



Board of Trustees' Board Meeting

A public meeting of the Board of Trustees was held on Monday, June 15, 2020 via Virtual Meeting.

Trustees Present:

Bill Conway (Chair), Kevin Dupuis, Manuel da Silva, Jeanne Gravelle, Wendy Price, Greg Reitzel, Brian Schmalz, Melanie Van Alphen, Tracey Weiler

Student Trustees Present:

Meghan Cymbron, Rori Schaefer

Administrative Officials Present:

Loretta Notten, Jason Connolly, Maria Ivankovic, John Klein, Shesh Maharaj, Judy Merkel, Richard Olson, Laura Shoemaker

Special Resources For The Meeting:

Regrets:

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

1.1 Opening Prayer & Memorials

The meeting opened with prayer led by Trustee da Silva in recognition of Father's Day.

1.2 Territorial Acknowledgment

The Territorial Acknowledgement was declared by Trustee Conway.

1.3 Approval of Agenda

2020-81-- It was moved by Trustee Schmalz seconded by Trustee Dupuis:

THAT the agenda for Monday, June 15th, 2020, be now approved. --- Carried by *consensus*.

1.4 Declaration of Pecuniary Interest

1.3.1 From the current meeting – NIL

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

1.5 Items for Action:

1.5. Private, Private meeting of May 25th, 2020 regarding Human Resource Services matters, Private, Private, Private meeting of Monday, May 25th, 2020 regarding Human Resource Services Matters and In-camera meeting of June 15, 2020 regarding financial matters.

2020-82 -- It was moved by Trustee Reitzel seconded by Trustee Weiler:

That the Items for Action regarding Private, Private meeting of May 25th, 2020 regarding Human Resource Services matters, Private, Private, Private meeting of Monday, May 25th, 2020 regarding Human Resource Services Matters and In-camera meeting of June 15, 2020 regarding financial matters 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 Board of Trustee Meeting Minutes of May 25th, 2020

3.2 Interim Financial Report #3

3.3 Trustee Budget Update

3.4 Governance Minutes of June 8th, 2020

3.5 Audit Committee Minutes of April 21, 2020

3.6 Audit Committee Interim Report to the Board of Trustees

3.7 Audit Committee Self-Evaluation (2018-2019)

3.8 2018-2019 Trustee Expense Audit Report

2020-83- It was moved by Trustee Reitzel and seconded by Trustee Weiler:

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

2020-84- It was moved by Trustee Schmalz and seconded by Trustee Van Alphen:

THAT Governance minutes of June 8, 2020 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 an update on the various meetings attended in response to the school closure. Director Notten noted that a parent survey will be compiled and sent to all parents/guardians of the system in the coming month with respect return to face to face school in the fall and transportation.

Trustees asked clarifying questions and Director Notten confirmed that the survey will focus on reopening but more operational from a family perspective.

5.2 Extended Day Programs

It was noted that Extended Day Program is for approval and not for Information as noted in the report. Superintendent Ivankovic provided a background on the Extended Day program and noted that there will be slight increase to the fees in 2020-21 and confirmed the schools where Extended Day programs were not viable.

Trustees asked clarifying questions on cost increase and why the schools noted were not viable options for Extended Day. Superintendent Ivankovic along with Lisa Horst, ECEC Supervisors explained the increase and why it was not viable at schools listed.

2020-85- It was moved by Trustee da Silva and seconded by Trustee Gravelle:

To approve the proposed fee increase for Extended Day Programs which will not exceed \$26.25 per day for the 2020-2021 school year. --- Carried by consensus

**2020-86- It was moved by Trustee Gravelle and seconded by Trustee Dupuis:
That the Board of Trustees is informed and approves of the schools offering Extended Day Programs for 2020-2021 school year. --- Carried by consensus**

5.3 WCDSB MYSP 2018-2021 Report Card

Director Notten provided the Board of Trustees with an extensive report on the WCDSB MYSP 2018-2021 Report Card and the priorities of the work of the Board. It was noted that the three metrics typically used to inform the report were not used as in the past due to extenuating circumstances of job action and Covid-19 school closure. Actions Plans on the six identified strategic directions were discussed along with the goals and key next steps.

Trustees asked clarifying questions. Trustee Van Alphen suggested that the hiring of an Equity Officer could support the MYSP in the future. Director Notten noted that she will take under advisement as the new positions for 2020-21 have already been identified and that the Board has a very active Equity committee.

**2020-87- It was moved by Trustee Gravelle and seconded by Trustee Schmalz:
That the Board approve the Multi-Year Strategic Plan Report Card Update for 2018-2021, as presented in this report and found in Appendices A and B. --- Carried by consensus**

6 Ownership Linkage (Communication with the External Environment)

7 Actions From Board Committees/Task Forces

7.1 Student Trustee Update (Verbal)

Student Trustees provided their final report for the school year noting their virtual board-wide initiative week where they posted videos surrounding mental health, motivation, comedy, and graduation.

7.2 Acknowledgement of Student Trustees

Trustee Price and Trustee Gravelle acknowledged Student Trustees' Meghan Cymbron and Rori Schaefer for their commitment over the past year as Student Trustees and wished them well.

7.3 Linkages Annual Committee Report

Trustee Weiler provided a report on the work of the Linkages Committee for the past year.

7.4 Pastoral Care Team Annual Committee Report

Trustee Gravelle provide a report on the work of the Pastoral Care Team for the past year.

7.5 Governance Annual Committee Report

Trustee Van Alphen provided a report on the work of the Governance Annual Committee for the past year.

8 Board Education (at the request of the Board)

At this time Chair Conway noted that an item was missed at the approval of the agenda and requested it be added at this time. It was requested to add item 8.4 Principal/Vice-Principal Central Discussion Table regarding Terms and Conditions of Employment for approval.

**2020-88- It was moved by Trustee Dupuis and seconded by Trustee Gravelle:
That 8.4 Principal/Vice-Principal Central Discussion Table regarding Terms and Conditions of Employment for approval be added to the agenda. --- Carried by consensus**

8.1 Chair's Update

Chair Conway provided a summary of meetings attended for the month of June.

8.2 OCSTA/CCSTA Communications

Chair Conway briefly discussed communications.

8.3 OCSTA AGM Resolutions Discussion

Chair Conway lead a discussion on the OCSTA AGM Resolution being brought forward to the AGM at the end of June.

8.4 Principal/Vice-Principal Central Discussion Table regarding Terms and Conditions of Employment

Director Notten confirmed the motion being requested by OCSTA.

2020-89- It was moved by Trustee Dupuis and seconded by Trustee Reitzel:

Where a central table is established to discuss terms and conditions of employment for principals and vice-principals, the Waterloo Catholic District School Board hereby authorizes OCSTA to act as employer bargaining agent on its behalf for such central discussions. OCSTA may exercise its role as employer bargaining agent in respect of the principal and vice-principal group (Catholic Principals' Council of Ontario), consistent with the obligations and duties created under the School Boards' Collective Bargaining Act for support staff unionized employees. --- *Carried by consensus*

9 Policy Discussion

9.1 Work of the Board January 2019 to June 2020

Chair Conway discussed the work of the board and confirmed that the Board will report back to the system in January and June of each year with goals being established in the fall. This year's initiatives include extensive review of board policies and review of OCSTA Trustee modules.

9.2 Policy Review and Recommendations from Governance Committee

Trustee Van Alphen presented a report with recommendations from the Governance Committee and requested approval.

2020-90- It was moved by Trustee Price and seconded by Trustee Reitzel:

That the Board of Trustees approve the following recommendations:

1) Add a new number 6 – The priorities of the Board will be set in September, with progress of the work of the Board reviewed in January and a report prepared and brought to June Board meeting, of each school year to Policy II-003 --- Carried by consensus

2020-91- It was moved by Trustee Schmalz and seconded by Trustee Price:

Add a new number 7 – Continuous improvement including a self-evaluation every year, to be presented at the May Board meeting to Policy II 003. --- Carried by consensus

2020-92- It was moved by Trustee Dupuis and seconded by Trustee Schmalz:

Add as a new number 5- Student Trustee feedback form to be completed for and presented at the May Board meeting each year to Policy II 012. --- Carried by consensus

9.3 Call Log Review

Trustee Van Alphen presented a report highlighting a summary of the call log over the past year. Trustee Dupuis noted that he feels the call log does not reflect the number of total emails and phone calls. It was noted that every call was not entered, if there were many contacts on one topic, they were entered as one entry. Round table discussion arose on whether all items should be entered and whether the log should include emails?

It was agreed main purpose it to identify trends and help inform work of the Board when identified in September. Noted to bring back in fall to clarify whether all call/emails should be added, agreed that should be used as a learning tool.

10 Assurance of Successful Board Performance

10.1 Review of Board Policy

10.1.1 Board Policy II 001 General Governance Commitment

Trustee Conway confirmed review of Board Policy II 001 General Governance Commitment. Trustee Van Alphen expressed concern that the policy was outdated and does not align with updated polices. Noted it had been 10 year since the policy was updated and recommended it be reviewed at Governance.

2020-93 -- It was moved by Trustee Reitzel and seconded by Trustee Van Alphen:

THAT the Board of Trustees reviewed Board Policy II 001 General Governance Commitment and confirm it is in compliance but will refer to Governance for further review. --- Carried by consensus

A review is required for this policy.

10.1.2 Board Policy II 009 Board Committee Principles

Chair Conway confirmed review of Board Policy II 009 Board Committee Principals and moved that it is compliance.

2020-94 -- It was moved by Trustee Conway and seconded by Trustee Dupuis:

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

There is no need to review the policy.

10.1.3 Board Policy II 010 Board Committee Structure

Trustee Dupuis confirmed review of Board Policy II 010 and moved that the Board is in compliance.

2020-95 -- It was moved by Trustee Dupuis and seconded by Trustee Reitzel:

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

There is no need to review the policy.

11 Assurance of Successful Director of Education Performance

11.1 Monitoring Reports & Vote on Compliance

11.1.1 General Exec Limitations – Monitoring Report IV – 1

Director Notten provided the Board of Trustees with a report confirming compliance of Board Policy IV 001 General Executive Limitation and requested that the Board accept this report indicating compliance.

2020-96 -- It was moved by Trustee Schmalz and seconded by Trustee Gravelle:

That the Board accept this report indicating compliance with General Executive Limitation Policy IV 001. --- 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):

- Jun 27: OCSTA AGM – Virtual
- Sept 14: Committee of the Whole Meeting
- Sept 28: Board of Trustees' Meeting

13.2 Pending Items:

13.3 Pending Items for OCSTA Consideration

14 Items for the Next Meeting Agenda

15 Adjournment – Confirm decisions made tonight.

15.1 The Recording Secretary confirmed the meeting decisions.

15.2 Private, Private

2020-97 -- It was moved by Trustee da Silva and seconded by Trustee Gravelle:

That the meeting moves into Private, Private at 8:05 pm. --- Carried by consensus

2020-98 -- It was moved by Trustee Dupuis and seconded by Trustee Schmalz:

That the meeting be extended beyond 9:00 p.m. --- Carried by consensus

16 Closing Prayer

17 Motion to Adjourn

2020-99 -- It was moved by Trustee da Silva and seconded by Trustee Gravelle:
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 10:30 p.m.



Chair of the Board



Secretary