



## Board of Trustees' Board Meeting

**Date:** October 30, 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
<b>1. Call to Order</b>	<b>Board Vice-chair</b>		
1.1 Opening Prayer & Memorials	Board Pastoral Team Chair		
1.2 Territorial Acknowledgement I (we) would like to begin by acknowledging that the land on which we gather today is the land traditionally used by the Haudenosaunee, Anishinaabe and Neutral People. I (we) also acknowledge the enduring presence and deep traditional knowledge, laws and philosophies of the Indigenous People with whom we share this land today.			
1.3 Approval of Agenda	Board of Trustees		Approval
1.4 Declaration of Pecuniary Interest 1.3.1 From the current meeting 1.3.2 From a previous public or in-camera meeting	Individual Trustees		
<b>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)</b>			
2.1			

ITEM	Who	Agenda Section	Method & Outcome
<b>3. Consent Agenda: Board (Minutes of meetings, staff report)</b>			
3.1 Approval of Minutes of Regular and Special Meetings 3.1.1 Minutes of September 25, 2017 Board meeting 3.1.2 Minutes of September 6, 2017 SEAC meeting 3.1.3 Minutes of October 2, 2017 Governance meeting	Trustees Trustees Trustees	pp. 1-5 pp. 6-8 pp. 9-10	Approval Receipt Receipt
<b>4. Delegations/Presentation</b>			
<b>5. Advice from the CEO</b>			
5.1 Director's Report 5.2 Mental Health Update  5.3 French Immersion Review Plan  5.4 Leading Student Achievement  5.5 Introduction to Annual Priorities 2017-18	Loretta Notten Laura Shoemaker/ Sharon Porty John Klein/ Lindsay Ford John Klein/ Jacqueline Wettlaufer Loretta Notten	pp. 11-12 pp. 13-17  pp. 18-23  pp. 24-27  pp. 28-31	Information Information  Information  Information  Information
<b>6. Ownership Linkage (Communication with the External Environment)</b>			
<b>7. Reports from Board Committees/Task Forces</b>			
7.1 Student Trustee report  7.2 Governance Committee Recommendations	Kate Jamieson, Meghan Nemeth Wendy Price	pp. 32-33  pp. 34-56	Information  Approval
<b>8. Board Education (at the request of the Board)</b>			
8.1 Chair's Report 8.2 School Board Governance Supports Responses 8.3 OCSTA 2018 Resolutions Information Package 8.4 OCSTA Communication	Wendy Price Wendy Price Wendy Price	pp. 57-58 p. 59 pp. 60-69 Separate Addendum	Information Discussion Information Information
<b>9. Policy Discussion</b>			
<b>10. Assurance of Successful Board Performance</b>			
10.1 Board Policy II 003 Board Job Description (Joyce Anderson) 10.2 Is There a Need to Review This Policy?	Trustees Trustees	p. 70 --	Approval Discussion
<b>11. Assurance of Successful Director of Education Performance</b>			
<b>11.1 Monitoring Reports &amp; Vote on Compliance</b>			
11.1.1 Board Policy IV 008 Financial Conditions and Activities Provision #9	Loretta Notten	p. 71	Discussion
<b>12. Potential Agenda Items/Trustee Inquiry Report (CEO)</b>			
12.1 Trustee Inquiry Report from the CEO 12.2 Shared concerns			
<b>13. Announcements</b>			
13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated): Nov 1 6:30 SEAC			

ITEM	Who	Agenda Section	Method & Outcome
Nov 7 6:30 Commissioning School Council Chairs/New Administrators Nov 8 5:00 CPIC Nov 13 Committee of the Whole Nov 17 Board Office Mass Nov 17 St. Louis SSC Graduation, St. Mary's Church Nov 24 St. Louis PSW Graduation, St. Mary's Church Nov 27 Board Meeting			
<b>13.2 Pending Items:</b> <ul style="list-style-type: none"> <li>Look at building our rural population</li> <li>Consider a committee to review the boundaries for future consideration</li> </ul> <b>13.3 Pending Items for OCSTA Consideration</b> <ul style="list-style-type: none"> <li></li> </ul>	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
<b>14. Items for the Next Meeting Agenda</b>	Trustees		
<b>15. Adjournment</b> <b>Confirm decisions made tonight</b>	Director of Education		
<b>16. Closing Prayer</b>			
<b>17. Motion to Adjourn</b>	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

## Board of Trustees' Meeting

A public meeting of the Board of Trustees was held on Monday, September 25, 2017 at the Waterloo Region Catholic Education Centre.

### **Trustees Present:**

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

\*attended by teleconference

### **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:**

### **Recorder:**

Barb Pilsner, Executive Administrative Assistant

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

## **1. Call to Order:**

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

W. Price spoke about the very positive Buddy Bench story posted in the Cambridge Times last week. She also attended the opening of Holy Spirit's new natural playground.

### **1.1 Opening Prayer & Memorials**

The meeting opened with prayer by K. Jamieson, Pastoral Care Team. Intentions were offered for a family at St. Brigid whose mother passed away, keep the children and the family in prayer.

### **1.2 Approval of Agenda**

Richard Olson and Judy Merkel's names replace David DeSantis and Derek Haime. Kate Jamieson and Meghan Nemeth replace Joseph De Sousa and Samantha Lim as the correct names of Superintendents and Student Trustees. Item 10.5 changed to Move into Private, Private.

**2017-115 --** It was *moved* by **M. da Silva** and *seconded* by **M. Van Alphen**:

*THAT the agenda for September 25, 2017 as amended be now approved. --- Carried by consensus.*

### **1.3 Declaration of Pecuniary Interest**

1.3.1 From the current meeting – NIL

1.3.2 From a previous public or in-camera meeting – NIL

### **1.4 Election of the Chair and Vice-chair**

The Secretary asked for nominations for Chair of the Board.

**2017-116 --** It was *moved* by **M. da Silva** and *seconded* by **B. Schmalz**:

*THAT Wendy Price is nominated to be Chair of the Board of Trustees.*

The Secretary asked if there were further nominations for Chair of the Board. No further nominations were received. Wendy Price was elected as Chair of the Board by consensus

The Chair asked for nominations for Vice-chair of the Board.

**2017-117** -- It was *moved* by **M. da Silva** and *seconded* by **A. Fee**:  
*THAT Bill Conway is nominated to be Vice-chair of the Board of Trustees.*

The Chair asked if there were further nominations for Vice-chair of the Board. No further nominations were received. Bill Conway was elected as Vice-chair of the Board by consensus.

### **1.5 Student Trustee Oath and Declaration**

Fr. Toby Collins presided over the commissioning ceremony for our new student trustees. The student trustees each received a bible blessed by Fr. Collins. Kate Jamieson and Meghan Nemeth each read and signed their Declaration and Oath of Allegiance.

## **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)**

### **2.1 Approval of Minutes of Regular and Special Meetings**

- 3.1.1 Minutes of June 19, 2017 Board Meeting
- 3.1.2 Minutes of June 29, 2017 Special Board Meeting
- 3.1.3 Minutes of June 7, 2017 SEAC Meeting

**2017-118** -- It was *moved* by **B. Conway** and *seconded* by **J. Gravelle**:  
*THAT the Consent Agenda Board of Trustees and the recommendations contained therein be now approved. ---*  
**Carried by consensus**

## **4. Delegations**

### **4.1 IBI Therapy Home School Relationship**

Shawna Fleming, is the owner of a behaviour consulting agency and represents clients in the school board. She would like to have private providers allowed to observe their client in the classroom. Trustees asked questions. L. Shoemaker, Superintendent of Education explained the processes and specialized staff in place to support students.

### **4.2 IBI Therapy Home School Relationship**

Mieszko Filipowicz has a son in grade 1 diagnosed with autism spectrum disorder. His attend schools and also receives intensive behaviour therapy outside the classroom. He feels it would benefit his son if his ABA provider was able to observe and provide support to the classroom on how to address these behaviours and meet his son's special needs.

### **4.3 Autism Spectrum Disorder**

Nina Pereira has a child with autism in grade 4. Her experiences with staff are mostly positive. Her concern is inconsistency with some requests to observe granted and others denied. She feels if the IBI therapist were allowed to observe her son it would help her son learn.

### **4.4 Administration of Glucagon**

Michelle Kings has a child with type 1 diabetes. She feels the board's policy is out of date and would like it changed so that glucagon could be administered to children. Trustees asked questions.

**2017-119**-- It was moved by **M. Van Alphen**

THAT the Board of Trustees ask staff to review the policy as AP memos are operational and the responsibility of the Director of Education. No seconder.

L. Notten advised the board will investigate the matter further through discussion with the Ministry of Education (which governs our policy in this matter), other boards across the province and collaboration with local health providers (CCAC, LHNs) in consultation with our unions and within the context of a review of our current administrative procedure.

#### **4.5 Administration of Glucagon**

Ivan Luke also has a child with type 1 diabetes. He is requesting our APH015 be updated to allow teachers to administer glucagon to children.

### **5. Advice from the CEO**

#### **5.1 Director's Report**

L. Notten reviewed some of the highlights from the monthly report – very impressed with the Summer Boost Program, St. Benedict's "Nurturing Community" project article authored by Dan Witt and Sally Reis, attended the Diocesan Mass hosted by Bruce-Grey CDSB and the Waterloo Region Police Services 25<sup>th</sup> anniversary gala of the School Safety Village.

#### **5.2 International Holocaust Remembrance Day**

R. Olson advised the Friends of Simon Wiesenthal Centre for Holocaust Studies launched an annual initiative to acknowledge International Holocaust Remembrance Day on January 27<sup>th</sup> selected by United Nations as it marks the liberation of Auschwitz-Birkenau Concentration Camp. Waterloo Catholic District School Board will join this initiative to stand against hate and intolerance by promoting Holocaust awareness.

#### **5.3 Summer Construction Update**

S. Maharaj reviewed the 2016-17 list of construction projects carried out at the schools across the Region.

#### **5.4 EQAO 2016-17 (Primary, Junior, Gr. 9 and OSSLT)**

J. Klein and Richard Olson reviewed the EQAO results for 2016-17. At elementary schools that received the greatest ("intensive") support with WCDSB's Renewed Math Strategy showed impressive achievement. At grade 9 four of the five secondary schools improved their applied scores; all four schools received increased support through the Renewed Math Strategy.

WCDSB continues to provide capacity building supports and programming expectations for its administrators and teachers in the area of literacy and numeracy with the focus on numeracy.

J. Anderson left the meeting at 8:55 pm.

**2017-120 --** It was *moved* by **M. da Silva** and *seconded* by **B. Schmalz**:

*THAT the Board of Trustees extend the meeting by 60 minutes. --- Carried by consensus*

*The meeting was extended at 8:59 p.m.*

#### **5.5 Enrolment**

J. Connolly reviewed the increase in our enrolment over last year in elementary which was substantial. At secondary the increase was more modest over last year.

#### **5.6 Indigenous Education: Territorial Acknowledgement**

R. Olson advised Waterloo Catholic District School Board and Waterloo Region District School Board work together with one Waterloo Region Aboriginal Academic Advisory Council attending meetings monthly. Our local indigenous partners have crafted and approved language to be used in our localized setting.

**2017-121 --** It was *moved* by **M. Van Alphen** and *seconded* by **A. Fee**:

*THAT the Board of Trustees approves that the Waterloo Catholic DSB adopt the practice of using the territorial acknowledgement provided by our local Waterloo Region Aboriginal Academic Advisory Council at Committee of the Whole meetings and regular Board Meetings. --- Carried by consensus*

### **6 Ownership Linkage (Communication with the External Environment)**

### **7 Actions From Board Committees/Task Forces**

#### **7.1 Student Trustee Report**

K. Jamieson and M. Nemeth provided their report on activities at the secondary schools in the past month.

#### **7.2 2017-18 Trustee Quarterly Budget Update**

W. Price asked trustees if there were any questions regarding the quarterly update which is presented for information. There were no questions.

## **8 Board Education (at the request of the Board)**

### **8.1 OCSTA Communications**

W. Price advised the OCSTA communications are for information.

## **9 Policy Discussion**

## **10 Assurance of Successful Board Performance**

### **10.1 Board Policy II 002 Governing Style**

*2017-122 -- It was moved by A. Fee and seconded by M. Van Alphen:*

*THAT the Board of Trustees reviewed Policy II 002 Governing Style and find we are in compliance. --- Carried by consensus*

### **10.2 Is There a Need to Review This Policy?**

Trustees agreed there is no need to review this policy.

### **10.3 Board Policy III 006 CEO Compensation and Benefits**

*2017-123 -- It was moved by W. Price and seconded by B. Conway:*

*THAT the Board of Trustees reviewed Policy III 006 CEO Compensation and Benefits and find we are in compliance. --- Carried by consensus*

### **10.4 Is There a Need to Review This Policy?**

Trustees agreed there is no need to review this policy.

### **10.5 Motion to Move to a Private, Private Meeting**

*2017-124 -- It was moved by M. da Silva and seconded by J. Gravelle:*

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

The public meeting moved to private, private at 9:23 p.m.

The public meeting resumed at 11.03 p.m.

*2017-125 -- It was moved by M. da Silva and seconded by M. Van Alphen:*

*THAT the Board of Trustees approve the items for action from the private, private meeting related to Executive Compensation. --- Carried by consensus*

## **11 Assurance of Successful Director of Education Performance**

### **11.1 Monitoring Reports & Vote on Compliance**

## **12 Potential Agenda Items**

### **12.1 Trustee Inquiry Report from the CEO**

### **12.2 Shared Concerns**

## **13 Announcements**

### **13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):**

Sept 29 The Feast – St. Jerome's University

Oct 2 5:00 Governance

Oct 4 6:30 SEAC

Oct 11 5:00 CPIC

Oct 16 Committee of the Whole

Oct 23 Spiritual Development Day

Oct 27 Board Office Mass

Oct 30 Board Meeting

### **13.2 Pending Items:**

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

### 13.3 Pending Items for OCSTA Consideration

- Additional funding for Re-engagement officer/program

## 14 Items for the Next Meeting Agenda

## 15 Adjournment – Confirm decisions made tonight.

The Recording Secretary confirmed the meeting decisions.

## 16 Closing Prayer

## 17 Motion to Adjourn

**2017-126** -- It was *moved* by **A. Fee** and *seconded* by **B. Conway**:  
*THAT the meeting be now adjourned.*

The meeting was adjourned by consensus at 11:04 p.m.

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Chair of the Board

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Secretary





# SEAC Committee Meeting Minutes

[illegible]

<ul style="list-style-type: none"> <li>• The SEAC Presents flyer could be merged with the larger "A Parent Resource Guide"</li> <li>• The Double wide page "Engaging Parents &amp; Guardians in the IEP Process" could be placed on the Staffnet for all staff to utilize</li> <li>• A chart similar to the Special Education Resources page could be created and sent to school principals for a resource list</li> <li>• Gerald will follow up with Thames Valley board and inquire as to how they use the IEP A Parent Resource Guide compared to the pamphlet and brochure</li> <li>• SEAC reviewed the WCDSB two IEP documents and they were well received</li> </ul> <p>5.2 P.D. Pamphlet and Information</p> <p>This information was included in the review and discussion of the Thames Valley Board material.</p> <p>5.3 Election of Vice Chair</p> <p>Irene Holdbrook was nominated by consensus to the position of Vice Chair.</p>	SEAC
<p><b>6. Ministry Updates</b></p> <p>6.1 Waterloo Region Special Needs Strategy Planning Table Update #10</p> <p>Laura gave a brief background on the memo from the Ministry on the mandated provincial Strategy of SNS including PPM 81 which is under review. The mandate includes all local children outpatient centers, i.e. KidsAbility, would be managing the funds and provision for PT, OT, and SLP-artic in schools. Boards are at a standstill with SNS until further notice.</p>	
<p><b>7. SEAC Committee Functions</b></p> <p>7.1 PAaC on SEAC Effective Practices Handbook Associations and development of WCDSB SEAC protocols</p> <ul style="list-style-type: none"> <li>• Training for new SEAC and new members</li> <li>• SEAC sub-committee is meeting after the regular SEAC meeting</li> <li>• Need more than a letter sent to organizations to encourage associations to have a SEAC member</li> <li>• Stuart will inquire at the WRDSB SEAC members if the WCDSB may contact their associations to recruit new members, abiding by the SEAC regulations for new members</li> <li>• SEAC members requested copies of the PAaC on SEAC for the next meeting</li> </ul>	SEAC
<p><b>8. Policy Advice to the Board</b></p> <p>Nil</p>	
<p><b>9. Association Concerns/Association Updates (20 minutes)</b></p> <p>9.1 Trustee Update</p> <p>Jeanne Gravelle and Bill Conway gave brief updates to SEAC members on the highlights of the May board meeting regarding:</p>	J. Gravelle B. Conway

- Trustee Conway and Trustee Gravelle spoke on the June Board meeting which was also done at the June meeting. Next board meeting is in September.

#### Association Update

The Chair distributed three pages which are attached for the WRFN:

- WRFN Family conference on September 16<sup>th</sup> at 9:00-3:00pm at St Mary's HS
- Microboards on September 22, from 2:00-4:00 pm at the Holiday Inn on Fairway Rd
- A Parent's Journey from Down Under on September 22, from 6:30 pm-9:00 PM at the Holiday Inn on Fairway Rd
- WRDSS Mini Conference on September 30<sup>th</sup>

#### 10. Pending Items

#### 11. Adjournment

Motion by: Jeanne Gravelle  
Seconded: Bill Conway

#### 12. Action Items Place Holder

## Governance Committee Meeting

A meeting of the Governance Committee was held on the 2<sup>nd</sup> of October, 2017 at 5:00 p.m.

Present:

**Committee Members:**

Joyce Anderson, Bill Conway, Wendy Price (Chair), Greg Reitzel

**Administrative Officials:**

Loretta Notten

**Additional Attendees:**

Brian Schmalz

Regrets:

Next Meeting: January 22, 2018

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1. **Welcome and Opening Prayer:** W. Price

2. **Approval of Agenda**

**Motion:** B. Conway

**Seconded:** G. Reitzel

3. **Declared Pecuniary interest**

Nil

4. **Approval of April 11, 2017 Minutes**

**Motion:** G. Reitzel

**Seconded:** B. Conway

5. **Discussion Items**

**5.1 Board Policy II 015 Ownership Linkage Provision #2**

Committee members want to keep the option of annual reports from SEAC, CPIC and Audit as well. Invitations will be sent out annually at the beginning of the year for the option to prepare reports to come to Board in May or June. Follow up to be placed on Linkages agenda.

**Motion:** G. Reitzel

**Seconded:** B. Conway

THAT the Governance Committee recommend to Board of Trustee that Policy II 015 provision 2, be revised to include that Audit Committee be added to SEAC and CPIC, and provided the opportunity to give an annual report to Board.

**5.2 Board Policy IV 008 Financial Conditions and Activities Provision #9**

**Motion:** G. Reitzel

**Seconded:** B. Conway

THAT the Governance Committee recommends to Board that Provision #9 should remain. It should go back to Board for review.

### **5.3 Board Bylaw Section 2.5 Election of Officers – at times other than the Inaugural**

**Motion:** B. Conway

**Seconded:** G. Reitzel

THAT Section 2.5.2 be revised as follows:

At the first *Meeting* in December of each Year and **at the first opportunity, with the consensus of the board, but no later than the subsequent meeting** ~~at the first Meeting~~ after a vacancy occurs in the office of the *Vice Chair*, the *Trustees* shall elect one of themselves to be *Vice-Chair*.

### **5.4 Board Bylaw Section 5 Protocol for Delegations**

**Motion:** B. Conway

**Seconded:** G. Reitzel

THAT Section 3.21 Delivery of Agenda for COMMITTEE MEETING and Section 5 Protocol for Delegations be revised as follows:

By-Law 3.21 – The deadline for including matters on the agenda for the next *Meeting* of the *Board* shall be **9:00 a.m.** ~~4:30 p.m.~~ on the Thursday preceding the next regularly scheduled *Meeting* of the *Board*.

By-law 5.1.1 – in order to appear as a delegation, the individual or group must contact the Secretary of the *Board* **by 9:00 a.m. the Wednesday** ~~at least 24 hours before the agenda deadline for the next Regular Meeting of the Board; that is, by the Wednesday~~ preceding the next Regular *Meeting* of the *Board*;

By-Law 5.1.3 – the individual(s) speaking for the delegation must provide the Secretary of the *Board* with an electronic copy or written copy of the presentation for inclusion in the agenda package by 9:00 a.m. on the **Thursday** ~~Friday~~ prior to the *Meeting* or the delegation will not be accepted for the upcoming agenda. The presentation will appear as part of the support material for the *Meeting* at which the presentation is made.

### **5.5 Election of the Chair of Governance:**

Committee members will elect the Chair at the next meeting in January 2018

## **6. Pending Items**

- Addition of a Director's Report and Chair's Report to the agenda
  - Chair's report will be forthcoming at monthly Board meetings...
- "Reasonable interpretation" should be agreed to when the policy is established
- Consider a Succession Planning Policy

## **7. Governance Committee Recommendations:**

The Governance Committee makes the following recommendations to the Board:

**Motion:** That the Governance Committee recommend to Board of Trustee that Policy II 015 provision 2, be revised to include that Audit Committee be added to SEAC and CPIC, as committee provided the opportunity to give an annual report to Board.

**Motion:** Governance Committee recommends to Board that Provision #9 does belong there. It will go back to Board in October for review.

**Motion:** Addendum to 2.5.2: At the first *Meeting* in December of each Year and **at the first opportunity, with the consensus of the board, but no later than the subsequent meeting** after a vacancy occurs in the office of the *Vice Chair*, the *Trustees* shall elect one of themselves to be *Vice-Chair*.

**Motion:** Governance recommends to adopt the revisions above to 5.1.3, 5.1.1 and 3.21.

## **8. Adjournment**

**Motion:** Bill

**Seconded:** Greg

That the meeting be adjourned.

The meeting was adjourned at **6:30 p.m.**



**Date:** October 30<sup>th</sup>, 2017  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Director's Report

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**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)**

Policy 1 001 Ends  
Policy IV 013 Leadership

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

Policy 1 001 Ends  
Policy IV 013 Leadership

**Alignment to the MYSP:**

**Strategic Priority:** Nurturing Our Catholic Community

**Strategic Priority:** Student Engagement, Achievement and Innovation

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

**Background/Comments:**

The Month of October seemed to pass quickly, but provided some strong opportunities for building community and strengthening our leadership and broader staff team. As we draw to a close our Year of Hope and transition to our Year of Faith, it is not hard to see why they are such an appropriate pastoral themes. Below are a few short highlights since our last Board meeting update that capture some of the more notable events or accomplishments from my work as Director:

- Waterloo Catholic was profiled on the OCSTA *Together in Faith* Homepage with St Benedict's "Nurturing Community" Project
- Attended the St Jerome's Annual Feast where the RH Paul Martin was recognized with the John Sweeney Award.

- Delivered a presentation to St Mary's HS for staff and interested parties, on my experience with the WE Directors' Immersive Professional Learning Experience in the Masa Mara, Kenya. Also included representatives of WE and the Kenyan Boys' Choir, for an evening of insight, entertainment and dreaming about possibilities.
- Participated in several CODE and ECCODE executive teleconferences and meetings in relation to Executive Compensation.
- Attended planning meetings for the *Renewing the Promise Symposium* – both Steering Committee and Gala Committee.
- Conducted interviews for a new Administrative Assistant. Pleased to announce Alice Figueiredo as the successful candidate.
- Attended ERDI Conference in Tremblant, Quebec with Directors from across Ontario and all of Canada, with an opportunity to participate in 8 different panels on a variety of educational topics. Keynote was from Future Design School.
- Completed meetings with various members of the senior team to discuss goals and priorities for the upcoming school year.
- Visited St Teresa Kitchener CES and St Kateri, as well as the Thanksgiving Liturgy at Monsignor Doyle CSS and the Awards' Ceremony at Resurrection Catholic Secondary.
- Met with representatives of The KW Rotary Club to explore possibilities for our Board in relation to their Turkey/Hamper Drive.
- Attended and participated in Administrators' Conference and Retreat 2017, where the theme of "*Reaching New Heights*" was explored.
- Attended our Spiritual Development Day at Centre in the Square and delivered closing remarks on our Year of Faith.
- Attended monthly Administrators' Meeting and delivered opening remarks.
- Addressed the first session of Leadership Part 1 and Part 2 – shared with candidates my vision for Catholic Leadership; similarly attended a separate session of PQP 2 candidates and shared some leadership reflections with them as well.
- Attended and brought welcoming remarks to Minister Mitzie Hunter at the "*Raise the Bar*" Healthy Active Living Event in Cambridge.
- Attended Director's Dinner at When Faith Meets Pedagogy
- Attended CODE Executive Meeting with Deputy Minister at Mowat Block.
- Attended the Catholic Education Foundation of Ontario (CEFO) Catholic Student Awards in Toronto where our 5 secondary schools had students who were recognized.

### **Recommendation:**

This report is for the information of the Board.

**Prepared/Reviewed By:** 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."

**Date:** October 30, 2017  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Mental Health 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)**

Ministry of Education – Commitment to Mental Health and Well-Being for all students.

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

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

**Alignment to the MYSP:**

***Nurturing Our Catholic Community***

*Faith is lived and witnessed in community:* To strengthen and cultivate school, parish and home relationships.

*Students and Staff are healthy in mind body and spirit:* To strengthen system-wide commitment to WCDSB's vision for mental health and wellness through initiatives which engage students, parents and staff working towards mentally healthy school communities.

*Everyone is included, respected and welcomed:* To increase improved awareness respect of differences within our school communities.

**Background/Comments:**

Every year the WCDSB submits a plan informed by our Board and provincial mental health scans, with consideration of patterns and trends that impact WCDSB students. In June 2017 the WCDSB's Mental Health and Wellness Plan (Appendix A) was sent to the Ministry of Education, which included the following identified priorities:

- a) To strengthen system-wide commitment to WCDSB's vision for mental health and wellness through initiatives which engage students, parents and staff in working towards mentally healthy school communities.
- b) To develop and promote a resiliency, strength-based approach with all students and staff.
- c) To build staff capacity by increasing mental health and wellness awareness through the implementation of a three-year Mental Health and Wellness Strategy.
- d) Develop prevention programming, review suicide protocol, and enhance the postvention plan for WCDSB in collaboration with our community partners.
- e) Expand and strengthen our partnerships internally and with the community, creating a coordinated and integrated pathway of care.



The Waterloo Catholic District School Board is dedicated to the well-being of students, families and staff by addressing the need for further development of programs pertaining to the development of resiliency, strengths based education, social and emotional learning, and behavioural competence within the context of Catholic education and our Catholic community. The concentration on Mental Health and Well-Being is an extension of the board's Multi-Year Strategic Plan and is guided by a comprehensive 3-year Mental Health Strategy (2016-2019).

The goal at WCDSB is to promote mentally healthy school communities through a variety of approaches including providing learning opportunities for staff and students, raising awareness, combatting stigma, offering preventative skill-building programming, and promoting links to appropriate community resources. Our hope is that students and staff will have a foundational language and functional grasp of social-emotional and self-regulation skills, an understanding of how to promote positive mental health, a lens to identify when further help is needed, and an increased likelihood of engaging with supports when required. To accomplish this, we are employing a number of different strategies to shared and reinforce key messages including offering seminars, providing access to online learning modules on resilience and self-care, in-person presentations to staff and students, materials and lesson plans to integrate into the curriculum, social media links, and engagement with community partners on mental health and wellness initiatives. To measure the effectiveness of these initiatives we are engaging in formal bi-annual data collection and analysis re: resilience factors via Meritcore, structured focus groups, and informal feedback from staff, administrators, students, and community partners.

The Waterloo Catholic District School Board continues to promote the "Elephant in the Room" awareness campaign, partnering with the Mood Disorders Society of Canada. The campaign is in place to reduce stigma regarding mental health concerns by creating safe, supportive school environments and thus ensuring that students, families, and staff know that they can come forward and not be judged. We are committed to the campaign and will continue to work on embedding anti-stigma into our board culture. In 2017-2018 we plan to re-launch the Elephant in the Room campaign maintain the momentum of this initiative.

Concurrently the Board is supporting wellbeing initiatives by staff expanding access to programming that builds resiliency, teaches and fosters coping strategies, increases mental health literacy and training for staff, and raises awareness of existing protocols.

To highlight specifically the accomplishments for the 2016-2017 school year and goals for the coming year please consult the below summary:

- In October 2017 we will do a board-wide launch of the Social Emotional Literacy programming that was successfully piloted last year in 4 classrooms involved in the LD project. This year it will be provided to all students in JK-Grade 3. Every elementary school will receive copies of three Mo Willems books, and accompanying lesson plans designed to enhance students' vocabulary of feelings words and to explore social problem-solving scenarios. Through this initiative we will begin to "level the playing field" for our youngest students by equipping them with the ability to identify and communicate a wide range of emotions in themselves and others, a foundational skill to buffer against the development of both mental health issues, social difficulties, behavioural problems.
- Data was reviewed of crisis referrals to the Social Work team, and we learned that there is a significant spike in referrals for students in grade six. There are ongoing discussions concerning increasing preventative supports in the earlier grades.
- In 2017- 2018 we plan to launch a pilot program for students in year two of the LD project, using the "Go Zen!" programming. This web-based classroom resource uses engaging cartoon-style video shorts and related lesson plans to deliver evidence-based programming based on cognitive behavioural therapy (CBT) principles and relaxation skills to promote emotional wellness and resilience in students. Teachers will be able to embed these lessons into existing curriculum over the course of the year, which is a preferred method for improving wellness versus one-off presentations. This initiative will build on the foundations of social-emotional literacy established through the Mo Willems programming that these students received last year. If this pilot is successful we will explore the feasibility of making the program available Board-wide targeting students in grade 4-6.
- Last year the Mental Health Lead completed 47 self-care and mental health presentations to grade 7/8 students across the Board, upon request. This year we will explore the feasibility of sustaining this, and the possibility of giving the schools an option to choose a grade 4-5 presentation which has yet to be developed.
- This year the "COPE" course, previously piloted at St. Mary's, will expand to be offered at St. Mary's, Doyle, and Resurrection. This GLE course is designed to focus on coping, managing stress, resource building, resilience, etc.

- The Resiliency Initiatives: This past year the principals and teaching staff have been working through the first few resiliency modules to establish a common understanding and consistent language on resiliency, capitalizing on strengths and building wellness in students. In the coming year the modules are expected to be completed board-wide.
- With the second round of data compiled, this past year we have also been able to view comparative data from both 2015 and 2017 to get a sense for the evolving strengths and goal areas for each school. In June 2017 the board Researcher and I met with administrators to discuss the topic of resilience, and to walk through the process of accessing each school's data and use it to inform the School Improvement Plans. The next survey with a sampling students in grade 4-12 will be completed in 2018-2019.
- To complement the Lifelong Learning Leadership series, the Mental Health Lead will be offering 4 sessions for any staff at WCDSB to attend. The session topics will include Anxiety/Depression, Resiliency and two new "Ask-An-Expert" discussion panels. One panel discussion will centre around the topic of how marijuana impacts mental health, and what are effective means of providing messaging to students around the impact. The other will panel discussion will explore challenging student behaviour from a wide variety of different professional lenses (i.e. Psychiatry, Psychology, Speech & Language, and Occupational Therapy) to broaden our approach to understanding students with complex needs. At these events we aim to have representatives from our community partners from the Community Resource Program to have a booth and be available to provide mental health resources are available in the community. Staff interested in completing the mental health certificate will also have the option of participating in one webinar via the CPRI website if they have learning goals on narrower topic (i.e. "Leaky Brakes", Attachment, Sensory issues, etc.)
- A new committee has been launched to look at staff wellness, with a view towards the impact that has on student wellness as well.
- We continue to partner with the Region of Waterloo Healthy School team in the development of committees that will plan and implement mental health and wellness initiatives. The Healthy Living team will support strengthening of the Organizational Conditions identified by School Mental Health Assist.
- We continue to use social media (Twitter) as a platform to raise awareness of mental health related videos and links, training events, community resources, etc.
- Suicide Prevention training was offered again this year to any staff interested. In 2017-18 we are training 3 new internal staff to deliver SafeTALK programming to interested staff, as well as students in the High Skills Majors programing the Healthcare stream. For the upcoming school year this will continue as well as exploring the offering of parent trainings.
- Student Voice Groups – As an extension of the Resiliency Survey results many schools were interested in continuing to obtain student voice and so they did several student voice focus groups. The importance of obtaining student voice and then having them be a part of the action plan is so very crucial as it supports community, self-worth and purpose. We plan to hold more focus groups in 2017-2018, using the results to inform current and future initiatives.
- Continuing with community meetings and committees as shared with Chief Social Worker Rod Miller (Child and Youth Services Planning Council, Youth Engagement Community of Practice, Foundations for a Healthy School – Public Health). Regular updates and contact with our regions lead agency Lutherwood.
- We have also been invited to participate in a "Collision Day" with our public board Mental Health lead counterpart, the Suicide Prevention Council, and representatives from counselling services at the local colleges and universities to explore how to equip students differently to set them up to better manage the transition to post-secondary education. This is in response to a sharp increase locally in completed suicides in 1<sup>st</sup> year students.
- Regular hospital meetings with Grand River and Cambridge Memorial continue – more frequently with Grand River as a result of programming involving WCDSB teachers (YAP & CAIP).
- Staff meetings – attend upon request to update staff and at times provide additional training as per request of administrator. We also hope to develop some video "shorts" on mental health topics that can be shown at staff meetings to increase the "reach" of knowledge-sharing.

Overall these initiatives are designed to engage and benefit all students throughout the Board, with some additional targeted skill-building programming for certain grade levels.

**Recommendation:**

Presented for your information.

**Prepared/Reviewed By:** Laura Shoemaker  
Superintendent of Learning: Special Education

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."

# Waterloo Catholic District School Board's 2017-2018 Mental Health & Wellness Goals

## APPENDIX A

Goals	Objectives	Resources	Timelines	Responsibility
<b>Strengthening Key Organizational Conditions</b>				
I) To strengthen system-wide commitment to WCDSB's vision for mental health & wellness through initiatives which engage students, parents and staff in working towards mentally healthy school communities	Review membership of Interprofessional Mental Health and Wellness Steering Committee	Mental Health and Wellness Steering Committee	September 2017	Mental Health and Wellness Steering Committee
	Incorporate parent voice in a formal manner (possible addition to steering committee, one parent already member)	Continued contact with families wanting to be involved through phone and email. Possible formal meetings to be arranged	Ongoing	MH Lead, Principal of Learning Services and School Administrators
II) To develop and promote a resiliency, strength-based approach with all students and staff	Guide administrators through the remaining Resiliency Project modules. Support administrators in developing targeted resiliency initiatives based on goal areas identified by the results so far.	Dr. Wayne Hammond and Resiliency Initiatives Team and WCDSB Resiliency Team	June 2017 and ongoing	Resiliency Initiatives Team, Mental Health and Wellness Steering Committee, Senior Administration and School Administrators
	Student focus groups to be held at each secondary school to enhance data (customize to each school culture with student voice and contribution)	Time and space arranged at each secondary school	Ongoing	MH Lead, Chief Social Worker, Heads of Guidance
<b>Building Educator Mental Health &amp; Wellness Literacy</b>				
III) To build staff capacity by increasing mental health and wellness awareness through the implementation of a three year Mental Health & Wellness Strategy	Relaunch the Elephant in the Room campaign (anti-stigma) - Mood Disorders Society of Canada	Board wide support to ensure it is embedded in board culture	September 2017	All staff within the Waterloo Catholic District School Board
	Offer three Lifelong Learning sessions open to all school staff on a mental health related topic.	Mental Health Lead, WCDSB Clinical Staff and Community Partners	November, January, April 2017	MH Lead, Community Partners and Chief Social Worker
	Explore incorporating Mental Health and Wellness literacy into PD Days	Planning time required to thoughtfully incorporate resources	Ongoing	Mental Health and Wellness Steering Committee, Senior Administration and School Administrators
	Promotion, awareness and use of internal Behaviour Support Team and the Collaborative Teams for consultation, intervention, and education of staff	Behaviour Support Team and Collaborative Teams	Ongoing	Behaviour Support Team, Senior Administration and Collaborative Teams
	Maintain Desire to Learn site (D2L) for staff and students to access reviewed and appropriate material (i.e. school mental health assist modules) pertaining to Mental Health & Wellness. In addition to continued maintenance of board weblink for parents and community	Requires support of D2L Consultant and maintenance by Mental Health Lead	Ongoing	MH Lead and Mental Health and Wellness Steering Committee
	Promote the development of Healthy Schools committees, and continue to support existing committees with mental health focused initiatives.	Mental Health and Wellness Steering Committee	Ongoing	MH Lead and Mental Health and Wellness Steering Committee
<b>Implementing Mental Health &amp; Wellness Promotion and Programming</b>				
IV) Develop prevention programming, review suicide protocol, and enhance postvention plan for WCDSB in collaboration with our community partners	Launch new social-emotional literacy (FDK) program board-wide	Principal of Learning Services, SLP, MH Lead	Fall 2017	Mental Health Lead
	Continued maintenance and review of APH 019 "Suicide, Depression and Self Harm"	Chief Social Worker	Ongoing	Chief Social Worker
	Continue to be involved in the conversation regarding possibility of community response to suicide via participation on the WRSPC Regional Committee	Chief Social Worker and MH Lead	Ongoing	Chief Social Worker and MH Lead
	Quarterly meetings with both Grand River Hospital and Cambridge Memorial Hospital to ensure pathways of care for students are clear	Chief Social Worker and MH Lead	Ongoing	Chief Social Worker, MH Lead and teams at Grand River Hospital and Cambridge Memorial Hospital
V) Expand and strengthen our partnerships internally and with community, creating a coordinated and integrated pathway of care	Update Partnership agreement (APO 026) and review community partners awaiting formal partnership approval and completion	Chief Social Worker, MH Lead and Principal of Learning Services and Partnership Team	2017-18	Chief Social Worker, MH Lead, Principal of Learning Services and Partnership Team
	Membership and participation in conversations involving Lead Agency (Lutherwood) and thus input on decisions	Chief Social Worker	Ongoing	Chief Social Worker
	Continue with implementation of Foundations for Healthy Schools (Region of Waterloo - Public Health)	Regular team meetings within the school environment as well as meetings with Healthy Active Living Consultant, Region of Waterloo - Public Health Team, Superintendent responsible for Healthy Active Living and Mental Health Lead	Ongoing	Region of Waterloo - Public Health, Healthy Active Living Consultant, Senior Administration, School Administrators and assigned school staff





**Date:** October 30, 2017  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** French Immersion Review – Initiate Review

**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)**

Board Report – September 14, 2015: French Immersion – *“At the end of the pilot period, in 2018-19, the FSL Program Review Committee will examine the success of the pilot and determine next steps around the expansion or collapse of the current sites, the continuation of a dual-track program or the introduction of a single-track program.”*  
Board Report – October 16, 2017: French Immersion Review Interim Update  
APA003: Admission of Out of Boundary Students (<https://www.wcdsb.ca/wp-content/uploads/sites/36/2017/03/APA003.pdf>)

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

Executive Limitation IV 010: Facilities/Accommodations:

1. Allow material changes to facilities, boundary changes, or the closure of existing facilities to occur without established procedures that includes the board appointing two trustees as a non-voting members of the Accommodation Review Committees.
2. Fail to present to the board an annual report on current enrolment status, future demographic trends and a list of potential schools being considered for boundary changes or closure.
5. Fail to address the impact of facilities on the environmental footprint.

**Alignment to the MYSP:**

Priority Area: Building Capacity to Lead, Learn & Live Authentically

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

Goal: To ensure all program offerings are tied to student need & stakeholder interests, and that they will equip students to become globally-engaged responsible citizens

**Background/Comments:**

The Board's Multi Year Strategic Plan directs staff to find appropriate accommodation for French Immersion.

The program is currently offered at three schools (Sir Edgar Bauer, St. Anne Kitchener, Our Lady of Fatima) and will require more space over time as more classes are added. There may be a point in the future where there is insufficient

space to accommodate French Immersion and English Track students within the existing boundaries and shifting students to another school will become necessary. Similarly, it may be desirable to expand the French Immersion program to other schools but the impact to facilities must be fully contemplated in advance of any decision.

Any discussion related to accommodation or program cannot be made in isolation. Decisions about the program itself will affect accommodation needs and vice versa.

After thoughtful discussion, it has been determined that further information and consultation are required in the following areas to adequately prepare for future accommodation issues and program decisions.

- School organization (grade structure, single track, dual track)
- Entry point
- French Immersion boundaries (and registration priorities)
- Transportation (as it relates to school organization)
- Criteria for selecting new FI sites

A French Immersion Review will be carried out during the current school year. The purpose of this review is to inform program decisions and to develop a plan to accommodate students. No students will be moved as a result of this review. However, it may be necessary to initiate a boundary review at the end of this process.

A terms of reference for a French Immersion Review Committee is attached to this report. It includes the mandate of the committee, its composition, timelines, schedule of meetings, and anticipated public consultation process.

### **Recommendation:**

This report is provided for information.

### **Prepared/Reviewed By:**

Loretta Notten  
Director of Education

Shesh Maharaj  
Executive Superintendent of Corporate Services

John Klein  
Superintendent of Learning

Lindsay Ford  
Manager of Planning

Jennifer Kruithof  
French 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.”

**TERMS OF REFERENCE**  
**French Immersion Review Committee**  
**October 30, 2017**

## **1.0 Mandate**

The Waterloo Catholic District School Board will be making decisions and creating a plan related to French Immersion program delivery as it relates to accommodation.

The French Immersion Review Committee (FI Review Committee) will be responsible for providing guidance and advice to the Waterloo Catholic District School Board related to French Immersion program decisions and future accommodation plans.

## **2.0 Background Information**

The WCDSB began French Immersion in the 2015/16 school year and the program is currently offered at three schools: Sir Edgar Bauer, St. Anne Kitchener, and Our Lady of Fatima. The following table shows each school's FI service area ("boundary"), grade offering, and number of FI classes.

School	Service Area	Grades	No. of Classes
Sir Edgar Bauer	Waterloo, Wellesley, Woolwich	Gr.1, Gr.2, Gr.3	4
St. Anne (K)	Kitchener, Wilmot	Gr.1, Gr.2, Gr.3	6
Our Lady of Fatima	Cambridge, North Dumfries	Gr.1, Gr.2	2

The French Immersion program is offered widely across the province with some boards having offered the program for 40+ years. By comparison, French Immersion at WCDSB is in its infancy. As such, the experience of other boards offers perspective and insight that could not otherwise be had this early on in program delivery. In essence, WCDSB can glimpse into its future on any decision related to FI simply by looking at other boards.

Across the province, the most prevalent issues and challenges related to French Immersion include:

- Recruiting quality teachers
- Viability of English program as FI grows and the regular English stream declines
- Space/accommodation pressures associated with French Immersion growth

WCDSB would like to develop a proactive French Immersion plan to set the board up for success. This plan will set the framework for future accommodation decisions, French Immersion program growth, and will ensure that a quality program is offered to all students, regardless of their program.

The staffing component related to attracting, developing, and retaining FI Teachers and support staff will be discussed internally by board staff and will not be discussed by the FI Review Committee.

## **2.0 French Immersion Review Goals**

The French Immersion program offering should enhance a student's educational experience. The program should be offered where there is adequate space (inside the school and outside play space), and parking/drop-off facilities. A high quality, inclusive learning environment should be maintained for both French Immersion and English track students.

However, based on projected enrolment, there will be insufficient space to accommodate students at the three existing French Immersion sites in the future. A plan should be developed to provide guidance and structure to future decisions related to program expansion and accommodation.

Problem Statement: How should the French Immersion Program grow and be accommodated over the long term, while ensuring that all students have access to quality programming?

### **Goals:**

1. To articulate the WCDSB values and beliefs regarding French Immersion program delivery.
2. To ensure that students in French Immersion receive equitable access to quality program.
3. To create a long term French Immersion delivery plan taking into account all WCDSB students and families. The delivery plan should respect fiscal and accommodation realities, the Board's Long Term Accommodation Plan, and provide a predictable and transparent method of locating programs.

### **3.0 French Immersion Review Committee**

The FI Review Committee will include:

- Principals (& Vice-Principals) of each French Immersion School (4)
- Superintendent of French Immersion (1)
- Superintendent of Corporate Services (1)
- Manager of Planning (1) (**Chair**)
- French Consultant (1)
- One FI parent and one English track parent from each FI school (6)

Parents will be invited to apply and will be selected by their school principal. No substitute parent reps will be allowed to attend committee meetings in the absence of the designated parent rep.

Additional staff expertise will be brought in as required.

### **4.0 Scope**

The following factors will be considered in this review:

- School organization (grade structure, single track, dual track)
- Entry point
- French Immersion boundaries (and registration priorities)
- Transportation (as it relates to school organization)
- Criteria for selecting new FI sites



## 5.0 Meeting Schedule

DATE	Meeting	Purpose
Oct 24 - St Anne Nov 14 - OLF SEB - TBD	WCDSB program staff to meet with school council at each FI school	<ul style="list-style-type: none"> <li>Confirm continuation of the FI program</li> <li>To notify FI schools that an FI review is starting and provide an overview of the process.</li> <li>Hear comments/concerns in advance of the review</li> </ul>
Tues. November 28, 2017	Meeting #1 4-6pm CEC Room 232	<ul style="list-style-type: none"> <li>Group Norms</li> <li>Terms of reference</li> <li>Background Information</li> <li>Parent Survey</li> </ul>
Thurs. November 30, 2017		<ul style="list-style-type: none"> <li>Board-wide parent surveys: for FI and English track families.</li> <li>Survey open November 30th to December 15th (3 weeks)</li> </ul>
Tues. January 16, 2018	Meeting #2 4-6pm Board Room	<b>CURRENT SITES</b> <ul style="list-style-type: none"> <li>Review summary of survey feedback</li> <li>Accommodation at current site</li> <li>School organization (single track, dual track, grade structure)</li> <li>Entry point</li> <li>Boundaries</li> <li>Transportation</li> </ul>
Tues. January 30, 2018	Meeting #3 4-6pm CEC Room 232	<ul style="list-style-type: none"> <li>Review and prioritize options established on January 16</li> <li>SWOT - Strengths, Weakness, Opportunities, Threats</li> <li>Develop strategic options and/or recommendations</li> </ul>
Tues. February 13, 2018	Meeting #4 4-6pm Board Room	<b>POTENTIAL SITES</b> <ul style="list-style-type: none"> <li>Selection criteria for new sites</li> <li>School organization at potential sites</li> <li>Entry Point</li> <li>Boundaries (and registration priorities)</li> <li>Transportation</li> </ul>
Tues. February 27, 2018	Meeting #5 4-6pm CEC Room 232	<ul style="list-style-type: none"> <li>Review and Prioritize options for prospective students</li> <li>SWOT</li> <li>Develop strategic options and/or recommendations</li> <li>Prepare for Public Meetings</li> </ul>
Week of March 5, 2018	Public meeting at each FI school	<ul style="list-style-type: none"> <li>Share findings of the FI Committee</li> <li>Proposed recommendations</li> <li>Solicit feedback</li> </ul>
Tues. March 20, 2018	Meeting #6 4-6pm Board Room	<ul style="list-style-type: none"> <li>Review public comments</li> <li>Review recommendations for Staff Report</li> </ul>
Mon. April 9, 2018	Committee of the Whole	Present Final Report

Mon. April 23, 2018	Board of Trustees	Board Decision
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## 6.0 Key Responsibilities

In keeping with the goals and scope of the French Immersion Review, the FI Review Committee is responsible for ensuring that the French Immersion program is reviewed comprehensively, keeping all students front of mind, that adequate public consultation is carried out, and that strategic options and recommendations align with the Board's fiscal and accommodation realities.

The FI Review Committee will be responsible for developing strategic options and/or recommendations for Board staff to consider in their final report.

## Report

**Date:** October 30, 2017  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Leading Student Achievement

**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)*  
*Ontario Leadership Framework (2013)*  
 PPM 159 (2016)

**Alignment to the MYSP:**

**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*

**Background/Comments:****Leading Student Achievement: Networks for Learning**

Leading Student Achievement: Networks for Learning (LSA) is a highly successful collaboration of school principals presently in its twelfth year. Currently sixty districts participate in this project. The WCDSB has been an active partner since the beginning.

LSA began in 2005 as a result of a proposal submitted to the Ministry by the three Ontario principals' associations, the Catholic Principals' Council of Ontario (CPCO), being one. The project continues to be based on sound research and a multi-level approach which provides support to school leaders as they work with colleagues to build professional capacity in order to improve achievement and well-being.

The LSA project has developed an impressive infrastructure of schools and leaders as participants organize into Principal Learning Teams (PLTs)/Networks which help guide district and school level decisions and assist in promoting a collaborative approach to planning and delivering instruction.

LSA is designed to support the Ontario Ministry of Education in its renewed goals for education:

- achieving excellence
- ensuring equity (LSA will focus on Aboriginal Cultural Competency)
- promoting well-being and
- enhancing public confidence

In 2017-2018, the project will continue to provide leadership and support by developing and sustaining learning networks of principals, teachers and system leaders within their districts, the province and internationally as they focus on some of the following initiatives:

- LSA Theory of Action (see below)
- Principal Learning Teams
- Professional Learning Communities
- Collaborative Inquiry Processes
- Leading Mathematics Success & the Renewed Mathematics Strategy
- Knowledge Building/Knowledge Forum
- Ontario Leadership Framework/School Effectiveness Framework

LSA supports system leaders and principals in the alignment and integration of these initiatives with School, District and Ministry initiatives. Narrowing the work of student engagement, achievement and innovation by focusing on the System Inquiry Question of the Board Improvement Plan for Student Achievement (BIPSA), principals work collaboratively to put into place a series of collaborative inquiries in the Family of Schools (FOS) model to aid in the improvement of student achievement.

**LSA THEORY OF ACTION**

The theory depicted in this figure describes the assumptions that LSA supports will improve the quality of school leadership. Such leadership, in turn, will improve the status of key learning conditions in schools, which will contribute positively to the achievement and well-being of all students.

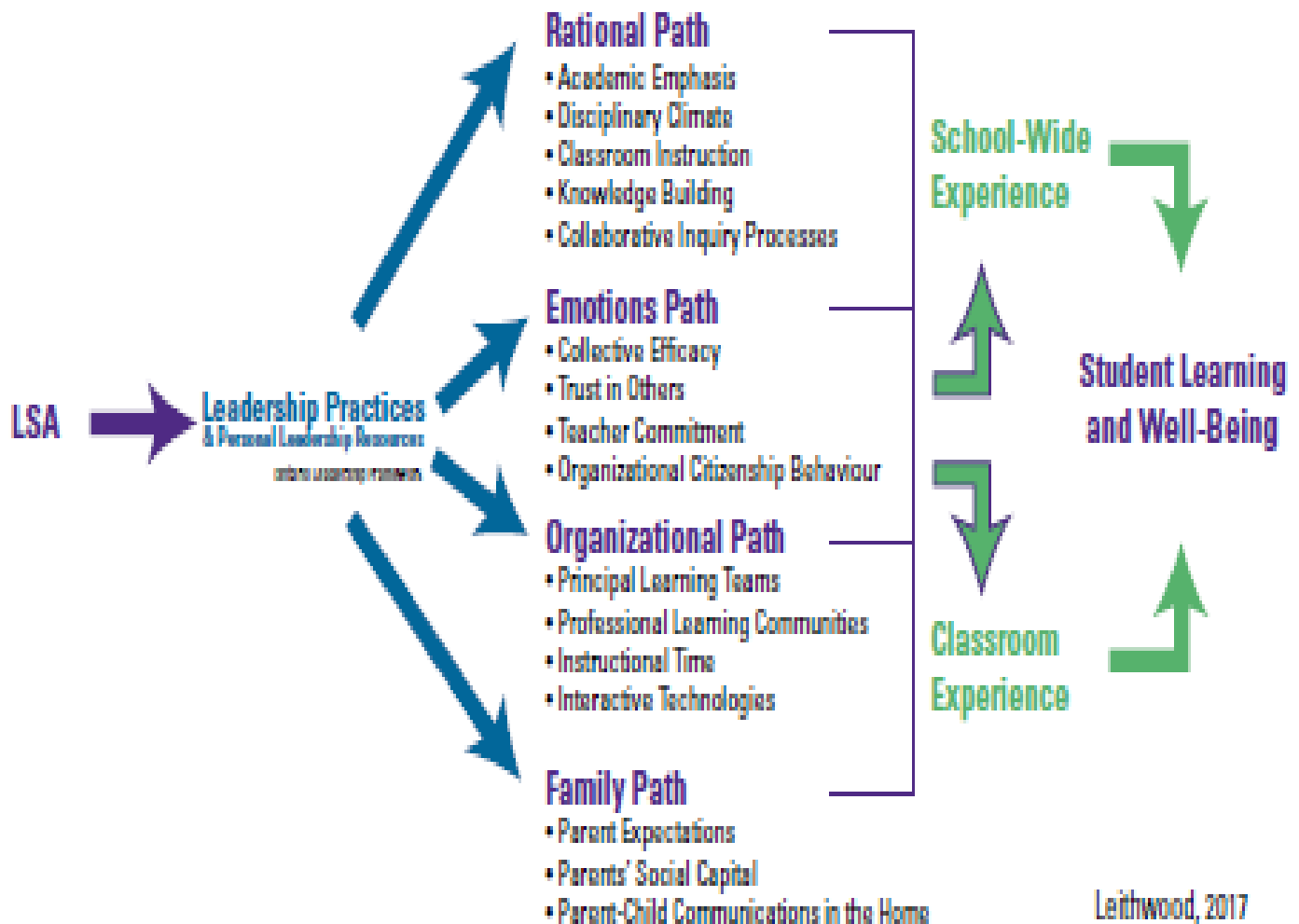
Since the beginning of the project, Leading Student Achievement has evolved through a number of significant stages that include the development of the LSA Theory of Action, and more recently a Model of Effective Networks.

Quality • Inclusive • Faith-based • Education  
w w w . w c d s b . c a

Participation in an effective network should be of considerable support when using LSA's Theory of Action for school improvement purposes.

## LSA THEORY OF ACTION

### FOUR PATHS OF LEADERSHIP INFLUENCE ON STUDENT LEARNING



**LEARNING TEAM GOAL(S) 2016-2017:**

1. tracking of students at or approaching provincial standard - marker students
2. use of enCOMPASS software as a tool to know the learner and individual identity of students for instructional intervention re: tracking of achievement
3. looking forensically at the instructional needs to target the gaps specifically
4. specifically listing interventions for marker students and upload evidence (*i.e.* videos) for examination of instructional effectiveness and student achievement of skills
5. professional small group collaboration of teaching staff re: co-learning of principals with teachers (including the establishment of norms of practice & what are the concrete ways: EQAO moderation, School-Based Instructional Rounds, key ministry monograph for professional collaboration, *etc.*
6. coming to a common understanding of what this professional collaboration looks like (*i.e.* defining student engagement)
7. implementing high yield instructional strategies and ability to focus site-based school needs via school improvement planning
8. Live internet links w/in the BIPSA
9. Dialogue with Supervisory Officers about pre-assessment data - is it diagnostic or does it mean something different? It's a way to get to know the learner.

**LEARNING TEAM GOAL(S) 2017-2018:**

To improve towards provincial standard student achievement in Mathematics Grades K to 12 by focusing on Assessment for Learning by setting individualized targets utilizing pre- and post- achievement data as supported by professional learning networks embedded in a culture of inquiry-based collaboration:

- One FOS Grade 9 Applied Level Math stabilized for 2-year pattern
- All FOS embedded RMS strategies to support SPSA implementation
- All FOS targeted cross panel conversations in math: pathways brochure & EMLT/K observations in algebra
- All FOS utilized Grade 9 Mathematics data to inform instruction
- All FOS embedded SBIRs as a part of school improvement planning

**Recommendation:**

This report is presented to Trustees as information.

**Prepared/Reviewed By:** Loretta Notten, Director of Education  
John Klein, 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 30<sup>th</sup>, 2017  
To: Board of Trustees  
From: Director of Education  
Subject: Introduction to Annual Priorities 2017-18

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Type of Report: ☐ Decision-Making  
☐ Monitoring  
☒ Incidental Information

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

**Origin:**

The Education Act requires school boards to develop multi-year plans that are 3 years or more in scope. The multi-year plan provides focus and direction to the board to achieve both the Ministry of Education goals but just as importantly, the vision of the board. The multi-year plan is aimed at achieving the Ministry of Education goals of increased student achievement and well-being, equity of achievement and opportunity for all students, as well as increased public confidence, which are now re-affirmed within their most recent roadmap for education in the province, released in April 2014 (*Achieving Excellence: A Renewed Vision for Education in Ontario*). The province has clearly identified its aspiration that Ontario's Educators will be supported in learning continuously and will be recognized as amongst the best in the world. The Waterloo Catholic District School Board Multi-Year Strategic Plan (MYSP) endeavours to be faithful to these articulated priorities, as well to our Catholic Graduate Expectations and the principles of our Catholic Social Teachings. At the commencement of the 2017-18 school year, there was a concerted effort to share with Administrators those strategic priorities and actions that were seen to be critical in this school year, as we strive to meet our articulated goals over the lifespan of the current MYSP.

**Policy Statement:**

- The Education Act, Section 169
- Board Governance I.001: Ends

**Alignment to the MYSP:**

Nurturing Our Catholic Community  
Student Engagement, Innovation and Achievement  
Building Capacity to Lead, Learn and Live Authentically.

**Background/Comments:**

The Board approved a new Multi-Year Strategic Plan (MYSP) in late November 2015. The Plan articulated three priority areas. Within those there were thirty-two goals mapped to the nine strategic directions that were developed. For each of the goals, specific actions, evidence and timelines were identified in an operational plan.

The Multi-Year Strategic Plan for Waterloo Catholic sets out to prioritize our work in the areas of:

- Nurturing Our Catholic Community
- Student Engagement, Innovation and Achievement and
- Building Capacity to Lead, Learn and Live Authentically.

In any given school year there is a finite amount of time and energy available and staff have to work diligently to ensure that the efforts undertaken are speaking purposefully to articulated goals. In the 2015-16 school year much initial progress was made mapping back to specific goals in the MYSP. This continued into the 2016-17 school year, and in June 2017 a comprehensive report card was produced, informed by fulsome stakeholder feedback and comprehensive action and evidence reports from staff.

Staff have consistently reported a fairly high degree of completion for those actions which they saw as critical to their articulated goals. Particular areas of strength, with high levels of activity were noted within all three Strategic Priorities, but perhaps most notably within these 5 strategic directions, where all goals with the Strategic Direction report have been assessed as “Green” / “Effectively Meeting Criteria”:

- *Faith is lived and witnessed in community;*
- *Students are Healthy in mind, body and spirit;*
- *Everyone is included, respected and welcome;*
- *Staff are engaged in cultivating collaborative learning communities; and*
- *Professional Learning for ALL staff is timely and responsive.*

Highlights from the interim report card from the past year included:

- the continued success of the Pastoral Plan, which included the launch of the Year of Hope with Bishop Crosby,
- the first Parent Commissioning Ceremony, and 2 Board wide PRO-Grant evenings,
- the continued modest growth in our enrollment for the first time in many years,
- continued Implementation of our Mental Health Strategy,
- collaborative implementation of a new Board Learning Improvement Plan for Student Achievement (BIPSA),
- progress in student achievement leveraged by TLF which was highlighted in the CODE Newsletter,
- the board filed a balanced budget and developed a budget for 2017-18 that supports the strategic plan,
- we continued to implement a new data platform,
- saw increases in the interest in formal leadership positions in the board,
- the Equity, Diversity and Learning committee developed a roadmap which will enhance our professional learning and in turn our classrooms in the area of equity and inclusion,
- our school communities are using social media tools to engage our parent communities, with virtually all schools making use of WCDSB newswire and Twitter to name a few.

As the 2017-18 school year began the following key areas were promoted as being critical to our overall attainment of our mission, vision and stated priorities:

- Implementation of Year 3 of the Pastoral plan with a concerted focus on the *Year of Faith*, and on the continued focus on stronger development of Home-School-Parish relationships. During the year, focus will be given to proclaiming who we are as a Catholic System – in explicit ways, such as the pilgrimage of the cross and the profiling of “*Faith in Action*”, to the implicit ways we foster a Catholic ethos in our schools and classrooms on an ongoing and daily basis.
- In broad terms we will focus on the Ministry’s articulated priorities of numeracy, well-being and collaboration. In more specific terms, there are a number of strategic foci that will complement greater growth in these three areas:
  - Stronger development of a culture of Assessment for Learning. A focus is being cultivated on the data we use to both inform instructional decisions, as well as that data that we use to monitor our progress. Staff are being reminded of the need for collective efficacy and alignment, in a culture of high expectations, while encouraging a culture of innovation.



- On a related note – within the numeracy/student achievement lens, our results suggest that we need further focus on grade 6 student numeracy results and grade 9 and 10 applied level achievement results. Students with special needs must continue to be a foci and collaboration within and across job descriptions at PD events will assist in this regard.
- Well-being will be a consistent focus through the 4 broad-lenses that the Ministry of Education has identified – namely, Mental Health, Equity and Inclusion, Safe and Accepting Schools and Healthy Active Living. A concerted focus, using a case study approach will inform ongoing work throughout the year in the domain of Well-Being.
- In addition to numeracy scores, our graduation rates also remain somewhat of a concern. Administrators will be encouraged to continue to think in terms of Lead and Lag indicators. Specifically, to identify those key measures that could be tracked consistently throughout the year, so as to be able to make adjustments as students were learning – and not after it was too late. During the last academic year gains were made in the 5-year graduation rate; this year we will strive to push the needle forward on proactive measures that allow us to improve our 4-year graduation rate.
- We will be using our communication tools to greater effect to both promote our awesome schools, but also to focus the conversation more purposefully on student achievement and well-being. The website and other IT/communication tools are being substantively refined and we must focus on now leveraging their potential. We want to tell OUR story.
- We want to look to at how we are fostering learning environments that support learning – both at the classroom level but also within our learning commons. Phase 1 of our 5-year Learning Commons plan will unfold over the course of this year.
- We want to maintain a focus on developing global competencies and using technology enabled learning, but we want to be reflective in tying it back to our focus on numeracy. Our work with New Pedagogies for Deep Learning will continue. We are attempting to use a matrix that will assist us in confidently pointing to the impact technology enabled learning is having on student learning. Last year we saw some early promising results we need to explore further. Further, decisions are being made focusing on how we alter our patterns of behavior and spending to reflect the reality that we require digital tools in our classrooms to remain relevant.
- Stronger evidence of what is driving our enrollment trends will be sought. An initial survey has been conducted and preliminary data has helped to drive future-focused decisions. Last year a Marketing firm study provided us with an audit/survey of our practices and our target audiences. We will try to leverage our resources in a way that is responsive to what we have learned.
- As always when we think about each of the three priorities, each is enhanced by a keener focus on an empowered student voice – in the daily classroom and through student leadership at all levels.
- Finally – the board is committed to fostering an environment of collaboration where all voices and all contributions are heard. Working together toward our common goal will clearly garner greater success and so, as stated earlier, we have to look for every opportunity to create new ideas together and to exploit those of our colleagues when they work well.

The plan is predicated on a culture of high expectations and a belief that reflects our core vision statement that at Waterloo Catholic we represent: *Heart of the Community, Success for Each and A Place for All*. We aspire to transform our school communities into learning spaces where faith and gospel values are witnessed, students and staff are empowered, and leadership is distributed. There is no strategic direction or goal that is the sole responsibility of any one person or department. There is a collective responsibility embedded within each.

**Recommendation:**

This report is for the information of the Board.

Prepared/Reviewed By: 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."



**Date:** October 30, 2017

**To:** The Board of Trustees

**From:** Kate Jamieson, and Meghan Nemeth

**Subject:** Student Trustee Report

October has been a month full of fun events and new announcements as plans for the school year are rolling into action across the school board, and province.

Many of our high school students started off the year on a fun note with their own Homecoming or Spirit Week. One event run by St. David's, St. Mary's and St. Benedict's this month was Coffee House, where students were able to showcase their talents and perform at their school. St. David's and Resurrection held their annual KW Bowl on October 13th, where their football teams played against one another and both schools' dance teams participated during half-time.



As Halloween approaches, many of the schools are preparing for fun festivities. Monsignor Doyle will be hosting their seventh annual "Doyle Haunt" with the two themes this year being "Down the Rabbit Hole" and "64 Pinepoint. St. Benedict's and St. David's are both holding an orange and black shirt spirit day at their schools to celebrate the holiday. Additional various activities taking place in different secondary schools to celebrate Halloween include: pumpkin carving, distribution of candy to students, Halloween movie presentations, seasonal decorations around the school, and Halloween facepaint.

The Co-President's have also been working diligently to create their Elementary Student Senates this past month. Since they are all almost complete we have created the suggested deadline that each school should have their first meeting with their senate before Christmas break. The theme for the first meeting was brainstormed and the group agreed upon the topic leadership. During the first meeting the Co-Presidents would work with the Students to identify their personal experiences with leadership and how they view it to establish a basis of ideas. The senate additionally conversed about potential ideas and activities that could take place to aid with this discussion between them and the elementary students.

#### Student Senate

Last Thursday students from all over the province met in Toronto for the When Faith Meets Pedagogy conference. Student Trustees from Catholic Boards were given the opportunity of becoming facilitators for the event, to help provide leadership in group discussions. The day began between 8:00am and 9:00am at the Toronto Marriott City Centre Hotel, where students slowly began to enter, and settle down. Everyone was led in prayer and introduced to the hosts, so that the event could continue with fun and moving activities. The facilitators held the role of

leading group discussions during breakout sessions after the amazing keynote speaker Chris Bray. Finally, students were divided into groups for the featured speaker sessions, led by WE, L'Arche, and D&P. They listened to their final keynote presentation afterwards, and the day finished. This provided students with an opportunity to grow and reflect on their presence within their community, so students were able to bring new initiatives to their school boards.

OSTA-AECO's Fall General Meeting will be taking place from November 2nd to November 5th in Toronto. Some keynote speakers for the conference have been announced such as: Norah Marsh, the CEO of the EQAO.

This month so far has been full of exciting events, and well thought out plans that are reflected on previous outcomes so we can constantly improve.

WATERLOO CATHOLIC DISTRICT SCHOOL BOARD  
GOVERNANCE COMMITTEE RECOMMENDATIONS  
FROM October 2, 2017 MEETING

The Governance Committee makes the following recommendations to the Board:

- Board Policy II 015 Ownership Linkage Provision #2 (see attached revised policy)
- Board Policy IV 008 Financial Conditions and Activities Provision #9 (see item 11.1.1 on the Board Agenda) – for further discussion
- General Board Operational and Procedural By-law Section 2.5 Election of Officers (see attached revised by-law)
- General Board Operational and Procedural By-law Section 3.21 Delivery of Agenda for COMMITTEE MEETING and Section 5 Protocol for Delegations (see attached revised by-law)



**Number: II 015**  
**Subject: Ownership Linkage**

**Approval Date:** November 29, 2010  
**Effective Date:** November 29, 2010  
**Revised:** May 27, 2013; May 25, 2015; October 30, 2017

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**Policy Statement:**

It is the job of the Board of Trustees of the Waterloo Catholic District School Board to be the link between the organization and the Catholic ratepayers of Waterloo Region. As such, the Board of Trustees will ensure that opportunities exist for communication with the ratepayers for the purposes of determining community values and vision for the school system, demonstrating accountability for what has been achieved, and to build on-going support for Catholic education.

Such opportunities will include, but not be limited to:

1. **An Annual Report:** to be prepared and distributed to the Catholic ratepayers annually as part of the "Director's Annual Report". This report will reflect legislative requirements and demonstrate the progress being made in achieving Board Ends and plans for future work.
2. **Conversation with Committees:** at a minimum of once per year, the Chairs' of SEAC, **and** CPIC **and Audit** committees will be invited to a conversation on the work of the committees and how it relates to the work of the Board.
3. **Opportunities for Engagement:** items of deliberation and policy development before the Board of Trustees will include a process for survey/input from the ownership to determine owner values on the issue.



# WATERLOO CATHOLIC DISTRICT SCHOOL BOARD

***G****eneral*

***B****oard*

***O****perational*

*and*

***P****rocedural*

***B****y-law*

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

Enacted: December 15, 1997

Issued: January 5, 1998

Amendments:	October 26, 1998	June 24, 2013
	August 30 <sup>th</sup> , 1999	October 28, 2013
	September 27 <sup>th</sup> 1999	June 23, 2014
	November 15, 1999	November 24, 2014
	November 29, 2004	January 26, 2015
	June 27, 2005	June 20, 2016
	December 18, 2006	June 5, 2017
	May 25, 2009	October 30, 2017
	November 29, 2010	
	April 26, 2011	
	November 28, 2011	

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## ARTICLE 1 INTERPRETATION

### 1.1 Definitions and Meaning of Terms

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

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

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

## **1.2 Voting**

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

## **1.3 Calculation of Majorities**

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

# **ARTICLE 2 INAUGURAL MEETING OF THE BOARD**

## **2.1 Date of INAUGURAL MEETING**

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

## **2.2 Purpose of INAUGURAL MEETING**

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

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

## **2.3 Presiding Officer at the INAUGURAL MEETING**

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

## **2.4 Procedure for Election of Officers at the INAUGURAL MEETING**

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

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

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

- 2.5.1 At the first *Meeting* in December of each *Year* and at the first *Meeting* after a vacancy occurs in the office of *Chair*, the *Trustees* shall elect one of themselves to be *Chair*.
- 2.5.2 At the first *Meeting* in December of each *Year* and **at the first opportunity, with the consensus of the board, but no later than the subsequent meeting** ~~at the first Meeting~~ after a vacancy occurs in the office of *Vice-Chair*, the *Trustees* shall elect one of themselves to be *Vice-Chair*.
- 2.5.3 For the purposes of this subsection 2.5, the process outlined in Sections 2.3 and 2.4 shall apply.

## **ARTICLE 3 MEETINGS**

### **3.1 Regular BOARD MEETINGS**

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

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

### 3.2 Special BOARD MEETINGS

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

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

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

### 3.3 Electronic MEETINGS

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

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

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

### 3.4 COMMITTEE OF THE WHOLE BOARD

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

### 3.5 Seating At BOARD MEETINGS

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

### 3.6 Seating At MEETINGS of COMMITTEES

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

### 3.7 Presiding Officer

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

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

### **3.8 Notice of MEETINGS**

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

### **3.9 Quorum for MEETINGS**

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

### **3.10 Length of MEETINGS**

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

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

### **3.11 Closing of Certain MEETINGS**

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

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

### **3.12 Rules of Order**

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

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

### **3.13 Agenda for Regular MEETINGS**

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

#### **1. Call to Order**

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

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

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

#### **4. Delegations**

#### **5. Advice from the CEO**

**6. Ownership Linkage** (Communications with external environment)

#### **7. Reports from Board Committees/Task Forces**



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

**9. Policy Discussion**

**10. Assurance of Board Performance** (monitoring)

**11. Assurance of Successful CEO Performance** (monitoring)

**12. Potential Agenda Items/Shared Concerns/Report on Trustee Inquiries**

**13. Announcements** (Upcoming Meetings/Pending Items)

**14. Items for Next Meeting Agenda**

**15. Confirm decisions made at this meeting**

**16. Closing Prayer**

**17. Motion to Adjourn**

**3.14 Alteration on Consent**

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

**3.15 Application to Special MEETINGS**

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

**3.16 Application to IN CAMERA MEETINGS**

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

**3.17 Placing Matters on the Agenda**

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

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

### 3.18 TRUSTEE Inquiries

Prior to placing a matter as an agenda item,

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

### 3.19 Protocol for TRUSTEE Inquiries

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

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

### 3.20 Delivery of Agenda for BOARD MEETING

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

### 3.21 Delivery of Agenda for COMMITTEE MEETING

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

Deadline for Including Matters on the Agenda

The deadline for including matters on the agenda for the next *Meeting* of the *Board* shall be **9:00 a.m.** ~~4:30 p.m.~~ on the Thursday preceding the next regularly scheduled *Meeting* of the *Board*.

## ARTICLE 4 BOARD MEETING PROCESS

### 4.1 Notice of Motion for a BOARD MEETING

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

- 4.1.1 shall be wholly in writing;

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

#### **4.2 DIRECTOR Monitoring Reports**

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

#### **4.3 Speaker to Await Recognition**

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

#### **4.4 Methods of Decision-Making**

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

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

#### **4.5 Clear Statement of Direction Required**

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

#### **4.6 Result of Consensus Decision-making Process**

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

#### **4.7 Minutes When Consensus Reached**

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

#### **4.8 Minutes When Decision-Making by Vote**

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

#### **4.9 No Reconsideration in Same YEAR**

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

- 4.9.1 a motion to reconsider the matter is made by a *Trustee* who voted on the prevailing side of the motion sought to be reconsidered; and
- 4.9.2 by an affirmative vote of the majority of all *Trustees* of the *Board* entitled to vote thereon.

#### **4.10 Motion to Reconsider**

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

- 4.10.1.1 without debate, simply vote again on the original motion; or
- 4.10.1.2 amend the original motion and vote on the amended motion; or
- 4.10.1.3 make a motion to rescind the original motion.

#### **4.11 Voting Compulsory**

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

#### **4.12 Compliance with Municipal Conflict of Interest Act**

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

#### **4.13 Motion Lost on Equality of Votes**

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

## ARTICLE 5 DELEGATIONS

### 5.1 Protocol for Delegations

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

- 5.1.1 in order to appear as a delegation, the individual or group must contact the Secretary of the *Board* **by 9:00 a.m. the Wednesday** ~~at least 24 hours before the agenda deadline for the next Regular Meeting of the Board; that is, by the Wednesday~~ preceding the next Regular *Meeting* of the *Board*;
- 5.1.2 the individual or group must indicate to the Secretary of the *Board* the name of the individual(s) who will appear as a delegation.
- 5.1.3 the individual(s) speaking for the delegation must provide the Secretary of the *Board* with an electronic copy or written copy of the presentation for inclusion in the agenda package by 9:00 a.m. on the **Thursday** ~~Friday~~ prior to the *Meeting* or the delegation will not be accepted for the upcoming agenda. The presentation will appear as part of the support material for the *Meeting* at which the presentation is made.
- 5.1.4 the Chair of the *Meeting* at which the delegation appears will recognize only the spokesperson as the representative of any group delegation.
- 5.1.5 a delegation will be accorded ten minutes in order to make its presentation before the *Board*.
- 5.1.6 Board Members may ask questions of clarification of the delegation.
- 5.1.7 Delegates will receive a response from the appropriate party within 48 hours after their presentation.
- 5.1.8 where there are multiple delegations on the same topic, the Chair of the *Meeting* may require that presentations be combined or reduce the time of the presentations.
- 5.1.9 where a matter presented by a delegation deals with a topic that should properly be considered by the *Committee of the Whole Board – In Camera*, the Chair of the *Meeting* shall direct that the matter be discussed in *Committee of the Whole Board – In Camera*.
- 5.1.10 the Chair of the *Meeting* may terminate a presentation that deviates materially from the topic of the presentation.
- 5.1.11 the spokesperson(s) for a delegation shall refrain from the use of abusive or derogatory language at all times including written and oral remarks; and the Chair of the *Meeting* may expel or exclude from any *Meeting* any person(s) who engage in this or any other form of improper conduct.
- 5.1.12 each delegation, at the time of registration with the Secretary of the *Board*, shall receive a copy of this Section of the By-law.
- 5.1.13 since a *Trustee* is permitted to place a matter on the Agenda under Section 3.17, and is permitted to make inquiries under Section 3.18, a *Trustee* shall not be permitted to appear before the *Board* as a delegation.
- 5.1.14 with respect to delegations from Board employees, where the submission is, or relates to, a matter:

- 5.1.14.1 that is personal to the speaker, there shall be no special restrictions;
  - 5.1.14.2 that is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.
- 5.1.15 Delegations concerning accommodation and/or boundary review will not be heard at the Board meeting at which the final decision will be made.

## ARTICLE 6 COMMITTEES/TASK FORCES

### 6.1 BOARD May Establish COMMITTEES/TASK FORCES

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

### 6.2 Membership and Mandate

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

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

## ARTICLE 7 OFFICERS

### 7.1 Officers Named

The Officers of the *Board* shall be:

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

### 7.2 Duties of the CHAIR

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

- 7.2.1 preside at all *Meetings* of the *Board* and conduct them according to the By-laws;

- 7.2.2 be a signing officer of the *Board* as prescribed in the By-laws;
  - 7.2.3 approve the draft agenda of *Board Meetings*;
  - 7.2.4 be a member *ex-officio* of all *Board Committees*;
  - 7.2.5 perform all other functions customarily performed by a Chair of a School Board, and those expressly delegated to the *Chair* by the *Board*;
- and may:
- 7.2.6 call special *Meetings* of the *Board*; and
  - 7.2.7 issue statements to the public media on behalf of the *Board*.

### **7.3 Duties of the VICE-CHAIR**

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

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

### **7.4 Duties of CEO**

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

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

### **7.5 Duties of the Secretary of the BOARD**

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

- 7.5.1 attend all *Meeting* of the *Board* and of *Committees*.

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

## **7.6 Duties of the Treasurer of the BOARD**

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

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

## **7.7 Removal of Officers**

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

# **ARTICLE 8 TRUSTEE VACANCY**

## **8.1 Vacancy Filled by Appointment**

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



## **8.2 Vacancy Within One Month Before Next Election**

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

## **8.3 Advertising The Office**

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

## **8.4 Qualifications Review**

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

## **8.5 Applicants Interviewed**

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

## **8.6 Selection of Candidate**

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

## **8.7 Appointee To Take Office**

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

# **ARTICLE 9 EXECUTION OF DOCUMENTS**

## **9.1 BOARD Seal**

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

## **9.2 Seal Record**

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

## **9.3 Signing Authorities**

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

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

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

#### **9.4 Minutes of MEETINGS**

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

#### **9.5 By-laws and Policies**

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

#### **9.6 Certification of Documents**

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

#### **9.7 Execution Not under Seal**

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

#### **9.8 Endorsement for Deposit**

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

#### **9.9 Signatures by Reproduction**

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

### **ARTICLE 10 DEVELOPMENT OF AND CHANGES TO BOARD POLICY**

#### **10.1 Policy Approval or Change After Notice**

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

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

#### **10.2 Policy Approval or Change Without Notice**

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

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

## **ARTICLE 11 AMENDMENTS TO BY-LAWS**

### **11.1 Amendment After Notice**

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

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

### **11.2 No Amendment Without Notice**

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

### **11.3 Reading**

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



**Date:** October 30, 2017  
**To:** Board of Trustees  
**From:** Chair of the Board  
**Subject:** Chair's Report

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**Type of Report:** ☒ Incidental Information  
**Type of Information:** ☒ Information only of the activities of the Chair

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

Policy I 001 Ends  
Policy II 003 Board Job Description  
Policy II 004 Advocacy and Advertising

**Comments:**

Please accept this board report for the month of September and October outlining activities performed by me.

- Participated in the Links for Learning Golf tournament in support of the Foundation with Trustees Conway, da Silva, and Schmalz and Trustee Van Alphen joined us for lunch
- Facilitated and chaired several meetings of the Executive Compensation Committee with Trustee Gravelle, da Silva, and Reitzel.
- Attended the 25<sup>th</sup> Anniversary Gala dinner celebrating 25 years of the Safety Village. Attended with Trustees Conway, Schmalz, da Silva, Fee, Director Notten, Superintendent Merkel and Chief Managing Officer John Shewchuk.
- Attended and participated in Audit Committee meeting.
- Attended Renewing The Promise Committee meeting.
- Attended the Diocesan Mass in Walkerton hosted by Bruce Grey CDSB in celebration of Catholic Education with Trustees Schmalz, Conway, Director Notten and Superintendents Klein, Merkel and Olson.
- Attended the official opening of Holy Spirit's new Echo Playgrounds with Trustee Conway and Director Notten.
- Attended OCSTA Regional Meeting at St Anthony Daniel Parish Centre and gave a short presentation on WCDSB's greatest concerns.
- Participated and attended a SAL meeting at St Benedict's with Superintendent Merkel.

- Attended the Feast of St Jerome's honouring the Right Honourable Paul Martin with Trustees da Silva, Conway Schmalz, Director Notten, Superintendents Klein and Olson and Chief Managing Officer John Shewchuk.
- Chaired the Governance Committee meeting.
- Interviewed, for two mornings, with Director Notten and Superintendent Connelly for Executive Administrative Assistant position.
- Attended presentation by Director Notten and WE representatives regarding WE programs for schools and heard The Kenyan Boys Choir sing.

**Prepared/Reviewed By:** Wendy Price  
Chair of the Board

## School Board Governance Supports

### Integrity Commissioner and Trustee Code of Conduct

- There should be uniformity across the province in effective practices and structures to support boards to strengthen accountability and public confidence.
- Not necessary to have an integrity commissioner for each board but one provincially, through each of the Trustee associations. (4 total)
- There should be minimum provisions for a trustee code of conduct required for all school boards.
- Yes, there should be a broader range of sanctions for violations, in addition to those contained in the Education Act, such as a financial impact

### Trustee Honoraria

- The Chair and Vice Chair should be compensated more for their work. Do a study on honoraria that isn't just based on enrolment.
- Explore the possibility of a framework, having bands similar to those in Executive Compensation Framework.
- Could also be based on the number of meetings and events attended by trustees. (Regardless of size of board there are a comparable number of meetings and often times a comparable amount of functions to attend)
- Compare it to amount being provided to municipal councillors

### Electronic Participation in Board and Committee Meetings

- In our board Trustees are all fairly local so electronic meetings are not as important as for Northern boards. In such circumstances, electronic participation should be limited and confined to truly extenuating circumstances.

### Student Trustee Term of Office

- Have an 18 month or two-year term, possibly with overlap.
- Hold elections earlier allowing students to sit in on the meetings, so that some mentorship or "orientation period" is provided.

### Broadening the Director of Education Qualifications

- Trustees are being limited in their ability to attract and retrain Directors through the current impasse with Executive Compensation. Boards need to be given the ability to compensate appropriately, so that one of their core functions – the hiring of a Director – is not impeded and/or eroded.
- It would be problematic having a director come from outside the province.
- Trustees need to do their due diligence in getting the best qualified director. Governance and Human Resource skills are necessary.
- Access to courses for professional development subsidized by the Ministry, has the potential to assist both aspiring and sitting Directors to build their capacity in governance, human resources and budget.



## Ontario Catholic School Trustees' Association

October 25, 2017

**MEMO TO:** Chairpersons and Directors of Education  
Catholic District School Boards

**FROM:** Marino Gazzola, Chair, Resolutions Committee

**RE:** 2018 AGM & Conference Resolutions

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<b>PLEASE REVIEW THIS INFORMATION AT A MEETING OF YOUR BOARD</b>
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The OCSTA Annual General Meeting will once again offer an opportunity for delegates to consider and vote on all resolutions received from OCSTA members.

The study and processing of resolutions is one of the fundamental responsibilities of the Association. The resolution process provides member boards with the opportunity to shape the work of the Association by bringing important issues which have provincial implications to the attention of all trustees in the province.

During the year, important issues of a provincial nature that arise at the board level may be used to develop resolutions for OCSTA. Resolutions may be submitted to OCSTA any time up until the deadline of *January 31, 2018*.

*Please Note:*

*OCSTA's Annual Finance Brief to the Minister and submission to the yearly Pre-Budget Consultation process serve as effective opportunities for advocacy regarding education funding issues. Boards are encouraged to submit education funding issues requiring Association action and advocacy throughout the year. However, should a board prefer to use the AGM Resolutions process for funding issues with provincial implications, they are, of course, welcome to do so. Funding issues submitted through the resolutions process may be recommended for inclusion in the OCSTA Finance Brief the following year.*

**Resolutions may be submitted to OCSTA at any time up to the deadline of January 31, 2018.**

Attachments

- Guidelines
- Template
- Explanation of Committee Recommendations & Resolution Procedures
- OCSTA Mission, Vision, Strategic Priorities
- Chart of 2016 Resolutions with AGM Decisions
- Related By Law Section 5.9 (Resolutions)

## Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to shape the work of the Association by addressing problems, solutions or concerns, which affect Catholic education in Ontario. **A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.**

- A. All Resolutions will be reviewed by the Resolutions Committee and a Committee Recommendation will be added to each Resolution. Committee Recommendations will be guided by the following criteria.**

The resolution:

- a. Is in keeping with the Mission, Vision and Strategic Priorities of the Association.
- b. Is of a provincial nature and addresses an area of concern for the province's Catholic school boards is a matter that requires attention or action.
- c. Is written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Is accompanied by substantiated rationale.
- e. Does not deal with education funding issues.
  - OCSTA addresses education funding issues in the Annual Finance Brief to the Minister and submission to the yearly Pre-Budget Consultation. Boards are encouraged to submit education funding issues requiring Association action and advocacy as they arise throughout the year.

### **B. Steps in Preparing a Resolution**

1. Review the Mission, Vision and Strategic Priorities of OCSTA.
2. Identify the concern. Be sure the concern is a matter of **province-wide** scope.
3. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
4. Write the resolution in the following proposed format taking care to ensure that:
  - a. Each "*Whereas*" is accompanied by adequate background material.
  - b. The "*Therefore be it Resolved*" directs OCSTA to take specific action.

### **C. Writing A Resolution**

#### Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

#### 1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s). The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word "WHEREAS".



## 2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble. If more than one action is being recommended, the “Therefore be It Resolved” portion should be divided into a), b), c), etc.

## 3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]  
[Seconder’s Name]  
[Board Name]  
[Topic]

### D. Submission Deadline Date

The **final** deadline date for receipt of resolutions in the OCSTA office is **12:00 p.m. EST, January 31, 2018**. We encourage boards to submit their resolutions at any time from May to January by email to Jane Ponte at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca).

### E. Regulations

Please see the attached current regulations regarding submission and presentation of resolutions at the AGM.

These guidelines and the enclosed template and the resolution session procedures have been provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.

# Template

Please **do not use** tables, text boxes or any type of graphic or letterhead. The type of font to be used in this document is **Times New Roman 12pt**.

The following example is taken from a Resolution dealt with at a previous AGM and is provided for your reference.

**Moved by:** [Mover's Name] [Board Name]

**Seconded by:** [Seconder's Name]

**Topic:** [e.g. Vacancies on School Boards]

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**Whereas:** from time to time a vacancy occurs in the office of a member of the board; and

**Whereas:** according to Section 221(1) of the *Education Act*, the vacancy must be filled by either a by-election or by appointment; and

**Whereas:** boards choosing to appoint a new trustee will, most commonly, engage in an open and fair process of selection; and

**Whereas:** the *Education Act* requires that the process be fully completed within 60 days of the office becoming vacant; and

**Whereas:** the 60 day time period may encompass a part of the year (e.g. Christmas, summer months, March Break) when board operations and processes are reduced, thus making the timelines very tight and, potentially, unmanageable;

**Therefore be it Resolved that:**

OCSTA petition the Ministry of Education to review the section of the *Education Act* which relates to trustee vacancies with a view to extending the timeline by either increasing the number of days or altering the requirement that the process be completed within a designated number of regular school days.

*If you have any questions regarding this template please contact Jane Ponte either by telephone at 416-932-9460 ext. 223 or by e-mail at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca).*

## ***Explanation of Committee Recommendations & Resolution Session Procedures***

Resolution sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

### ***Explanation of Committee Recommendations***

The **Resolutions** Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**  
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the ..... committee for appropriate implementation.**  
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the ..... committee for study.**  
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not approve**  
No action will be taken.
- v. **No recommendation**  
The committee is not making any recommendation with respect to the resolution.
- vi. **No action required**  
The intent of the resolution has been met. No further action will be taken.

### ***Resolution Session Procedures***

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak once to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates at the session when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - i.e. proxy badge. Ballots will be provided in the event that a vote by ballot is called for.

**Note Re Quorum:** *Quorum for the transaction of business at any meeting of the Members shall require the presence in person or by proxy of not less than a total of forty (40) current Members.*

## ***Grouped Resolutions***

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

## ***Resolutions Handled Individually***

*These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.*

### **A. Resolutions with committee recommendations**

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
  - ☐ the chair will call for the sponsoring board to move and second **the committee recommendation;**
  - ☐ delegates will speak to the committee recommendation;
  - ☐ delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
  - ☐ the chair will call for the sponsoring board to move their **original resolution;**
  - ☐ delegates will speak to the resolution;
  - ☐ delegates will vote on the resolution.
3. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

### **B. Resolutions without committee recommendations**

1. These resolutions will be handled as follows:
  - ☐ the chair will call for the sponsoring board to move their **original resolution;**
  - ☐ delegates will speak to the resolution;
  - ☐ delegates will vote on the resolution.
2. If the original resolution is not moved by the sponsoring board, the resolution will be withdrawn.

### C. Amendments from the Floor

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- ☐ the chair will **read** the amendment;
- ☐ delegates will speak to the amendment;
- ☐ delegates will vote on the amendment;
- ☐ delegates will vote on the resolution as amended.

If the amendment is defeated:

- ☐ delegates will be asked to speak to the original resolution;
- ☐ delegates will vote on the original resolution.

### D. Members’ Discussion Rights

Under Article 5.11 (*Members Discussion Rights*), a Member may raise a matter for discussion at the Annual General Meeting. Subject to the provisions in Articles 5.10.1 to 5.10.5, and 5.11, the item may be addressed, and may be referred to a committee of OCSTA for further consideration, but it shall not be put to a vote at the meeting at which it has been raised.

If the Member continues such discussion for three minutes or more, the Chair of the meeting may interrupt the Member and permit others to speak and/or make any subsidiary motion related thereto.

*Revised March 9, 2017*



## Ontario Catholic School Trustees' Association

### Our Mission

*Inspired by the Gospel, the Ontario Catholic School Trustees' Association provides the provincial voice, leadership and service for elected Catholic school trustees to promote and protect publicly funded Catholic education in Ontario.*

### Our Vision

*Ontario is enriched by a publicly funded Catholic education system governed by locally elected Catholic school trustees who serve with faith, commitment and compassion.*

The Association's **Strategic Priorities** are as follows:

#### **1. Enhance Political Advocacy for Catholic Education**

- a. Strengthen current advocacy platform by building positive new relationships and reinforcing existing ones with groups like OAPCE, OCSOA, CWL, etc.
- b. Communicate and promote current messages about the value of Catholic education to our key target audiences: parents, students, politicians, teachers, alumni, parishioners, etc.

#### **2. Engage Trustees in an Enriched Development Program**

- a. Assess the current needs and interests of members to guide development of appropriate programming.
- b. Ensure OCSTA programing provides timely and relevant content to support trustees in their roles as advocates and spokespersons for Catholic education.

#### **3. Manage Human and Fiscal Resources to Effectively meet Changing Needs**

- a. Align the work of committees, staff and fiscal resources behind structures and initiatives that support the association's three key priorities.
- b. Ensure OCSTA is structurally aligned to successfully fulfill its role as the legislated Employer Bargaining Agent for all of Ontario's English Catholic District School Boards.

## 2017 OCSTA Resolutions with AGM Decisions

#	Board	Topic	AGM Decision
1.	Dufferin-Peel	Student Transportation Funding	Approve and refer to Political Advocacy Committee
2.	Dufferin-Peel	Funding for Students with Diverse Learning Needs Including Special Education Needs	Approve and refer to Political Advocacy Committee
3.	Hamilton-Wentworth	Ontario's Renewed Mathematics Strategy Funding to School Boards	Approve and refer to Political Advocacy Committee
4.	Windsor-Essex	Honouring the Truth, Reconciling the Future	Approve and refer to Catholic Education & Trustee Enrichment Committee
5.	Dufferin-Peel	Daily Occasional Teacher Roster Caps	Receive and refer to Labour Relations Committee
6.	Dufferin-Peel	Ontario Regulation 274/12 – Hiring Practices	Receive and refer to Labour Relations Committee
7.	Renfrew	School Organizational Models	Receive and refer to Political Advocacy Committee
8.	Windsor-Essex	Transportation Funding	Receive and refer to Political Advocacy Committee

**Excerpt from  
Ontario Catholic School Trustees Association  
General Working By-law 2016-1**

**5. MEETINGS OF MEMBERS**

**5.9 Resolutions from CDSB's**

Any CDSB may submit a Resolution for consideration at an Annual Meeting to address any challenge or opportunity which affects Catholic education in Ontario, subject to the following:

- 5.9.1 each such Resolution shall have been received at the Head Office of the Corporation not less than sixty (60) days prior to the date of the Annual Meeting;
- 5.9.2 each such Resolution shall have been considered and reported upon by a Committee of the Board, or by the Board of Directors;
- 5.9.3 each such Resolution shall be circulated among all CDSB's not less than thirty (30) days prior to the Annual Meeting;
- 5.9.4 each such Resolution shall be included in the notice of the Annual Meeting; and
- 5.9.5 no such resolution shall be acted upon unless approved by a majority of the votes cast at an Annual Meeting.



**Number: II 003**  
**Subject: Board Job Description**

**Approval Date:** September 29, 2008  
**Effective Date:** September 29, 2008.  
**Revised:** April 26, 2010; January 30, 2012

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**Policy Statement:**

The work of the board is to serve as trustees for the Catholic ratepayers of Waterloo Region in determining and ensuring appropriate organizational performance within the legal requirements of the Province of Ontario. To distinguish the board's own unique work from the work of its staff, the board will plan and detail its work annually concentrating its efforts on the following outputs:

1. The link between the organization and the Catholic ratepayers of Waterloo Region.
2. Clarity of values and vision in written governing policies which, at the broadest levels of all organizational decisions and situations, address:
  - a. *Aims/Ends:* Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good, for which people and needs, at what cost)
  - b. *Governance Process:* Description of how the board conceives, carries out and monitors its own work
  - c. *Board-Director of Education Relationship:* Delegation of power and its proper use monitored; the Director of Education role, authority and accountability
  - d. *Executive Limitations:* Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
3. The assurance of Director of Education performance as described in all board policies and detailed in legal responsibilities.
4. Advocacy for positive change to legislation and government policy that impact the organization.
5. Orientation of all new board members.



**Number: IV 008**  
**Subject: Financial Conditions and Activities**

**Approval Date:** April 28, 2008  
**Effective Date:** April 28, 2008  
**Revised:** April 26, 2010; December 12, 2016

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**Policy Statement:**

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

Further, without limiting the scope of the foregoing and without approval of the board, the CEO shall not:

1. Operate with a line of credit of more than \$30 million
2. Use any reserves
3. Acquire, encumber or dispose of real property
4. Enter into any financial or professional services agreements over 5 years

Further, without limiting the scope of the foregoing, the CEO shall not:

5. Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed
6. Allow debts to be unpaid beyond a reasonable period of time or in such a way as to jeopardize the organization's ability to receive trade credit, damage its credit-worthiness, or diminish its reputation in the trades or in the community
7. Receive, process or disburse funds under controls which are insufficient to meet the Board-appointed auditor's standards.
8. Allow unregulated access to funds in any part of the school system.
9. Enter into any grant or contract arrangements unless it is consistent with the board's Ends policy
10. Permit fundraising/sponsorship activities without appropriate accounting procedures and ethical standards in place.