May 2017, our General Assembly voted to amend our constitution, mandating that a candidate seeking election to the two positions that speak on behalf of the entire association (namely the President or Public Affairs Officer) must now be moved or seconded by members from both our Catholic and Public Board Councils. This bylaw serves as a check and balance and ensures that OSTA-AECO's General Assembly, both Catholic and Public stand firmly behind those who speak on behalf of all students. This aligns with our longstanding procedure to never take a public position as a whole association without the endorsement of both Board Councils.

OSTA-AECO stands firmly behind Catholic education and remains unreservedly supportive of continued funding for all four school systems.

The continued support of OCSTA has been an inspiration to us. This support encourages us to continue striving to ensure that the students we represent continue to have a strong advocacy presence at the provincial level.

Northern and Rural Ontario Student Trustees

This year, we are introducing supports to offset the potentially prohibitive costs associated with Northern and Rural Ontario student trustees attending our conferences, by lowering conference fees and supporting travel costs on a case-by-case basis. We are calling this program OSTASupports and will be revealing details soon.

OSTA-AECO Conferences

At our conferences, we ensure that an optimal balance of time is allotted for engagement in workshops and professional development as a General Assembly and in a student trustee's respective Board Council (Catholic or Public). Board Councils receive a generous allotment of time to speak to best practices, initiatives and issues unique to their school system. A Sunday morning Mass is always included in our official conference agenda, allowing Catholic student trustees from both the Catholic and Public Board Councils the opportunity to celebrate their faith. We are always welcoming of student trustees who are not Catholic but desire to experience the holy sacrifice of the Mass just as any Catholic parish would welcome those outside of the faith to celebrate a Catholic Mass.

OSTA-AECO is committed to the safety and well-being of all conference attendees. Each event is supervised by adults from our association's Board of Directors, who serve in accordance with strict supervision procedures. OSTA-AECO's Board of Directors is comprised of four past student trustees, appointed by the OSTA-AECO Executive Council on a biennial basis. They maintain a legal and fiduciary responsibility to the organization and provide supervision during conferences. At all times, 24 hours a day, there is a male and a female supervisor on duty. In addition, OSTA-AECO mandates that all Directors have verified criminal record checks with vulnerable sector screening, and that a minimum one male and one female Director have First Aid and CPR training, as well as ASSIST Mental Health Training. These measures ensure that all school boards can send their student trustees to OSTA-AECO's conferences in full confidence that their safety and wellbeing is of the utmost importance.

If you were to ask any student trustee, past or present, they'd undoubtedly tell you that attending an OSTA-AECO conference is one of the most valuable experiences for a student in this role. We also recognize the importance of student trustees attending OCSTA conferences so that they can foster helpful relationships with their adult counterparts. We will continue to encourage attendance at OCSTA conferences, and we're hopeful OCSTA will encourage student trustee attendance at OSTA-AECO conferences for the educational and developmental benefits provided to students at these exceptional tailored events.

We invite you to personally experience an OSTA-AECO conference by attending any one of our upcoming events and seeing first-hand the attention paid to student trustee programming, safety and the overall well-being of all in attendance.

At the 2017 OCSTA Catholic Trustees Seminar, University of St. Michael's College Professor Randy Boyagoda spoke about "Cosmopolitan Catholicism." He discussed the importance of Catholic leaders, and indeed student trustees, going out to the secular world and spreading the message of servant leadership rooted in Gospel values. Catholic education has prepared student trustees for this role and further, to find that common ground and to make the world a better place for all of humanity.

To strengthen the Mission of Catholic education in Ontario we ask Catholic school boards to support student trustee membership within OSTA-AECO. The Catholic Board Council section of OSTA-AECO will continue to work collaboratively with OCSTA to ensure understanding and clarity on the positions and priorities of publicly funded Catholic school boards. We hope this letter has shared useful insight on OSTA-AECO and we would be pleased to answer any questions that you might have of our organization.

"He said to them, 'Go into all the world and preach the gospel to all creation'." – Mark 16:15

Warm regards,



Dasha Metropolitansky
President
OSTA-AECO



Ben Smith
President
Catholic Board Council



Shams Mehdi
President
Public Board Council



Ontario Catholic School
Trustees' Association

October 4, 2017

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Patrick J. Daly, President

SUBJECT: School Board Governance Consultation: Trustee Honoraria

Further to the OCSTA memorandum of September 20, 2017, the Ministry of Education is now in the process of consulting stakeholders on a number of school board governance issues. One important part of the consultation involves the Trustee Honoraria formula.

As I have indicated at the recent OCSTA Regional Meetings, none of us has accepted the call to serve as Catholic School trustees for the financial reward. We do so out of our commitment to quality Catholic Education and our understanding that our publicly funded Catholic Schools are an increasingly important part of the teaching ministry of our church. Saying that, an honoraria formula which fairly compensates, and attracts dedicated individuals to serve in our privileged position is important.

In this regard and in addition to the feedback we received at last year's AGM, we would very much appreciate your board's thoughts/recommendations on potential changes to the current trustee honoraria formula. We will incorporate your feedback into the OCSTA submission on school board governance. We also encourage you to submit the recommendations of your board to the Ministry of Education.

Please send your thoughts to Stephen Andrews as soon as possible. If you have any questions, please do not hesitate to call me.



Ontario Catholic School
Trustees' Association

Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Patrick Daly, *President*
Beverley Eckensweiler, *Vice President*
Nick Milanetti, *Executive Director*

September 26, 2017

TO: Trustees and Directors of Education
– Catholic District School Boards

FROM: Margaret Binns, Director of Administrative Services

RE: **2018 OCSTA Trustee Award of Merit**

Boards or individual trustee members are encouraged to submit nominations for the 2018 OCSTA Trustee Award of Merit. This award recognizes Catholic trustees who have rendered exceptional service to Catholic education over the years.

The recipient(s) of the Trustee Award of Merit will be honoured during the Eucharistic Celebration on Friday, April 27, as part of the 2018 AGM & Conference.

Please see the attached guidelines and nomination form, as well as a list of past recipients of this award.

**The deadline for receipt
of nominations in the OCSTA office is
12:00 p.m. EST, Friday, January 19, 2018.**

OCSTA Trustee Award of Merit: Guidelines

NOMINATION ELIGIBILITY

- Only Ontario Catholic school trustees are eligible to receive this award.
- Nominations may be made by OCSTA member boards or individual trustees.
- A trustee may nominate another trustee who is not from his or her own board.
- Current members of the OCSTA Board of Directors are not eligible to receive this award.

EVALUATION CRITERIA

This award is given to trustees who have demonstrated one or more of the following three criteria, given a weighted value in points totalling 100:

- The nominee has made a significant contribution to the Catholic education community while serving as a Catholic trustee. (50 points)
- The nominee has strong Catholic leadership qualities and gives witness to their faith commitment. (30 points)
- The nominee has served as a Catholic trustee for a significant period of time. Although this award is not a reward for long-term service, length of service will be taken into account. (20 points)

PROCESS

- Up to three awards may be presented in any given year.
- All nominations will be reviewed, and the winner of the Award announced, at the February Board of Directors' meeting.
- For information purposes, a list of past winners will be provided to the OCSTA Board of Directors (included in this package).
- The presentation of the Award will take place at OCSTA's Annual General Meeting & Conference.
- OCSTA will reimburse each award recipient, plus one guest, for reasonable combined travel expenses up to \$1,000 and one hotel night to attend the Awards Ceremony and Annual Dinner at the Annual General Meeting & Conference. In lieu of travel, an option for videoconferencing or taped message may be provided.

NOMINATION FORMAT

- Nominations must be preceded by the Nomination Cover Sheet and submitted using the three sheets following it, each headed by one of the criteria (please see below).
- The response in support of the nominee for each of the three criteria must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered.
- Within the prescribed length, please provide sufficient information about the nominee to permit the Board of Directors to make an informed choice.
- Submissions must be clearly legible.

SUBMISSION METHOD AND DEADLINE

- Nominations may be submitted by email to Camille Martin at cmartin@ocsta.on.ca, or by mail, courier, or fax (416-932-9459).
- The deadline for the receipt of nominations in the provincial office is **12:00 p.m. EST, Friday, January 19, 2018**. The deadline is firm and will not be extended.

“To their Catholic school trustees, families entrust hundreds of thousands of human lives with the capability, the possibility, and finally the promise of achieving human greatness. It is these small, fragile and ultimately marvellous lives that you as a trustee are called to serve.”

BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)

Nomination Cover Sheet

OCSTA Trustee Award of Merit

Name of Nominee: _____

Nominated by: _____

Board: _____

Contact Person: _____

Telephone #: _____

Email: _____

Please provide details of the nominee's contributions to the Catholic education community that, in your opinion, exceed the community's expectations of a Catholic trustee. (50 points)

Please provide details of how this nominee's strong Catholic leadership qualities exemplify his/her faith commitment. (30 points)

The term of service will be taken into consideration. How long has the nominee served as a trustee? What positions has he/she held? (20 points)



Ontario Catholic School
Trustees' Association

OCSTA Award of Merit Recipients since 1974

YEAR	RECIPIENT
2017	Andy Bray , Vice Chair, Renfrew County CDSB
2016	Norm Bethune , Vice Chair, Bruce-Grey CDSB
2015	Wilf Garrah , Former Trustee, Algonquin & Lakeshore CDSB
2014	John Gris�� , Former Trustee, Simcoe-Muskoka CDSB
2013	Gerald Beerkens , Huron-Superior CDSB Betty-Ann Kealey , Ottawa CSB
2012	Mike Favreau , Kenora CDSB
2011	Bernard Murray , Huron-Perth CDSB
2010	Ronald Eamer , CDSB of Eastern Ontario Alice Anne LeMay , Halton CDSB
2009	Kathy Ablett , Ottawa CSB
2008	Ron Marcy , Huron-Perth CDSB Ken Adamson , Dufferin-Peel CDSB Donald Clune , Toronto CDSB
2007	Louise Ervin , Waterloo CDSB
2006	Joe Corey , Durham CDSB Barbara McCool , Nipissing Parry Sound CDSB Ed McMahon , Toronto CDSB
2005	Philip Colosimo , Thunder Bay CDSB Regis O'Connor , Huron Superior CDSB Ed Viana , Halton CDSB
2004	Patrick Daly , Hamilton-Wentworth CDSB
2003	Dave McCann , Kenora CDSB
2002	Donald Sunstrum , Huron-Superior CDSB
2001	Patrick Meany , Dufferin-Peel CDSB
2000	A. J. M. (Art) Lamarche , Ottawa-Carleton CDSB
1999	Robert Hubbard , St. Clair CDSB Joseph Kraemer , London DSCB

1998	Jacqueline Legendre-McGuinty , Ottawa-Carleton RCSS Board Tina Rotondi-Molinari , York Region County RCSS Board Donald Schrenk , Halton County RCSS Board
1997	Mary Hendriks , Lincoln County RCSS Board Rev. Tom Day , Metropolitan Separate School Board
1996	Monsignor Edward Boehler , Metropolitan Separate School Board Michael Kelly , Ottawa RCSS Board Ray Voll , Waterloo Region RCSS Board
1995	Fr. Carl J. Matthews , Metropolitan Separate School Board John Shrader , London & Middlesex County RCSS Board
1994	James V. Sherlock , Halton County RCSS Board Mary O. O'Connor , Kirkland Lake-Timiskaming District RCSS Board Roberta B. Anderson , Ottawa RCSS Board
1993	Jim Carpenter , London & Middlesex County RCSS Board Robert Flanagan , Welland County RCSS Board Paul Duggan , Metropolitan Separate School Board
1992	Dr. Angelo Albanese , Welland County RCSS Board Robert O'Brien , Halton County RCSS Board Charles (Chuck) Yates , Waterloo Region RCSS Board
1991	Joseph H. Duffey , Frontenac-Lennox & Addington County RCSS Board Bertram R. Garrett , Frontenac-Lennox & Addington County RCSS Board William J. Hillyer , Bruce-Grey County RCSS Board
1990	Robert Hall , Dufferin-Peel County RCSS Board Lillian O'Connor , Hastings-Prince Edward County RCSS Board Fergie St. Cyr , Kirkland Lake & Timiskaming District RCSS Board
1989	Martha Joyce , London-Middlesex County RCSS Board Angus MacLellan , Dryden District RCSS Board
1988	Kathleen Nolan , Hamilton-Wentworth County RCSS Board Cecil Poirier , Kenora District RCSS Board William Winters , Renfrew County RCSS Board
1987	Gerry Meehan , Dufferin-Peel RCSS Board
1986	Rev. Raymond Durocher, O.M.I. , Metropolitan Separate School Board Frank Furlong , Waterloo Region RCSS Board John Hourigan , Wellington County RCSS Board James Jordan , Lanark, Leeds & Grenville County RCSS Board

	Dr. N. A. Mancini , Hamilton-Wentworth County RCSS Board B. E. Nelligan , Metropolitan Separate School Board Pat Whelan , Lincoln County RCSS Board
1985	Betty Biss , Dufferin-Peel RCSS Board Rev. Patrick H. Fogarty , Metropolitan Separate School Board T. T. Joyce , York Region County RCSS Board Phil McAllister , Metropolitan Separate School Board Chris Asseff , Lakehead District RCSS Board
1984	Gerald E. Dwyer , Windsor-Essex County RCSS Board Frank E. Shine , Durham Region RCSS Board Archbishop J.L. Wilhelm , Frontenac-Lennox & Addington County RCSS Board Archbishop Philip F. Pocock , Metropolitan Separate School Board
1983	Lorne Charbonneau , Kirkland Lake & Timiskaming District RCSS Board A.F. (Al) Dunn , Elgin County RCSS Board C.F. Gilhooly , Ottawa RCSS Board Carl Mundy , Lambton County RCSS Board
1982	Sr. Emeline Forbes , Windsor-Essex County RCSS Board Rev. Ken A. Burns , Welland County RCSS Board Mary Cowley , Lambton County RCSS Board Joseph Hugel , Dufferin-Peel RCSS Board Monsignor Percy Johnson , Metropolitan Separate School Board Rev. Cornelius Siegfried , Waterloo Region RCSS Board Les Silaj , North Shore District RCSS Board
1981	Aime Arvisais , Ottawa RCSS Board John Trepanier , Brant, Haldimand & Norfolk County RCSS Board Janis Bunkis , North of Superior District RCSS Board Rev. L.P. Casartelli , Hastings-Prince Edward County RCSS Board Dr. Joseph W. Fyfe , Sudbury District RCSS Board Albert (Al) Klein, Q.C. , Nipissing District RCSS Board
1980	Almon Doolan , Frontenac-Lennox & Addington County RCSS Board John Pearson , Lincoln County RCSS Board Alexander Kuska , Welland County RCSS Board
1979	Rev. Blake Ryan , Wellington County RCSS Board Nicholas Marino , Lincoln County RCSS Board Rita Desjardins , Ottawa RCSS Board A.C. Thompson , Dufferin-Peel RCSS Board Rosario Paquet , Nipissing District RCSS Board

	Robert Butler , Huron-Perth County RCSS Board
1978	Monsignor Charles Colgan , Hamilton-Wentworth County RCSS Board Dr. John Andrachuk , Metropolitan Separate School Board Jean Paul Parent , Cochrane-Iroquois Falls, Black River-Matheson District RCSS Board Daniel Murawksy , Waterloo Region RCSS Board Sylvia Brown , Windsor-Essex County RCSS Board Eugene Jacobs , York Region RCSS Board Dr. Bernard Nolan , Windsor-Essex County RCSS Board
1977	Edward J. Brisbois , Metropolitan Separate School Board James Copeland , London & Middlesex County RCSS Board Eileen Coombs , London & Middlesex County RCSS Board Sr. Bernadette Boivin , Kirkland Lake-Timiskaming District RCSS Board Joseph Donihee , Frontenac-Lennox & Addington County RCSS Board John Johnson , Windsor-Essex County RCSS Board Morgan O'Connor , Durham Region RCSS Board Monsignor Delaney , Lincoln County RCSS Board Rev. Francis Grant , Peterborough Victoria Northumberland & Newcastle County RCSS Board Rev. Bernard Cox , Hamilton-Wentworth County RCSS Board
1976	Joseph Gruzleski , Wellington County RCSS Board Joseph Mahoney , Lakehead District RCSS Board Millard McGill , Bruce-Grey County RCSS Board
1975	George Charron , Lincoln County RCSS Board J. Lamarche , Frontenac-Lennox & Addington County RCSS Board
1974	T. Meyers , Hamilton-Wentworth County RCSS Board T. Melady , Metropolitan Separate School Board A. Eastdaile , London-Middlesex County RCSS Board

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Ontario Catholic School Trustees' Association

October 10, 2017

MEMORANDUM

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Stephen Andrews, Director of Legislative and Political Affairs

SUBJECT: Cannabis Regulation: Ministry of Education Consultations

Further to my memorandum of September 8, 2017, OCSTA representatives met with senior officials in the Ministry of Education to discuss their work in respect of recreational cannabis use and the impacts on Catholic school boards. This memorandum provides highlights of the meeting.

Youth Possession

The federal government also proposed possession limits for adults and youth. Under the federal proposal, adults would be allowed to have up to 30 grams of dried legal cannabis, while people under 18 years old could have up to five grams, depending on provincial rules.

The Ministry informed us that the Ontario government will reduce possession and sharing limits of cannabis to zero from the original 5 grams amount. This means that youth under 18 years in possession of or sharing any amount of cannabis will be subject to Youth Penalties under the Youth Criminal Justice Act.

Ministry of Education Goal

- To prevent and/or delay cannabis use among youth and promote healthy decision-making and student safety.

Key Priorities of the Ministry of Education

- Provide new, targeted resources to specific groups including:
 - Reliable information to students to make informed decisions on the impacts of cannabis use (cognitive impairments, relationship issues, benefits of abstinence)
 - Support for parents - information on prevention, healthy decision-making

- Supports for education sector to assist students and their families on the impacts of cannabis use.
- Use the best available research and evidence to inform decision making and engage in ongoing data monitoring.

Ministry of Education Consultation/Engagement Plans

The Ministry plans to launch in the later fall a targeted set of meetings with key education and public health stakeholders. These groups will include: trustee associations, parent groups, Indigenous stakeholders, local mental health agencies and various advisory bodies to the Ministry. This part of the process will continue throughout the winter of 2018.

In addition, the Ministry will expand the mandates of the Healthy Schools Working Table and potentially host a parent involvement committee conference on the cannabis issue to gain feedback and insight into the issues impacting school boards.

Possible Areas of Discussion

- Impact of legislation on the school community including roles and responsibilities
- Reliable information for students and families
- Supports needed for school board staff to assist students and families related to cannabis use
- Parental awareness in supporting children to make healthy choices
- Supports for vulnerable youth—Indigenous, racialized, low economic status that may be at higher risk to develop cannabis dependency.

Next Steps

The Ministry will continue to work the Attorney General's Cannabis Secretariat to finalize the proposed regulatory and legislative framework governing recreational cannabis use. It is also finalizing some aspects of its consultation plan with education stakeholders and reviewing part of the Education Act that will require minor amendments to reflect the necessary changes implied by overall cannabis legalization framework.

The Ministry is now in the process of developing and updating resources and materials to the education sector in anticipation of the implementation of the cannabis legalization framework in July 2018.

OCSTA will continue to liaison with the Ministry of Education and update Directors and Chairs as required. OCSTA will continue to draft a submission on the issues and concerns of boards.

If you have any questions, please contact me at sandrews@ocsta.on.ca.



Ontario Catholic School Trustees' Association

October 6, 2017

TO: Chairpersons and Directors of Education
- All Catholic District School Boards

FROM: Patrick Daly, President

SUBJECT: Local Government Week

October 15 – 21 has been designated by the province as Local Government Week and was established to increase youth and public awareness about the role local government plays in our communities.

This is a wonderful opportunity for Catholic trustees to promote and celebrate the distinct and crucial service provided by locally elected Catholic School Trustees/Boards.

As the democratically elected representatives of the Catholic Community we not only serve as stewards and advocates for publicly funded Catholic Education but as well govern the Catholic School Systems in Ontario which have ever more increasingly become an important part of the teaching ministry of our Church. This week provides Catholic School Boards with an opportunity and platform to communicate our role and as well to promote the enduring gift of Catholic Education.

We invite you to share this information about the role of Catholic trustees and Catholic education with your Catholic School Councils and Parish communities. The information can be shared through in-person presentations or by providing it in a format that can be shared on Board websites. To support both in-person and online presentations we have provided you with a PowerPoint slide deck (see below) that you are invited to amend to reflect your board's local history, profile and contact information.

You may also wish to distribute locally or electronically a brief brochure produced by OCSTA about the marvelous history of Catholic education in Ontario. The brochure is online and can be downloaded and printed for distribution. Here is the link for the brochure:

<http://www.ocsta.on.ca/ocsta/wp-content/uploads/2013/04/final-brochure-pdf.pdf>

Following is the link to the PowerPoint slide deck (please customize as indicated/required):

<http://www.ocsta.on.ca/ocsta/wp-content/uploads/2017/10/FINAL-Catholic-Trustees-Local-Gov-Week-2017.pptx>

Other useful resources include:

[Catholic Trustees, Advocates, Guardians and Stewards of Catholic Education
Becoming a Catholic Trustee](#)

Thank you.



OFFICE FOR EVANGELIZATION AND CATECHESIS

October 11, 2017

Mr. Nick Milanetti
Chief Executive Officer, Ontario Catholic School Trustees' Association
P.O. Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, ON M4R 1K8

Dear Mr. Milanetti,

My name is Margaret Shea-Lawrence and I work with the Canadian Conference of Catholic Bishops. My duties include acting as secretary to the Episcopal Commission for Evangelization and Catechesis.

I am writing to share with you a letter received by His Excellency The Most Reverend Douglas Crosby, O.M.I., Bishop of Hamilton and immediate past President of the Canadian Conference of Catholic Bishops (CCCCB), regarding resources for Catholic educators. The letter, which is attached, is from His Eminence Giuseppe Cardinal Versaldi, Prefect of the Congregation for Catholic Education (Seminaries and Educational Institutes). The CCCC Executive Committee requested that this letter be shared specifically with partners in Catholic education.

Cardinal Versaldi is seeking to generate interest in and to invite local advancement and study of the themes of the World Congress **"Educating Today and Tomorrow: A Renewing Passion"**, which was organized by the Dicastery in 2015. The themes proposed by the 2015 World Congress were the following:

- a) the identity and mission of Catholic institutions;
- b) the various subjects of education;
- c) the formation of formators; and
- d) the current challenges in the field of education.

The Dicastery has also listed several other documents to facilitate your reading and study of the 2015 World Congress materials, all of which are fully available on its website, www.educatio.va. I would note, however, that much of the website is in Italian. I was able to find the following links in English, however: http://www.educatio.va/content/dam/cec/Documenti/Educare%20oggi%20e%20domani_INGLESE.pdf
<http://www.educatio.va/content/cec/it/eventi/congresso-educare-oggi-e-domani/educating-congress.html>

If possible it would be appreciated if you would distribute this information to those with whom you work as appropriate.

In familiarizing yourself with the themes and documents of the 2015 World Congress and in considering its possible uses, the Secretariat of the CCCC remains available, as always, for any need or assistance.

With gratitude for all your contributions on behalf of Catholic education in your region of Canada, I take this opportunity to to assure you of my highest regards and prayerful best wishes in the Lord.

Sincerely in Christ,

A handwritten signature in black ink, appearing to read 'Msgr', followed by a long horizontal line.

Margaret Shea-Lawrence
Director, Office for Evangelization & Catechesis
Canadian Conference of Catholic Bishops



CONGREGATIO
DE INSTITUTIONE CATHOLICA
(DE STUDIORUM INSTITUTIS)

EXECUTIVE COMMITTEE
29-30 August 2017
Item 4-F

Prot. 520/2017

Rome, 18 July 2017

Your Eminences/ Excellencies,

On June 3, 2015, the Congregation for Catholic Education organized a forum at the UNESCO. From 18 to 21 November of the same year, this Congregation held the World Congress *Educating Today and Tomorrow: A Renewing Passion* in Rome (Italy) to mark two important events: the 50th Anniversary of the Declaration on Christian Education *Gravissimum educationis* (Vatican II), and the 25th Anniversary of the Apostolic Constitution on Catholic Universities *Ex corde Ecclesiae*.

The said Congress was an occasion for this Dicastery – together with Catholic schools and universities, as well as with religious congregations, associations, families and educators – for a deepened reflection on fundamental questions concerning education. During that meeting, there emerged challenges that are common to all, and those that are specific to certain regions. The speakers and participants offered a global perspective, and posed further questions worth deepening and studying. The areas of the work focused on four main arguments: the *identity and mission* of Catholic institutions; the *various subjects* of education; the *formation of formators*; and the *current challenges* in the field of education.

The workshop confirmed the idea that there is a close bond between the identity and mission of educational institutions, both at the school and university levels. The Catholic education mission springs, now as in the past, from the identity itself of the Church, which is rooted in the mandate to evangelize: “*Go into the whole world and proclaim the gospel to every creature*” (Mark 16:15).

At their Plenary Meeting in February 2017, the Members of this Dicastery expressed their appreciation of the World Congress. They retained it desirable and proposed that the experience of this encounter of dialogue be reechoed at the continental and regional levels. In this regard, they pointed out the need of promoting continental

Their Eminences/Excellencies

Presidents of

and regional congresses on the above-mentioned themes, to be organized by Continental or Regional Bishops' Conferences.

A thorough study of regional situations and fruitful exchange of ideas will render it possible to analyze the challenges in Catholic Education in its proper contexts, and would allow to have a complete view of contingent situations. In this way, the richness of Catholic Education could be emphasized, and integrated solutions to difficulties could be sought through innovative methodologies that are respectful of local traditions.

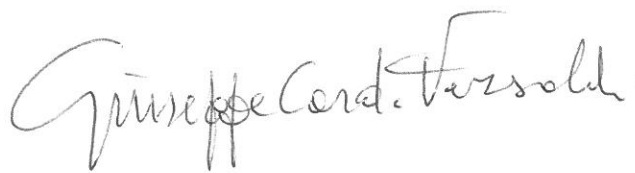
For the implementation of this proposal, the documents of the Congregation for Catholic Education can be of inspiration, among others: the *Instrumentum laboris* "Educating Today and Tomorrow: A Renewing Passion" (7 April 2014)—edited in view of the above-mentioned World Congress, as well as the documents "Educating to Intercultural Dialogue in Catholic Schools: Living in Harmony for a Civilization of Love" (28 October 2013), and "Educating to Fraternal Humanism: Building a Civilization of Love, Fifty Years After *Populorum Progressio*" (16 April 2017).

There are also other useful documents available at the Vatican website http://www.vatican.va/roman_curia/congregations/ccatheduc/index_it.htm#, and at that of this Dicastery www.educatio.va. Furthermore, this Congregation's publication *Educatio Catholica*, which replaced the journal *Seminarium* since 2015, contains authoritative contributions in the field of pedagogical and didactic sciences, as well as in international educational policies.

In conveying the above, this Congregation entrusts to the Continental/ Regional Bishops' Conferences the initiative to promote these congresses, and it remains available for any need for assistance.

Grateful for your help, and with sentiments of deepest respect, we remain, Your Eminences/ Excellencies,

Devotedly yours in Our Lord,


+ D. Giovanni Zani, Sec.