

Special Board of Trustees' Board Meeting

Date: **Tuesday, June 26, 2018**

Time: **5:30 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, 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:
Alice Figueiredo

ITEM	Who	Agenda Section	Method & Outcome
1. Call to Order	Board Chair		
1.1 Opening Prayer & Memorials	Board Pastoral Team		
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.	Board Chair		
1.3 Approval of Agenda	Board of Trustees		Approval
1.4 Declaration of Pecuniary Interest 1.4.1 From the current meeting 1.4.2 From a previous public or in-camera meeting	Individual Trustees		
1.5 Items for Action	Board Chair		
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 (Minutes of meetings, staff report)			

ITEM	Who	Agenda Section	Method & Outcome
3.1 Approval of Minutes of Regular and Special Meetings 3.1.1 Minutes of June 18, 2018 Board Meeting	Trustees	pp. 4-9	Approval
4. Delegations/Presentation			
5. Advice from the CEO			
6. Ownership Linkage (Communication with the External Environment)			
7. Reports from Board Committees/Task Forces			
8. Board Education (at the request of the Board)			
9. Policy Discussion			
10. Assurance of Successful Board Performance			
10.1 Appointment of Replacement Trustee	W. Price	--	Decision
11. Assurance of Successful Director of Education Performance			
11.1 Monitoring Reports & Vote on Compliance			
12. Potential Agenda Items/Trustee Inquiry Report (CEO)			
12.1 Trustee Inquiry Report from the CEO 12.2 Shared concerns			
13. Announcements			
13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated): <ul style="list-style-type: none"> • June 6-10: The CCSTA Conference & Annual General Meeting • June 13: Resurrection Graduation • June 26: St. Mary's Graduation • June 27: St. David's Graduation • June 27: St. Benedict Graduation • June 28: Monsignor Doyle Graduation • Sept. 17: OCSTA 2018 Fall Regional Meetings 			
13.2 Pending Items:	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
13.3 Pending Items for OCSTA Consideration			
14. Items for the Next Meeting Agenda	Trustees		
15. Adjournment Confirm decisions made tonight	Director of Education		
16. Closing Prayer			
17. Motion to Adjourn	Board of Trustees	Motion	Approval

CLOSING PRAYER

O Risen Lord, you have entrusted us with the responsibility to help form a new generation of disciples and apostles through the gift of our Catholic schools.

As disciples of Christ, may we educate and nurture hope in all learners to realize their full potential to transform God's world.

May our Catholic schools truly be at the heart of the community, fostering success for each by providing a place for all.

May we and all whom we lead be discerning believers formed in the Catholic faith community; effective communicators; reflective and creative thinkers; self-directed, responsible, life-long learners; collaborative contributors; caring family members; and responsible citizens.

Grant us the wisdom of your Spirit so that we might always be faithful to our responsibilities.
We make this prayer through Christ our Lord.

Amen

Rev. Charlie Fedy, CR and the Board of Trustees, 2010

Board of Trustees' Board Meeting

A public meeting of the Board of Trustees was held on Monday, June 18, 2018 at the Waterloo Region Catholic Education Centre.

Trustees Present:

Bill Conway, Manuel da Silva, *Jeanne Gravelle, Wendy Price (Chair), Greg Reitzel, Brian Schmalz, Melanie Van Alphen (*via skype)

Student Trustees Present:

Meghan Nemeth, Kate Jamieson

Administrative Officials Present:

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

Special Resources For The Meeting:

Regrets:

Laura Shoemaker

Recorder:

Alice Figueiredo, 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 6:17 p.m.

1.1 Opening Prayer & Memorials

The meeting opened with prayer by Trustee Schmalz.

1.2 Approval of Agenda

2018-78 -- It was moved by Trustee da Silva and seconded by Trustee Conway:

THAT the agenda for Monday, June 18, 2018 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 Items for Action from Previous Meeting (June 18, 2018 In-camera & Private, Private)

2018-79 -- It was moved by Trustee Reitzel and seconded by Trustee da Silva:

THAT the actions arising from the In-camera and Private, Private meeting held June 18th, 2018 with respect to Real Estate matters, HR matter and CEO evaluation be now approved. --- Carried by consensus.

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

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

- **Approval of Minutes of Regular and Special Meetings**

3.1 Approval of Minutes of Regular and Special Meetings

3.1.1 Minutes of June 4, 2018 Special Board Meeting

3.2 Approved SEAC Minutes of May 23, 2018

3.3 Interim Financial Report #3 of 3

2018-80 -- It was moved by Trustee Van Alphen and seconded by Trustee Schmalz:

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

4 Delegations

5 Advice from the CEO

5.1 Director's Report

Director Notten provided the Board of Trustees with celebrations and highlights attended throughout the month of June.

5.2 Administrative Boundary Change - St. Nicholas & Sir Edgar Bauer

Lindsay Ford, Manager of Planning provided the Board of Trustees with a report on the Administrative Boundary Change with respect to St. Nicholas & Sir Edgar Bauer. A new subdivision of approximately 965-1122 low density residential units (expected to yield 95 -107 students) is planned within Sir Edgar Bauer's boundary. Sir Edgar Bauer is a French Immersion school and projected to reach capacity by 2020. St. Nicholas is projected to remain under capacity for the next 10 years. Based on this, the planning department is proposing an administrative boundary change between St. Nicholas and Sir Edgar Bauer to balance enrolment across these two schools (no current students will be affected).

5.3 French Immersion Boundaries

Lindsay Ford, Manager of Planning provided the Board of Trustees with a report on future French Immersion (FI) boundaries. The outcome of the French Immersion Program Review was to add French Immersion to the following schools:

- St. Luke – 2019
- Holy Rosary – 2019
- St. Peter - 2020
- New Huron Brigadoon School – 2020
- New Southeast Galt School - TBD

Following the completion of that review, staff began to look at new FI boundaries for 2019/20 and 2020/21. During this process, a potential new FI site was identified: Blessed Sacrament. Blessed Sacrament will be approximately 100 students under capacity once Huron-Brigadoon opens. As the new Huron-Brigadoon site is expected to open at or over capacity, adding Blessed Sacrament to the list of schools that will offer FI will provide for better balancing of enrolment and more schools for families living in the area.

5.4 Extended Day Update

Superintendent Clifford provided the Board of Trustees with an update on the Extended Day program and that five new schools are scheduled to operate in 2018-2019 including, Our Lady of Fatima-Cambridge, St. Augustine-Cambridge, St. Kateri Tekakwitha-Kitchener, St. Peter-Cambridge and St. Vincent de Paul-Cambridge.

5.5 MYSP Report

Director Notten provided the Board of Trustees with a report on the Multi-Year Strategic Plan (MYSP). 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.

Director Notten provided the metric used to inform the report card included in the written report: stakeholder feedback, identification and reporting on all actions identified in the MYSP and finally – evidence which indicates progress against the articulated goal.

In consultation with our WCDSB Research Coordinator and the Senior Team, a system stakeholder survey was developed for distribution in Spring 2018. Staff, students, parents, clergy, trustees and community members were invited to complete the survey. Survey results informed the MYSP Report Card Update. Director Notten also discussed the key actions that staff have completed over the past year, as well as the Key Performance Indicators collected for each goal. Highlights were shared along with key next steps in the MYSP process. The new MYSP will be finalized in December 2018, and will include a new pastoral plan.

**2018-81 -- It was moved by Trustee Schmalz and seconded by Trustee Reitzel:
That the Board approve the Multi-Year Strategic Plan Report Card Update for 2015-2018, as presented in this report and found in Appendices A through D. --- Carried by consensus**

6 Ownership Linkage (Communication with the External Environment)

7 Actions From Board Committees/Task Forces

7.1 Student Trustee Report

Kate Jamieson and Meghan Nemeth provided highlights from the month of June.

7.2 Student Trustee Recognition

Trustee da Silva honoured and thanked Student Trustee Jamieson for serving on the Board of Trustees for the last school year.

7.3 Annual Committee Reports

7.3.1 Governance Committee

Trustee Conway provided a report on the Governance Committee which included task completed during the year and the outstanding issues being brought forward in the 2018-19 school year.

7.3.2 Linkages Committee

Trustee Van Alphen provided a report on the Linkages Committee and the work completed throughout the school year. Future plans were also discussed.

7.3.3 Pastoral Care Team

Trustee Schmalz provided a report on the Pastoral Care Team and their mandate and recommendation for the 2018-19 school year.

7.3.4 Audit Committee Self-Evaluation (2016-17)

Trustee Price provided an updated on the Audit Committee in the absence of the chair, Philip Silveira. The summary of the work performed was discussed.

8 Board Education (at the request of the Board)

8.1 OCSTA/CCSTA Communications

No Questions.

8.2 Chair's Report

Trustee Price discussed highlights from activities in the month of June.

9 Policy Discussion

9.1 Trustee Replacement

Dialogue commenced noting that a decision must be made on the process to replace Trustee Fee as a result of her resigning from her position on April 24th, 2018. 8.1 of Board by-laws states the Board may appoint an individual, however the remaining sections states that the Trustee must follow the process prescribed in section 8.2-8.5.

It was noted that the most logical and transparent decision would be to appoint a former trustee who has no interest in running in the October municipal election and suspend Section 8 of the by-laws to appoint same. Concerns were raised with suspending the by-laws.

Legal opinion was sought from OCSTA to inquire as to whether, in light of both the Education Act and WCDSB By-Laws, it would be possible to appoint an individual who had agreed that he/she had no intent to be a candidate in the Oct 22nd municipal election.

OCSTA concurred that this was a fair and transparent idea, and sought further legal advice as to the feasibility of such a proposal. Miller Thomson LLP advised the following:

Trustees can suspend the Bylaw sections and appoint (someone who agrees not to run in October 2018), provided that he or she is still qualified as defined by the Act. The Act doesn't require any particular process to be followed for an appointment, only that the individual appointed is qualified. The process is a political decision.

2018-82 -- It was moved by Trustee Conway and seconded by Trustee Schmalz:

THAT the Board of Trustees approve the appointment of a replacement Trustee to cover the period from July 23rd, 2018 to November 2018. --- **Carried by consensus**

2018-83 -- It was moved by Trustee Conway and seconded by Trustee da Silva:

THAT the Board of Trustees suspend By-Laws 8.2 through 8.5 and, in accordance with The Act, Section 221(1) and WCDSB By-Law 8.1, appoint an individual who agrees he/she is not running in the October 22nd, 2018 Municipal Election as it may provide the candidate with an unfair advantage, given the current proximity to the municipal election.

--- Motion Passed

It was noted that the date in the first motion would not be correct as the replacement would commence at the swearing in meeting. It was also noted that the motion is not required and should be rescinded as it is a requirement of the Board's by-laws to appoint a replacement trustee within the prescribed time.

2018-84 -- It was moved by Trustee Reitzel and seconded by Trustee da Silva:

THAT the Board of Trustees rescind motion 2018-82 "THAT the Board of Trustees approve the appointment of a replacement Trustee to cover the period from July 23rd, 2018 to November 2018" --- **Carried by consensus**

A Special Board meeting was tentatively scheduled for Tuesday, June 26th at 5:00 p.m. for the appointment of the new Trustee. Trustees are to send names to Trustee Price by June 20th for consideration with the criteria that it should be a former Trustee as they have knowledge of Governance and Board policies and are not running in the October 2018 municipal election. If the individuals agree to put their names forward, they will have to be present at the June 26th meeting.

10 Assurance of Successful Board Performance

10.1 Board Policy II 009 Board Committee Principles

Trustee Conway confirmed that he reviewed Board Policy II 009 Board Committee Principles and noted the Board in compliance.

2018-85 -- It was moved by Trustee Conway and seconded by Trustee da Silva:

THAT the Board of Trustees reviewed Board Policy II 009 Board Committee Principles and find that the Board is in compliance. --- Carried by consensus

10.1.1 Is There a Need to Review This Policy? No

10.2 Board Policy II 010 Board Committee Structure

Trustee Conway confirmed that he reviewed Board Policy II 010 Board Committee Structure and find the Board in compliance.

2018-86 -- It was moved by Trustee Conway and seconded by Trustee Schmalz:

THAT the Board of Trustees reviewed Board Policy II 010 Board Committee Structure and find that the Board is in compliance. --- Carried by consensus

10.2.1 Is There a Need to Review This Policy? No

11 Assurance of Successful Director of Education Performance

11.1 Monitoring Reports & Vote on Compliance

11.1.1 General Exec Limitations – Monitoring Report IV – 001

Director Notten provided a report confirming compliance with General Exec Limitations – Monitoring Report IV-001.

2018-87 -- It was moved by Trustee da Silva and seconded by Trustee Schmalz:

That the Board accept this report indicating compliance with General Executive Limitation Policy IV 001. --- Carried by consensus

11.1.2 Financial Planning/Budgeting – Monitoring Report IV – 007

Superintendent Maharaj provided an overview on the policy statement and confirmed that the proposed budget followed an approved budget development process. The proposed budget supports the priorities that will underpin the next generation of the multi-year strategic plan.

2018-88 -- It was moved by Trustee Schmalz seconded by Trustee Reitzel:

That the Board of Trustees accept this report as providing evidence that the CEO is compliant with Board Policy IV 007 “Financial Planning/Budgeting”. --- Carried by consensus

2018-89 -- It was moved by Trustee Anderson and seconded by Trustee Conway:

That the Board of Trustees approve an operating budget of \$273,315,736 for the 2018-2019 school year as presented to the Board. --- Carried by consensus

2018-90 -- It was moved by Trustee da Silva and seconded by Trustee Schmalz:

That the Board of Trustees approve a capital budget of \$18,822,430 for the 2018-2019 school year as presented to the Board. --- Carried by consensus

2018-91 -- It was moved by Trustee Reitzel and seconded by Trustee da Silva:

That the Board of Trustees directs Administration to file this balanced budget with the Ministry of Education before the deadline of June 29, 2018. --- Carried by consensus

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):

- June 22: CEC Mass
- June 26: St. Mary's Graduation
- June 27: St. David's Graduation
- June 27: St. Benedict Graduation
- June 28: Monsignor Doyle Graduation
- August 23: Links for Learning
- Sept. 17: OCSTA 2018 Fall Regional Meetings

Trustee da Silva invited Trustee and Superintendents to year-end/ new school year social following Links for Learning on

August 23rd.

13.2 Pending Items:

13.3 Pending Items for OCSTA Consideration

14 Items for the Next Meeting Agenda

15 Adjournment – Confirm decisions made tonight.
Recognition given to Superintendent Clifford as he will be retiring.

The Recording Secretary confirmed the meeting decisions.

16 Closing Prayer

17 Motion to Adjourn

**2018-92-- It was moved by Trustee da Silva and seconded by Trustee Conway:
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 9:00 p.m.**

Chair of the Board

Secretary