



Board of Trustees' Board Meeting

Date: Monday, September 28, 2020

Time: 6:00 p.m.

** Committee of the Whole In Camera, if necessary, will precede or follow the Board Meeting, as appropriate.*

Location: Catholic Education Centre, 35 Weber St. W., Unit A, Kitchener, ON – Boardroom (1st Floor)

Attendees:

Board of Trustees:

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

Student Representatives:

Abby Barbosa, Kate Morrison

Senior Administration:

Loretta Notten, Jason Connolly, Maria Ivankovic, 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	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.	Chair		
1.3 Approval of Agenda	Board of Trustees		Approval
1.4 Declaration of Pecuniary Interest	Individual Trustees		
1.4.1 From the current meeting			
1.4.2 From a previous public or in-camera meeting			
1.5 Items for Action:			
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)			

ITEM	Who	Agenda Section	Method & Outcome
3. Consent Agenda: Board (Minutes of meetings, staff report)			
3.1 Approval of Minutes of Regular and Special Meetings 3.1.1 Board of Trustee Meeting Minutes of August 24, 2020 3.2 SEAC Minutes of July 8, 2020 3.3 Audit Committee Appointment 3.4 Semi-Annual Administrative Procedure Update 3.5 Update on WCDSB Trustee Inquiries 3.6 Trustee Budget Update for 2019-20 (As of Aug. 31., 2020) 3.7 Trustee Budget Update for 2020-2021 3.8 Trustee Committee Assignment 2020-21	Board of Trustees Board of Trustees Board of Trustees Board of Trustees Board of Trustees Board of Trustees Board of Trustees Board of Trustees	pp.4-7 pp.8-12 pp.13-17 pp.18-20 pp.21-23 pp.24 pp.25 pp.26	Approval Information Approval Information Information Information Information Information
4. Delegations/Presentation			
5. Advice from the CEO			
5.1 Director's Update 5.2 Headstart 5.3 Summer Construction Update 5.4 Information Technology Services Update Summer 2020 5.5 Enrollment/Staffing Report 5.6 WCDSB Framework for Learning	L. Notten M. Ivankovic/P. Cox/M. Breault S. Maharaj/T. Pickett C. Demers J. Connolly J. Klein /J. Merkel	pp.27-29 pp.30-34 pp.35-38 pp.39-51 pp.52-53 pp.54-56	Information Information Information Information Information Information
6. Ownership Linkage (Communication with the External Environment)			
7. Reports from Board Committees/Task Forces			
7.1 Student Trustee Update	A. Barbosa, K. Morrison	pp. 57-59	Information
8. Board Education (at the request of the Board)			
8.1 Chair's Report 8.2 OCSTA/CCSTA Communications	Chair Chair	pp.60 pp.61-75	Information Information
9. Policy Discussion			
10. Assurance of Successful Board Performance			
10.1 Board Policy II 002 Governing Style 10.2 Board Policy III 006 CEO Compensation and Benefits	T. Weiler Chair	pp.76-77 pp.78	Approval Approval
11. Assurance of Successful Director of Education Performance			
11.1 Monitoring Reports & Vote on Compliance			

ITEM	Who	Agenda Section	Method & Outcome
12. Potential Agenda Items/Trustee Inquiry Report (CEO)			
12.1 Trustee Inquiry Report from the CEO			
12.2 Shared concerns 12.2.1 Notice of Motion - Rising Prevalence of Mental Health Issues among Students"	Chair	pp.79	Information
13. Announcements			
13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated): •Sept 29: CPIC •Sept 30: Audit Committee •Oct 7: SEAC (Virtual) •Oct 5: COW •Oct 26: Board •Oct 28: Commissioning (Virtual)			
13.2 Pending Items: 13.3 Pending Items for OCSTA Consideration	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
14. Items for the Next Meeting Agenda	Trustees		
15. Adjournment	Director of Education		
Confirm decisions made tonight			
15.1 Confirm Decision made tonight	Recording Secretary	--	Information
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, August 24, 2020 at the Catholic Education Centre, 35 Weber St. W., Unit A, Kitchener, ON

Trustees Present:

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

Student Trustees Present:

Abby Barbosa & Kate Morrison

Administrative Officials Present:

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

Special Resources For The Meeting:

Regrets:

Greg Reitzel

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 Gravelle.

1.2 Territorial Acknowledgment

The Territorial Acknowledgement was declared by Trustee Conway.

1.3 Approval of Agenda

Trustee Van Alphen requested to bring forth a motion on mandatory masks for all students. Chair Conway confirmed it will be spoken to at section 12.1 of the agenda.

2020-113-- It was moved by Trustee da Silva seconded by Trustee Gravelle:

THAT the agenda for Monday, August 24th, 2020, as amended, 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:

2020-114-- It was moved by Trustee Schmalz seconded by Trustee Weiler:

THAT Items for Action of Private, Private meeting of July 20, 2020 regarding Human Resource Services 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 July 20th, 2020

2020-115- It was moved by Trustee Price and seconded by Trustee Dupuis:

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 Update on School Re-Opening

Director Notten along with Superintendents provided the Board of Trustees with a high-level presentation on the School Re-Opening plan and contents of the Operational Guidelines.

Chair Conway commenced a round table discussion and questions, each Trustee was able to ask two questions at a time. Trustees discussed concerns and directed questions to Direction of Education and Superintendents. Topics included class sizes, mandatory masks, staffing accommodations, outbreak protocol, masks for individuals who lip read, lunch recess, custodial staffing, classroom furniture removal, virtual student clubs, risks of itinerant teachers, bussing and ventilation concerns.

Trustee Gravelle and Trustee Price advocated to write a letter to OCSTA and Ministry of Education with concerns. Trustees agreed that they should continue to advocate and express concerns of elementary class sizes, bussing and movement of itinerant teachers. Superintendent Maharaj noted that at this time there is no funds for MGCS supplies that have arrived that will Cost of 2.4 million and suggested that the Trustee request as well. The motion was moved by Trustee Price.

Point of Order was noted by Trustee Schmalz to extend meeting past 9:00 p.m.

**2020-116- It was moved by Trustee Schmalz and seconded by Trustee da Silva
That the meeting be extended beyond 9:00 p.m. ---Carried by consensus.**

Trustees discussed contents of letter and directed Chair Conway to prepare same.

2020-117- It was moved my Trustee Price and seconded by Trustee Weiler

That the Board of Trustees instruct the Board Chair to write a letter to OCSTA and Ministry of Education on Board concerns with:

- **Elementary school class sizes**
- **Elementary school bus sizes**
- **Itinerant teacher movement**
- **MGCS Cost of 2.8 million**

---Carried by consensus.

6 Ownership Linkage (Communication with the External Environment)

7 Actions From Board Committees/Task Forces

8 Board Education (at the request of the Board)

8.1 OCSTA/CCSTA Communications

Chair Conway briefly discussed communications.

9 Policy Discussion

10 Assurance of Successful Board Performance

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

12.1 Notion of Motion (Masks for All Students)

Trustee Van Alphen addressed her proposed Notion of Motion regarding masks for all students. Chair Conway noted that there was majority by Trustees to discuss the item. Trustee Van Alphen reviewed the Motion. Director Notten noted that masks are already strongly recommend for K-3 and the Board is following Public Health protocol. Trustee Van Alphen felt that for clarity that all students should wear masks when possible. Trustee Van Alphen introduced the original motion.

It was moved by Trustee Van Alphen and seconded by Trustee Price that:

- 1) Trustees support all students be required to wear masks indoors in schools and while riding student transportation. All current exemption protocol will remain in place and no student shall be reprimanded if struggling to wear a mask,
- 2) Staff are requested to explore the option to offer face shields as an alternative option,
- 3) Where possible, masks will be provided to families who may not have access.

Trustee discussed amendments and acknowledged that it would be a challenge for K-3 children and that documentation for exemption should not required. Paragraph one will read:

- 1) Trustees support all students be required to wear masks indoors in schools and while riding student transportation, therefore mandating that masks be worn in all grades. All current exemption protocol will remain in place and with no documentation required for JK/SK-3 and no student shall be reprimanded if struggling to wear a mask,

Trustees discussed paragraph 2 agreed to omit as Director Notten noted that Public Health does not endorse Face Shields as an alternative to face masks.

Trustees discussed paragraph 3 and agreed to omit as the Board confirmed that they will be provided 3 reusable masks per student, and that extra supplies will be on hand for those who forget or lose masks..

Trustees agreed on the final motion and it was again moved by Trustee Van Alphen. Trustee Dupuis was not in agreement with the Motion.

2020-118- It was moved by Trustee Van Alphen and seconded by Trustee Gravelle:

That Trustees support all students be required to wear masks indoors in schools and while riding student transportation, therefore mandating that masks be worn in all grades. All current exemption protocol will remain in place and with no documentation required for JK/SK-3 and no student shall be reprimanded if struggling to wear a mask.

Carried by majority.

12.2 Shared Concerns

13 Announcements

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

Waterloo Catholic District School Board – Monday, August 24, 2020
Minutes – Public Board Meeting

- Sept 9: SEAC (Virtual)
- Sept 14: Committee of the Whole Meeting
- Sept 25: OCSTA Regional Mtg (Virtual)
- Sept 28: Board of Trustees' Meeting
- Sept 30: Audit Committee

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.

16 Closing Prayer

17 Motion to Adjourn

2020-119 -- It was moved by Trustee da Silva and seconded by Trustee Price:

THAT the meeting be now adjourned. The meeting was adjourned by consensus at 10:04 p.m.

Chair of the Board

Secretary



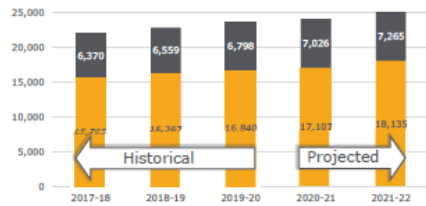
SEAC Committee Meeting Agenda

Date& Time:	July 8th, 2020 at 3:00 p.m.
Location:	Teams Meeting
Next Meeting:	T.B.D.
Committee Members: Kim Murphy, John Gilbert, Tracey Weiler, Jeanne Gravelle, Irene Holdbrook, Stuart Cross; Sue Simpson, Kristen Feduck, Sarah Van Dyke Administrative Officials: Laura Shoemaker, Gerald Foran Regrets: Tracey Weiler, John Gilbert, Sue Simpson, Kristen Feduck, Stuart Cross (retired, no longer a committee member)	

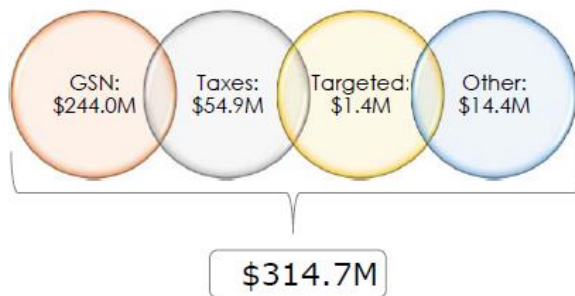
1. Opening Prayer Welcome	L. Shoemaker
2. Approval of Agenda Motion by: Jeanne Gravelle Seconded: Kim Murphy	
3. Declared Pecuniary Interest N/A	
4. Approval of the March 4th Minutes Motion by: Jeanne Gravelle Seconded: Irene Holdbrook	
<ul style="list-style-type: none"> School System Operational Business Budget – Estimates Budget 2020-2021 <div data-bbox="165 1524 878 1927" data-label="Diagram"> <pre> graph LR A[January Pre-Budget Preparation] --> B[March Budget Consultation] B --> C[March + April Preparation] C --> D[May Decision Making] D --> E[May Analysis & Reports] E --> F[June/July Presentation & Filing] </pre> </div>	R. King

Enrolment Trends

- Funding is largely based on a board's enrolment
- Some Special Education funding is based on defined needs



Board Revenues



Grant Announcement Summary

General:

- Total GSN funding for all boards = \$25.52B
- Per pupil funding increase of \$279
- New key investments:
 - Response to the Covid-19 outbreak
 - Compensation, secondary class size, and online learning
 - Targeted new investments, including Supports for students fund (SSF)
- Transfers to GSN
 - Mental Health Workers
 - Curriculum and Assessment Implementation
 - Experiential Learning
 - Executive Compensation
 - Additional Education Software Licensing

Grant Announcement Summary Cont'd

Changes to GSN:

- Learning Opportunities Grant
- Program Leadership Grant
- Special Education
- Retirement Gratuities
- Student Transportation
- Capital

Grant Announcement: Special Education

Impact to Special Education

GSN

- Continued funding for Multi-Disciplinary Teams (MDT)
- Increased funding for Differentiated Special Education Needs (DSENA) table amount

Priorities and Partnership Fund (PPF)

- Continued funds for Supporting Students with Severe Learning Disabilities
- Continued funds for After School Skills Development Program: Autism SD*
- Continued funds for Mental Health Professional Learning*
- Mental Health Workers in Schools moved to GSN

**Funding added in 2019-2020 Revised Estimates*

Staffing Highlights: GSN

- Educational Assistants and Child and Youth Care Workers – staffing levels remain at current levels
- Funding related to Supporting Students Fund (SSF)
 - Clerical/Secretarial
 - Lunch Hour Supervisors
 - Educational Assistants
 - Child and Youth Care Workers
 - Elementary Teachers
 - Itinerant Teachers
 - Secondary Teachers

Staffing Highlights: PPFs

2019-2020 Revised Estimates

Support for Students Fund

- 3.3 Child & Youth Care Workers
- 0.3 Clerical/Secretarial
- 4.3 Educational Assistants
- 2.9 Lunch Hour Supervisors

Mental Health Workers in Schools

- 2.3 Social Workers
- 0.3 CDA

After School Skills Development Program

- 0.6 Behavior Analyst

Supporting Students w/Severe LD

- 0.7 CDA
- 1.0 Itinerant Teacher

2020-2021 Estimates

Support for Students Fund

- 6.0 Child & Youth Care Workers
- 1.5 Clerical/Secretarial
- 2.0 Educational Assistants
- 3.3 Lunch Hour Supervisors
- 8.0 Elementary Classroom Teachers
- 2.3 Itinerant Teachers

Mental Health Workers in Schools*

- 2.0 Social Workers
- 0.3 CDA (moved to MDT)

After School Skills Development Program

- 0.7 Behavior Analyst (remaining 0.3 moved to MDT)

Supporting Students w/Severe LD

- 0.7 CDA
- 1.0 Itinerant Teacher

**Funding moved into the GSN*

Special Education Funding

Funding Allocations	2018-2019 \$M	2019-2020 \$M	2020-2021 \$M
Special Education Per Pupil Amount	\$17.6	\$18.8	\$19.4
Special Education Equipment	1.0	1.1	1.1
Differentiated Special Education Needs Amount (Incl. SIP)	12.2	12.5	13.2
Section 23 Facilities	0.9	0.9	0.5
Behavioural Expertise	0.2	0.4	0.4
Congregated Classroom Allocation	0.7	0.6	0.8
Priorities and Partnerships Fund	0.2	0.2	0.3
Total	\$34.6	\$34.5	\$35.7

Student Services Expenditures

	2018-2019 \$M	2019-2020 \$M	2020-2021 \$M
Staffing costs	\$34.5	\$33.6	\$34.9
Department costs	1.0	1.2	\$1.2
Total costs	\$35.5	\$34.8	\$36.1
% staffing vs. total	97%	97%	97%

• Questions/Answers

- *Motion to accept the budget for the 2020/2021 school year as presented. – Jeanne Gravelle*
Seconded - Karen Kovats
All in favor.

Special Education Plan

- Major updates 2019/2020 school year:
 - Staff updates – Section 12
 - PD offering summary – Section 13
 - Updated concussion policy to be presented to SEAC committee in September

L. Shoemaker

6. Ministry Updates (10 min)

6.1. HCDSB SEAC Letter to Minister of Education MACSE– June 2020

- MACSE up and running again
- Board is preparing and planning for all three models of return to school: fully remote with increased expectations, adaptive return that relies on social distancing and conventional return with enhanced protocols – waiting for Ministry decision.

L. Shoemaker

7. SEAC Committee Functions:

Waiting for Ministry response on Pro-Grant extension to next year.

8. Policy Advice to the Board

N/A

9. Updates

(20 minutes)

9.1. Association Updates

- WRFN - Erin Sutherland, Family Resource Coach, is going on maternity leave in another week and Sue Furey was hired to cover Erin's maternity leave for the year. Sue started this week and there will be a two week overlap for training with Erin.
- WRDSS - All programs are currently cancelled, plans for online programs

9.2. Trustee Updates

- <https://www.wcdsb.ca/upcoming-virtual-board-meeting-monday-may-25-2020/>

10. Pending Items N/A	
11. Adjournment Motion by: Kim Murphy Seconded: Jeanne Murphy	
12. Action Items Place Holder	



Date: September 28, 2020
To: Board of Trustees
From: Director of Education
Subject: Community Member Appointment to Audit Committee

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
- ☐ Information only of day-to-day operational matters delegated to the CEO

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

Legislation requires the Board to have 2 community members serve on its audit committee. Philip Silveira has completed his second and final term with the Audit Committee which creates one vacancy. This report provides information on the process undertaken to solicit volunteers and recommends an individual to fill the vacant role.

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

Ontario Regulation 361/10 "Audit Committees"

Alignment to the MYSP:

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

Background/Comments:

Ontario Regulation 361/10 "Audit Committees" provides Ontario school boards with guidance and requirements as relates to the structure and function of audit committees. One important requirement is that two individuals who are not board members form part of membership of the committee. The regulation goes on to provide the following qualifications of these non board members:

Eligibility for appointment of persons who are not board members

4. (1) A person who is not a board member is eligible to be appointed to the board's audit committee only if he or she,
- (a) has accounting, financial management or other relevant business experience that would enable him or her to understand the accounting and auditing standards applicable to the board;
 - (b) is not an employee or officer of the board or of any other board at the time of his or her appointment;



(c) does not have a conflict of interest, as described in subsection (2), at the time of his or her appointment; and
(d) was identified by the selection committee described in section 5 as a potential candidate for appointment to the audit committee. O. Reg. 361/10, s. 4 (1).

(2) For the purposes of clause (1) (c), a person has a conflict of interest if his or her parent, child or spouse is employed by the board. O. Reg. 361/10, s. 4 (2).

(3) Clause (1) (d) does not apply if the person is appointed by the Minister under subsection 3 (3). O. Reg. 361/10, s. 4 (3).

The regulation also provides guidance on who shall select the non board members:

Selection committee

5. (1) Each board shall have a selection committee for the purpose of identifying persons who are not board members as potential candidates for appointment to the board's audit committee. O. Reg. 361/10, s. 5 (1).

(2) The selection committee shall be composed of,

(a) the board's director of education;

(b) a senior business official of the board; and

(c) the chair of the board or a board member designated by the chair. O. Reg. 361/10, s. 5 (2).

With the support of the Board's Internal Audit Officer, a posting outlining the requirements above was prepared and circulated through the following channels:

LinkedIn
Twitter
Local Parishes
The Record
Indeed
Robert Half and Associates

As a result, 5 individuals applied to fill the vacant position. Of the 5, two were unqualified. An offer to interview was provided to the remaining 3 individuals. Of the 3, only 2 confirmed and were interviewed.

The interview team consisted of:

Loretta Notten (Director of Education)
Shesh Maharaj (Senior Business Official)
Wendy Price (Board member designated by the Chair)
Jessica Perkovic (Chair of the Audit Committee)

Both individuals that were interviewed were highly qualified, and both interviewed well. Both demonstrated a desire to contribute to their communities, had excellent experience, and either would have been a great choice.

After some deliberation, the interview team is recommending that the Board appoint Jennifer Gruber to the vacant community member position.



Jennifer is currently the Director of Finance at Communitech and has experience in both internal and external audit. As a qualified CPA, Jennifer is excited to lend her skills and experience to our audit committee.

A summary of Jennifer's qualifications and experience is attached.

Recommendation:

That the Board of Trustees appoint Jennifer Gruber to the Audit Committee effective September 30, 2020.

Prepared/Reviewed By: Loretta Notten
Director of Education

Shesh Maharaj
Executive Superintendent of Corporate Services + CFO

*Bylaw 4.2 "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."



Jennifer Gruber, CPA,CA

Professional summary

- Chartered Professional Accountant (CPA, CA) with 13 years of experience helping organizations with financial analysis, reporting, auditing and strategic planning.
- Strong analytical skills and dedicated to continuous process improvement.
- Proven experience with providing value-added deliverables through effective collaboration with both management and colleagues.
- Highly organized and excel at implementation of initiatives through leadership, experience and execution.

Skills & Abilities

- Financial reporting
- Budget preparation
- Experience with the evaluation of internal controls and organizational risk
- Extensive experience with Public Sector Accounting Standards
- Demonstrated understanding of government funding agreements and the related reporting requirements

Experience

DIRECTOR OF FINANCE | COMMUNITECH| AUGUST 2016-PRESENT

Responsible for the management and development of the finance team including accounts payable, payroll, accounts receivable and general accounting duties

Responsible for the complete, accurate and timely recording of all financial transactions

Communication of monthly financial results to the CFO, Leadership Team and budget owners

Management of all interim, year-end and other audit activities with the external audit firm

Leadership and preparation of the organization's annual budget and reforecast activities

Responsible for the annual completion of the organizations risk assessment review for the Board of Directors

Key achievements include:

Strategic member of the team that launched Communitech Outposts, an organization that helps local tech companies hire sales talent around the globe

Led the implementation of a new payroll and human resources information system

Led the finance team through a change in the fiscal year end for the Organization from June to March

MANAGER, ASSURANCE & ADVISORY | DELOITTE LLP| SEPTEMBER 2007-AUG 2016

Responsible for the planning, coordination and delivery of audit services for a large variety of clients with a focus in the public sector and not-for profit field.

Manage team work-flow, review of assistants' work, identification of errors and/or recommendations to management to improve controls and processes.



Draft and review financial statements prior to partner review, with a focus on non-for-profit generally accepted accounting principles and Public Sector Accounting Standards

Extensive experience in preparing detailed proposals and participating in the sales delivery presentations.

Key achievements include:

Led the recruiting effort for the assurance and advisory practice for the Kitchener location. Responsibilities included participating in presentations to university students, interacting with and assessing potential candidates and providing recommendations to Deloitte Talent Service Manager.

Facilitated internal learning sessions for junior staff with a focus on both audit methodology and upcoming technical changes in general accepted accounting principles.

Assessed as a “Strong Performer” in terms of quality of work and meeting deliverables, management skills, client service and engagement recovery

COMMISSIONED OFFICER | CANADIAN FORCES RESERVES | 2002-2013

Act as a supervisory officer and flight instructor for the air cadets during summer and annual training. Responsible for the safety and operation of up to 50 cadets and 20 staff during flying operations.

Community

Board of Directors-Treasurer for Send ‘Em of Smiling Children’s charity from 2012-2014

Coordinator for Deloitte Impact day of community service 2010-2014

Led the Annual United Way Fundraising Campaign for the Kitchener

Education

CHARTERED PROFESSIONAL ACCOUNTANT, 2012

CHARTERED ACCOUNTANT DESIGNATION, 2010

- Successful in the Canadian Institute of Chartered Accountant’s Uniform Final Examination on first attempt (September 2008)

CANADIAN SECURITIES COURSE, 2010

DIPLOMA IN ACCOUNTING | 2007 | WILFRID LAURIER UNIVERSITY

Post graduate accounting courses with a focus towards a chartered accountant designation

BACHELOR IN INTERNATIONAL BUSINESS (HIGHEST HONOURS) | SPRING 2005 | CARLETON UNIVERSITY

Major: International Business

Minor: Spanish

Third year studies spent abroad at Antonio de Nebrija University in Spain





Date: September 24th, 2020
To: Board of Trustees
From: Director of Education
Subject: Semi-Annual Administrative Procedure 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 **IV 012**
- ☐ Information only of day-to-day operational matters delegated to the CEO

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

Executive Limitation IV 012 Communication to Board

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

IV 012 Communication to Board

Alignment to the MYSP:

(Indicate Priority area/strategic direction and goal(s))

Nurturing Our Catholic Community

Bear witness to our Faith through joyful discipleship and our relationships with and in Christ

Increase Parent and community Engagement in all our Catholic school faith-related activities

Background/Comments:

At the June 10th, 2019 of the Governance Committee of the WCDSB it was recommended that staff bring a semi-annual update to Board for Information. This recommendation has been subsequently brought to Board for final approval. The specific rationale for such updates is to ensure Trustees are properly informed regarding APs which have been added, rescinded or significantly altered. The report that follows is intended to fulfil this change in the Monitoring Policy.

Within the 2018-19 school year a comprehensive database was developed that allows all owners of Administrative Procedures (APs) to view the current status of any one AP – in terms of where in the three-year cycle of review that AP is located, when it was last updated and who owns the policy.



Within the past 5 months (Mar, April, May, June and September), the following APs have been revised and posted (or are awaiting posting):

Recently Posted (Since March 2020)
APS024 – Employee Workplace Harassment and Discrimination Prevention Policy
APH018 - Wellness
APS033 – School Parish Relations
APS032 – Opening and Closing Exercises
APC045 – Advanced Placement (AP) – Enriched Curriculum Delivery
APH025 - Footwear Safety
APS035 – Electronic Mail and Social Media Use Guidelines
APH023 – Workplace Violence Prevention
APC011 – Access to Students in Crisis – APC011
APH001 – Safe Arrive/Safe Departure
APH033 – Virtual Care Platform
APA001 – Elementary Admissions
APS003 – Teacher Performance Appraisal for Experienced Teacher
APS045 – New Teacher Performance Appraisal Process and Induction Program (NTIP)
APC039 – First Nations, Metis & Inuit Self ID
APS044 – Violence Threat Risk Assessment and Intervention
APC012 – Suspensions & Expulsion
APS024 – Workplace Harassment/Discrimination Prevention
APH002 – School Accidents
APH027 – Concussion – School Board Procedure
APO004 – Educational Excursions
APO014 – Home Schooling
APO006 – Purchasing Procedures
APH008 – Inclement Weather
APC026 – Retention & Acceleration of Learners JK to 9
APH012 – Physical Containment of Students
APS001 – Catholic School advisory Councils
APO001 – Volunteers in School Settings
APH034 – Student Masking During Covid 19 Pandemic
APS032 – Opening or Closing Exercises
APO015 – Community Involvement
APO025 – Environment Education, Stewardship and Sustainability
APC026 – retention & Acceleration of Learners JK to 9
APS007 – Access to Legal Counsel
APS009 – Bereavement Procedures
APC002 – Acceptance and Distribution of Materials on Behalf of Outside Organizations
APF004 – Addition and Removal of Portable Classrooms
APB006 – Fraud and Accountability Management
APA003 – Admission of Out of boundary Students
APS040 – Criminal Background Checks- Service Providers
APF013 – Naming of Schools & Dedications with Board Facilities
APO020 – Home/Hospital Instruction
Approved by Executive Council – Awaiting Posting
APH029 = Calming Rooms as a Proactive Self-Regulation Strategy
APC025 – Protocols for schools to request approval for a Locally Developed course (LDC)
APS013 – Staff Recognition Program



APS010 – Travel, Expenses, Perquisites, Meals and Refreshments
APC045 – Advanced Placement (AP) – Enriched Curriculum Delivery

Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: Loretta Notten
Director of Education

*Bylaw 4.2 "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: Sept 28th, 2020
To: Board of Trustees
From: Director of Education
Subject: Update on WCDSB Trustee Inquiries

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 IV 012**
- ☒ Information only of day-to-day operational matters delegated to the CEO

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

Executive Limitation IV 012 Communication to Board

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:

Over the course of the spring and summer months, WCDSB Trustees have posed a number of inquiries on various topics. To that end, this report provides updates on those inquiries, based on the most recent information and acknowledging that the exercise of re-opening schools in a COVID-19 reality has been where the preponderance of senior staff attention has been devoted.

Period Poverty:

There was a trustee inquiry as to what WCDSB was doing in order to support Period Poverty.

Last winter schools were surveyed regarding their ability to provide menstrual products to those students who might require them. As previously reported, virtually all schools were able to report that they provided product for those students who required product. That said, we moved forward in providing signage to all schools for their bathrooms. The signage identified that product was available for any student in need, and identified the locations in



the school where it could be obtained, (free of charge). A follow up survey was planned for the spring of 2020 but given that everyone was learning from home, the survey has been deferred. Once we arrive at sense of routine with our re-opening plans, staff will re-canvas regarding this issue and its relative success.

WE Movement in WCDSB Schools:

There was a trustee inquiry as to the status of WCDSB's relationship with WE and our path forward with the same.

At Waterloo Catholic virtually all of our schools have been involved in WE Student Leadership activities. An annual report from WE Charity illustrates that 48 schools have generated 100s of thousands of dollars of fundraising locally and globally. We had 43 schools participate in WE Day in Sept 2019 and a number participate in "WE Walk for Water", aimed at raising awareness about the basic right and need for all people to have access to safe water. This last June a number of our schools participated in *WE Celebrate Class of 2020* graduation event intended to affirm our student graduates who were missing some of the milestone celebratory events. St Benedict's and Monsignor Doyle had recently participated in a pioneering international service experience, where they participated in learning about WE Villages abroad and in constructing a school. Resurrection CSS was engaged in planning for a trip this past school year and St Mary's and St David's was cuing up for this school year.

This past spring the Canadian Student Service Grant (CSSG) initiative was in the process of being launched. WE had advertised the opportunity to our post-secondary bound students and had a number of teachers apply to be supervisors for the program. The Tiny Homes project initiated and implemented by St Mary's parish was a response to this initiative. This was the project that was going to "employ" our student volunteers. The Director had connected the parish to the opportunity and it gave birth to this idea. As the project was getting underway, the federal government controversy regarding the awarding of the governance contract to WE became a national issue. St Mary's parish made a decision to pivot and was able to raise money and support for the project independently, through donations from the parish, the school board employees, the Catholic Schools Foundation and others.

At the current time, WE Charity has made a decision to suspend its Canadian operations and sell its Canadian real estate holdings. They intend to use any monies earned through said sales to support the work that has been commenced in their international programs – WE Villages. The Keilburger brothers will be stepping away from the organization they founded and in the short term devoting more energy to their respective families. Given the direction of WE Charities has taken, our "partnership" with WE will not continue, but certainly the seeds of student leadership planted will continue and take shape, just not under the moniker or auspices of WE. Schools and their student leadership teams will continue to inspire our youth to be "other-focused" and to be strong global citizens, with a strong social conscience, consistent with our Catholic Graduate Expectations.

Equity Officer:

In the spring, arising out of the MYSP Report Card, there was a trustee inquiry as to whether WCDSB had intentions to pursue an equity officer.

Arising out of a number of issues of collective interest, including equity in hiring, the SRO program, the Black Lives Matter movement and support for our LGBTQ students, we are committed to the goal of establishing a WCDSB Equity Officer. Discussions took place last spring with the Superintendent lead for Equity, Superintendent for Safe Schools and Superintendent of Human Resources, along with the Director of Education and a commitment was made to this goal. COVID-19 re-opening has been somewhat time consuming, but the commitment of the senior team is to pursue this course of action within the timeframe of the early fall.

SRO Program:

Arising out of some of the discussion connected to Black Lives Matter, as well as some decisions in a few other boards, there was an inquiry as to how we were proceeding with our School Resource Officer (SRO) Program. WCDSB was prepared to continue with the program, while simultaneously reviewing the program – with an intent to involve not only Waterloo Region Police Service (WRPS), but our administrators and our students. Recently WRPS decided that it would suspend its program in all schools while the SRO program is reviewed collaboratively with WCDSB and WRDSB. We would comment that we believe we have enjoyed a collaborative, positive and proactive relationship with WRPS and have welcomed the SRO program in our schools, but we also welcome a



fulsome review that provides us with the perspectives of all connected to and impacted by school resource officers in our schools.

Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: Loretta Notten
Director of Education

*Bylaw 4.2 "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."



Trustee Budget - As of August 31, 2020			
Name	Budgeted Amount	Budget Available	% Available
PD Non-Academic	\$24,000.00	\$16,784.68	69.94%
Catering	\$9,000.00	\$3,041.79	33.80%
Other Trustee Travel	\$13,000.00	\$10,013.95	77.03%
Other Travel Expenses	\$8,000.00	\$4,307.34	53.84%
Travel Expenses-Outside Region	\$1,500.00	\$581.09	38.74%
Office Supplies	\$500.00	\$261.98	52.40%
Legal Fees	\$7,000.00	\$1,853.70	26.48%
Board Memberships	\$130,534.00	\$70.90	0.05%
Trustee Awards	\$750.00	\$750.00	100.00%
Miscellaneous	\$1,400.00	\$716.75	51.20%
	\$195,684.00	\$38,382.18	19.61%

Trustee Budget 2020-2021			
Name	Budgeted Amount	Budget Available	% Available
PD Non-Academic	\$25,000.00	\$25,000.00	100.00%
Catering	\$10,000.00	\$10,000.00	100.00%
Other Trustee Travel	\$13,000.00	\$13,000.00	100.00%
Other Travel Expenses	\$8,000.00	\$8,000.00	100.00%
Travel Expenses-Outside Region	\$1,500.00	\$1,500.00	100.00%
Office Supplies	\$500.00	\$500.00	100.00%
Legal Fees	\$7,000.00	\$7,000.00	100.00%
Board Memberships	\$130,534.00	\$130,534.00	100.00%
Trustee Awards	\$750.00	\$750.00	100.00%
Miscellaneous	\$1,400.00	\$1,400.00	100.00%
	\$197,684.00	\$197,684.00	100.00%

2020 Committee Assignments												
Committee	Needs	Bill	Brian	Greg	Jeanne	Kevin	Manuel	Melanie	Tracey	Wendy	Abby	Kate
Audit	3 trustees											
Awards	Vice Chair											
Budget Advisory	2 trustees											
Catholic Parent Involvement	2 trustees + 1 alt		Alt									
Director Performance	Chair/Vice + 2											
FACE	Chair											
Governance	Chair/Vice + 2											
Linkages	4 Trustees + 1 Student								Chair			
Pastoral Care	5 Trustees + 1 Student				Chair							
SAL*	3 trustees											
SEAC	2 trustees + 1 alt	Alt										
Board School Year Calendar	1 trustees											
Suspension/Expulsion	3 trustees + 2 alt						Alt		Alt			
Student Trustee Mentor			Kate	Abby								
Trustee Mentor												
# of assignments (including alt)		5	5	4	3	3	4	6	4	7	1	1
* NOTE for SAL	Wendy for Cambridge SAL	Any of the 3 assigned can serve as an alternate for the other 2 but any trustee could be called.										
	Brian for Kitchener SAL											



Date: September 24, 2020
To: Board of Trustees
From: Director of Education
Subject: September Director's Report

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 **IV 012**
- ☒ Information only of day-to-day operational matters delegated to the CEO

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

Executive Limitation IV 012 Communication to Board

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 September is filled with new promise and a great deal of anticipation. This school year at Waterloo Catholic has been launched in a way extremely different from every other new school year. There has been a monumental undertaking to refine and revise the way that we do everything in our school learning communities and our work spaces at the Board office and Dutton Drive, with a full eye toward preserving the health, safety and wellbeing of all our WCDSB community members.

The weeks over the summer were characterized with a steady stream of meetings, communications and ongoing correspondence. The re-opening of our schools is complex on a great many levels – as we know our community appreciates. Some things represent a return to routines that are somewhat familiar but there are layers and layers of “new” embedded therein. Our staff as a whole are to be celebrated. The start-up has shown us two things that are simultaneously true:



- People are anxious and overwhelmed by their new reality and all that it entails
- People are generally happy to be back and remain grounded in a desire for good.

Both are equally true and in any given moment one or the other wins out. Success will lie in our ability to walk in each other's shoes.

Some of the meetings that were common-place over the summer and into September included:

- Lengthy senior team meetings – Monday and Thursday
- Meetings with Public Health and WRDSB – Wednesdays
- CODE continuity of Learning sub-group – once a week (Thurs or Fri – now moving to Tuesday)
- CODE Continuity of Learning mtg with DM – Friday Mornings (now moving to Thursday p.m.)
- Chairs and Directors of Ed with Minister – Monday afternoons
- Administrator meetings were held 4 times over the summer – July 14th Aug 18th Aug 25th Aug 31st . We have hosted 2 meetings in September: September 15th and September 22nd)
- Provided OCSTA with feedback on central table talks with OECTA. Local dialogues did not occur until late into August – when central talks broke down.
- Met with our Catholic Partners, with representation from CPCO, OCSTA and OCSOA – roughly once a month (including the last week before school) – I sit as a representative of ECCODE
- Assumed the role of Chair of CODE as of July 1st and have chaired 2 full meetings of all Directors and 3 of the Executive
- Continue to chair weekly ECCODE meetings – every Monday morning. (Chaired 2 full meetings over the summer)
- Currently sit as ECCODE's rep on a new committee being convened by the Ministry of Health, in partnership with Ministry of Education —The table will include reps from local public health units, Public Health Ontario, the childcare sector and the education sector (4 Directors from each of the affiliates).
- I typically fielded 3-6 media inquiries a week; completed radio interviews, TV interviews and several newspaper interviews.
- Worked on the preparation of all our website materials and Operational Guidelines, as well as various letters and videos as part of our communication plans

Over the course of the past three weeks – elementary schools opened face to face. It has been reported and experienced as a successful opening and all seemed to unfold relatively smoothly. We received three IPAC reports (17 page checklist where a PH inspector came in - all three were quite strong and the 2 in our 2 largest elementary schools were overwhelmingly positive.)

The second week of September we opened the doors to our secondary schools. It was a mammoth task to re-schedule our secondary schools in the quadmester model – while simultaneously switching to Aspen.

This past week, we had our final stage of re-opening as we brought our virtual school, St Isidore, online. Generally it too has gone well, although our virtual is still experiencing staffing shortages, which are proving challenging.

A few other quick highlights from the past few weeks include:

- Met with Members of the THEMUSEUM to explore possibilities for our board, including ways to allow for virtual field trips for some of our needier school communities.
- Participated in conference call with OCSTA President Patrick Daly with Chair Bill Conway to discuss items that OCSTA are working on and an opportunity to raise local issues with OCSTA.
- Attended the first meeting of the new year of our WCDSB Well-Being Steering Committee.
- Visited St Bernadette, St Teresa of Calcutta and St Nicholas CES to speak with administrators and tour/visit buildings and staff.
- Participated in Secondary Vice Principal interviews.



- Three meetings with Elementary Principals Association Representatives
- Participated in a ThoughtExchange Equity event – exploring how equity issues are being tackled in jurisdictions across North America.
- Attended the OCSTA Regional Meeting, hosted virtually, where a number of issues of current importance to school boards and trustees, including the process of Re-Opening Schools, was discussed.
- Participated in the Education Onward Council committee meeting – This is a council convened by Education Onward, in collaboration with Knowledge Integration Professors from University of Waterloo, explored the impact of COVID on School in the spring as schools closed and pivoted to virtual, and is now looking at the change that is unfolding as schools re-open in various modalities.
- Have just begun the process of facilitating meetings with the various members of the senior team to discuss goals and priorities for the upcoming school year.

Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: Loretta Notten
Director of Education

*Bylaw 4.2 "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: September 28, 2020
To: Board of Trustees
From: Director of Education
Subject: Get a HeadStart to Grade 9

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 of Governance Policy I:001 Ends
Ontario Catholic School Graduation Expectations (OCSGE, 2011): [Institute for Catholic Education]
PPM No. 159 Collaborative Professionalism

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

Ontario's Education that Works for You (2019)
Ontario's Equity and Inclusive Education Strategy (2009)
Ontario's Well-Being Strategy for Education: Discussion Document (2016)
Ontario's Equity Action Plan (2017)

Alignment to the MYSP:

Nurturing our Catholic Community: *Promote a culture of belonging and respect, that supports success for all.*
Student Engagement, Achievement & Innovation: *Nurture a culture of Innovation; Foster maximum opportunity for success for all*
Building Capacity to Lead, Learn & Live Authentically: *Investment in global competency development and leading technology; Nurture the well-being of all students and staff*

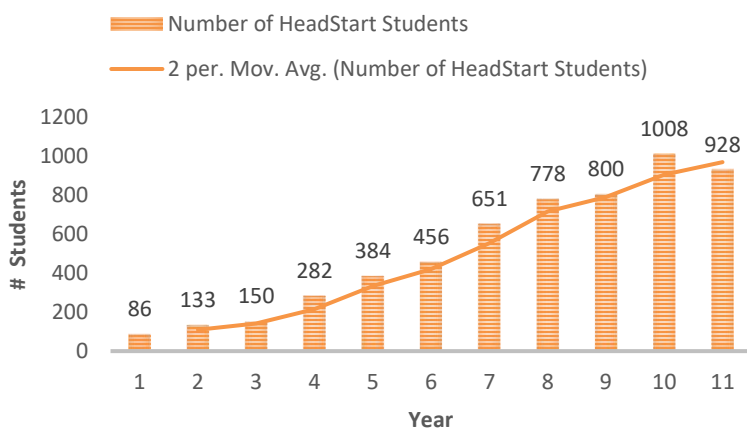
Background/Comments:

"Expert opinion generated from studies of summer school and regular school suggests that high-quality instruction (ensured through careful hiring and professional development), aligning academic content with school-year content, maximizing student participation and attendance, providing engaging learning experiences, and evaluating outcomes will all contribute to high quality summer programming" ~ Learning Outside the School Day Symposium (Jan 26, 2017).



For the past 10 years, WCDSB has utilized Grade 7-10 Literacy and Numeracy Continuing Education funds to deliver a brief, yet timely, wholistic, non-credit preparation summer program for incoming Grade 9 students to each of our 5 Catholic Secondary Schools. At the end of August each year, hundreds of students voluntarily participate in *Get a HeadStart to Grade 9 (HeadStart)* with the hope to ease their social anxieties, increase their academic readiness, engage in practical learning experiences that are both hands-on and digital, and to nurture those academic, social and spiritual connectors critical to school start-up success. In 2010, *HeadStart* engaged 86 students across all 5 Catholic Schools and we have now reached between 900-1000 students (a 50%+ participation rate for all incoming Gr. 9's to our 5 Catholic Secondary schools). The program format has changed a few times over the last decade. *HeadStart* 2020 was originally planned as a 2-Full day format and offered to 2 different cohorts to accommodate as many students as possible and employ potentially 35 teachers over 4 days. The Continuing Education Literacy / Numeracy grant allowed for lower teacher to student ratios, so when programming had to be shifted to accommodate Covid-19 restrictions, the funding envelope supported smaller class sizes.

HEADSTART TREND DATA 2010-2020



HeadStart 2020 Registration Summary

Program promotional material was produced with a one-page *HeadStart* print flyer, with digital complement, inclusion in the *St. Louis Program Guide, Entering Secondary School – a Transition Guide for Grade 8 Students and Parents* booklet, and the addition of an *Experiential Learning Pathways* bookmark.

Circulation and promotion of *HeadStart* began in November 2019 – March 2020 at Grade 8 Parent Information Nights, Pathways Workshops for Students and Parents, direct mailouts via Grade 8 teachers to every CES Grade 8 student, CSS Guidance office, Student Success Teachers and transition teams.

Registration opened on March 2nd and on March 17, 2020, *HeadStart* registration was abruptly closed (until further notice) due to COVID-19 school closures and future uncertainties. During those first two weeks that online registration was opened, 753 students were already registered. After much deliberation and preparing several program delivery options, we reached out to those previously registered for *HeadStart* to confirm their continued interest and reopened registration on June 5 to ensure this opportunity was offered to all. Registration closing dates were also adjusted several more times to accommodate the ever-changing Ministry and Public Health directives. The total number of registered students eventually climbed to 1020 students by August 5th and all students on waiting lists were accommodated. Based on May 5th Grade 9 enrollment projections, this would have been a historical number of participants and an expected 55% overall participation rate. For many reasons, that number dropped by 79 (school switches, return to school uncertainties, duplicate registrations, conflicts due to vacation and other commitments). By the start of the program (Aug 24), we were expecting 941 students to attend and by the end of the program, 4 days later, we had only 13 'no shows' across all 5 Catholic Secondary Schools. Attrition rate was a very low 1.4%. (See Appendix A)

Reasons for Successful Participation and Attendance

Each year, the numbers of Grade 9 *HeadStart* participants climb largely due to:

- solid program reputation for being an engaging learning experience, and promise of relevant academic content (timetable, classroom navigation and locker exercises, social interaction with new peers, confidence building activities, as well as meet and greet with academic and social connectors);



- early promotion (paper, in-person and electronic) and cross-promotion between WCDSB departments;
- in-school champions including student success teams and superintendents;
- siblings who were previous participants and/or parents of previous participants;
- student to teacher ratio always low (averaging 15:1).

What was NEW for *HeadStart* 2020:

- To accommodate the same numbers of students with fewer students in the school at one time and eliminate need for a lunch break, *HeadStart* Program format was reduced to 6 hours (2 HALF days) vs 12 hours (over 2 FULL-days) - 4 hours for St. Benedict students at St. Margaret location;
- *HeadStart* Lead teachers were not assigned to a class of students – oversaw all onsite program delivery, troubleshooting, and the new protocols;
- *HeadStart* teachers were assigned to 10-12 students each, so student stayed within their program bubble;
- All students were introduced to D2L basics;
- Summer transition team (with Spec Ed Leads, EA's, CYCW's) was available for special education students (included safety protocol education);
- Mental health support staff on call (especially Resurrection CSS because of student's passing over the summer);
- PPE for all staff, safety protocols review with students (teacher training was virtual, self-directed and with quick turnaround time, as it was not fully prepared for return to school yet);
- Initial access to whole school, and then whittled down to different rooms at different times to allow for cleaning mid-day and end of day.

Challenges

There were a myriad of challenges to this year's *HeadStart* program offerings that were unique:

- Covid-19 restrictions and uncertainties;
- construction delays at St. Benedict Catholic Secondary School and the subsequent use of St. Margaret CES instead;
- and the changes to the professional development days starting September 1 for school start-up. (September 1st was one of the program dates pre-arranged in Fall 2019).

As a result, the *HeadStart* program dates, times, program content (no lockers or schedules), site bookings and staffing compliment all had to be changed a few times. **Each time there was a significant change, that change had to be subsequently communicated to staff, students and parents throughout the summer of 2020.** The shortened program format and tight Covid restrictions, limited the number of engaging activities, reduced free time to spend with friends (old and new) and restricted use of student volunteers – max 2 (SAC leaders and LINK crew) were also contributing factors to the delivery of a very different *HeadStart* program this year.

As challenging as these elements presented, parents and students were eager to receive whatever support WCDSB could offer for their child's entry to Secondary School and overall return-to-school experience. All teachers were eager and willing to offer this summer program – the first in-person programming offered to students before school officially started. Only a couple of teachers withdrew from their position, citing Covid precautions required at home.

During the program, most students were cooperative and understanding of the mandatory safety protocols, and even conciliatory to not 'getting what they signed up for'. They were just happy to be in the school and around their friends. This eagerness did present challenges with mask wearing and physical distancing before and after the program, as well as during outdoor breaks. Any use of cafeteria to have a snack break or loitering in the halls during breaks was not clearly understood by students and presented difficulties for teachers to address.

In 2020, the Program Manager of *HeadStart* worked closely with the St. Louis Principal and Superintendent. A Summer Principal would have been helpful in the planning done in January / February, the hiring of staff in April/May, preparing Plan of Care and EA support identification in May, and finally program delivery in August.



Feedback – Student Voice / Teacher Perspective

Post program evaluations from teachers and students highlighted the effects of these challenges, yet also captured the benefits of the programming shifts. Students sorely missed the interactive group activities, not getting a locker assignment or their schedules to find their classrooms. Rarely has *HeadStart* been referred to as “boring” or “strict”, but higher numbers of students reported this feeling.

Teachers had 2 hours as a team to recreate the program and their overall feedback was to have more lead time to better plan for the new reality of *HeadStart*. The shifts and changes were difficult for many, but they really like the 2-day half day/ smaller groups format. One quarter of all *HeadStart* teacher survey responses still preferred the full day program to have enough time to cover all content or get creative with engaging student activities. Almost all *HeadStart* teachers who responded know the program to be valuable, especially veteran teachers (9+ years), yet one-third of *HeadStart* teacher respondents did not feel *HeadStart* 2020 prepared students for high school.

Despite all of the restrictions and missing pieces to the program, post-program D2L student surveys showed that 85% of the students **DID feel more confident entering into high school** and 90% of students would **absolutely** recommend *HeadStart* to a sibling or friend.

Looking Ahead:

- Hire a summer school principal to assist with planning, implementation, and monitoring of *HeadStart* program.
- In a COVID environment - rework the program's content to offer 2 half days or 2 full days with **smaller groups**
- Consider running the program over consecutive days during the week before school start-up. Determine availability of chaplains, SAC leaders and other support staff for in person or virtual interactions during August 23-27, 2021.
- Explore online registration set-up options available via Aspen or other platforms that can import data to Aspen.
- Explore effective communication tools with parents to confirm online registration for *HeadStart* and provide updates that will reduce the email traffic and greater reliability of connecting with them.

Recommendation:

For information to the board.

Prepared/Reviewed By:

Loretta Notten
Director of Education

Maria Ivankovic
Superintendent of Learning

Michele Breault
Program Manager, St. Louis

*Bylaw 4.2 “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.”



HeadStart	Aug 24 Reg/Att	Aug 25 Reg/Att	Aug 26 Reg/Att	Aug 27 Reg/Att	Numbers of teachers required + Lead (15:1)	Ratio day1/day2/day3/day4	Number of student hours: 3 hrs per class (2 hrs per class at St. Benedict) based on attendance	Total Registered students /Att Forecast of Grade 9's Oct 31, 2020	Participation rate (%)
Msgr. Doyle HS- AM	31/29	31/31	43/43	43/42	3 / 4	9.6 10.33 10.75 10.5	145x3hrs = 435	Reg 156 Att 147 264	56%
Msgr. Doyle HS- PM	24/24	24/24	49/49	49/49	3 / 4	8 8 12.25 12.25	146x3hrs = 438		
Resurrection HS-AM	43/43	43/41	41/38	41/41	4	10.75 10.25 9.5 10.25	163x3hrs = 489	Reg 192 Att 170 365	47%
Resurrection HS-PM	47/47	47/46	39/35	39/39	4	11.75 11.5 8.75 9.75	167x3hrs = 501		
St. Benedict HS- AM	30/27	30/30	66/66	66/61	3 / 6	9 10 11 10.16	184x2hrs = 368	Reg 218 Att 196	46%
St. Benedict HS- PM	34/31	34/34	68/66	68/66	3 / 6	10.33 11.33 11 11	197x2hrs = 394	422	
St. David's HS - AM	35/35	35/35	30/30	30/30	3	11.66 11.66 10 10	130x3hrs = 390	Reg 138 Att 126	54%
St. David's HS - PM	31/30	31/31	30/30	30/30	3	10 10.33 10 10	121x3hrs = 363	234	
St. Mary's HS - AM	77/76	77/75	68/68	68/64	6	12.6 12.5 11.33 10.66	283x3hrs = 849	Reg 316 Att 289	52%
St. Mary's HS - PM	75/74	75/71	72/71	72/70	6	12.33 11.83 11.83 11.66	286x3hrs = 858	555	
Private Schools, Home Schooling	3	3	5	5	N/A	N/A N/A N/A	2x3hrs+6x2hrs= 18	N/A	N/A
Participants - 941	430		511				5,103 (paid 5,085)	Reg 1020 / Att 928 1840	50%





Date: September 28, 2020
To: Board of Trustees
From: Director of Education
Subject: Construction Projects – 2019-20 School Year

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)

This report provides an update on major capital construction projects undertaken during the 2019-20 school year.

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

Board Policy IV009 “Asset Protection”

“...the CEO shall not...”

3. Subject plant and equipment to improper wear and tear or insufficient maintenance”

Alignment to the MYSP:

Strategic Priority: Nurturing Our Catholic Community

Strategic Direction: Promote a culture of belonging and respect that supports success for all

Goal: Equitable access to learning opportunities by fostering belonging/inclusion in all school environments

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

Strategic Direction: Investment in global competency development and leading technologies

Goal: Continued investment in Learning Commons refresh and in school classroom furniture

Background/Comments:

During the 2019-2020 school year, numerous construction projects were undertaken at many of our schools throughout the Region. All projects were funded by the Ministry of Education and were related to building renewal, school condition improvement, and capital projects. Approximately \$3.7 million was spent on school renewal projects which capture non-building envelope items such as flooring, millwork, and painting. School condition improvement (SCI) funding was used for repairs to building components, energy efficiency projects, and improving



accessibility. Total spending on SCI was approximately \$6.9 million. Most of the work performed was completed during a nine-week period through July and August. The attached summary provides a synopsis of the work and the status of completion for each project.

In addition to these renovation and renewal projects, an additional \$12 million was spent on major capital projects including the ongoing construction of the new St. Boniface School, completion to phase 2 renovations at St. Clement School, and renovations to St. Francis in Kitchener.

In mid-2020, the Ministry of Education announced their approval of funding to support the following projects:

- Huron Brigadoon Catholic Elementary School Additional Funding - \$6,162,784 (total project - \$16.5M)
 - Current status – architect request for proposal document to be released in October. Expected school opening September 2022.
- East Kitchener (7-12) Project - \$37,699,818
 - Current status – launching program review which will inform program delivery model and facility design. Expected school opening September 2023.
- South East Galt Catholic Elementary School - \$8,652,378
 - Current status – partners in joint campus proposal are developing site concepts with a goal of determining potential interdependencies and integration of operations. Expected school opening September 2022.

Looking into the 2020-21 school year, planning of construction projects has already begun using the Long Term Accommodation Plan as a reference with potential additions and/or revisions made to the plan as required. We will continue to improve our facilities to ensure our students are provided with the best learning environment possible.

Recommendation:

This report is being provided as information only.

Prepared/Reviewed By:

Loretta Notten
Director of Education

Shesh Maharaj
Executive Superintendent of corporate Services and Chief Financial Officer

Terri Pickett
Senior Manager of Facility Services

*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."



Capital Project Summary 2019-20

FUNDING TYPE FDK - Full Day Kindergarten REN - Renewal SCI - School Condition Improvement CAP - Capital	SCHOOL	PROJECT DESCRIPTION	% COMPLETE
CAP	Breslau	New Build - Scheduled to open Sept 2021. Construction ongoing	20
REN/SCI	Christ The King	Complete washrooms upgrades, new millwork in classrooms, new interior doors, new flooring in Library Commons.	95
FDK/REN/SCI	Holy Rosary	FDK enclosure including grading, artificial turf and paving; partial roof replacement to peaked portion of roof, flooring upgrades in halls, new lighting in gym and library, new asphalt and retaining wall in parking area, new interior hardware, millwork and sink replacement	90
REN/SCI	Mons Doyle	Roof replacement over all 3 gyms	95
REN/SCI	Our Lady of Lourdes	New boilers, washroom upgrades, lighting and ceiling upgrades, exterior work to grading, paving; line painting	55
FDK	Sir Edgar Bauer	Upgrades to FDK enclosure including grading, artificial turf and paving. New AODA ramp constructed to allow accessibility to JK compound for all	95
REN/SCI	St. Benedict CSS	New heat pumps for entire school; washroom renovations	75
REN/SCI	St. Teresa of Calcutta	New universal washroom, office millwork, masonry repairs	95
REN/SCI	St. Augustine	Boiler and heat pump replacement, washroom upgrades, new gym curtain, exterior door replacement	55
CAP	St. Clement	Phase 2 of construction project - installation of elevator, interior renovations to remove 8 pod classrooms and design 8 separate classrooms with central corridor, new front entrance including canopy	95

FUNDING TYPE FDK - Full Day Kindergarten REN - Renewal SCI - School Condition Improvement CAP - Capital	SCHOOL	PROJECT DESCRIPTION	% COMPLETE
REN/SCI	St. Gregory	Roof replacement over kindergarten area	95
REN/SCI	St. Louis (Main Campus)	Asphalt Repaving- entire parking lot	95
REN/SCI	St. Teresa K	Asphalt repair by back parking lot	100
FDK	St. Teresa of Avila, Elmira	Upgrades to FDK enclosure including grading, artificial turf and paving	100
FDK/REN	St. Agnes	New kindergarten enclosure including grading, artificial turf, and paving; Parking lot increase of approximately 10 spots	100
REN	St. Paul	Parking lot increase of approximately 10 spots	100
FDK	Various Sites	Bike racks/ scooter racks/ buddy bench installation - ongoing	20
REN/SCI	Learning Commons	New millwork completed at St. Matthew, Holy Spirit, St. Kateri, Our Lady of Grace, St. Teresa (K)	100



Date: September 28, 2020
To: Board of Trustees
From: Director of Education
Subject: Information Technology Services Update Summer 2020

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

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

Origin:

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

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

- Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools, First Edition, Covering Grades 1 to 12, 2010 - (Growing Success, pp. 28–29)
<https://edu.gov.on.ca/eng/policyfunding/growSuccess.pdf>
- Ontario Broadband Modernization Project (BMP)
<https://news.ontario.ca/edu/en/2018/02/ontario-improving-access-to-high-speed-internet-for-250000-students.html>
- Waterloo Region Education Public Network (WREPNet) <https://www.wrepnet.on.ca/>
- Innovation in Learning and Technology Strategic Plan and Report April 2020
<https://docs.google.com/document/d/16S6F7DEgPp0xvGJSwbWlhtOfIT4qzkzom7FkHMuXU/edit?usp=sharing>
- Ontario Rural Schools Grant http://www.edu.gov.on.ca/eng/parents/rural_schools.html
- APS017 "Responsible Use of Information Technology and Electronic Data"
- APS035 "Electronic Mail and Social Media Use"
- APS015 "Procedure for the Purchase of All Electronic Computing Devices and Related Products and Services"

Alignments to the MYSP:

Strategic Priority: Nurturing Our Catholic Community

Strategic direction: Everyone is included, respected and welcomed

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

Strategic Priority: Student Engagement, Achievement & Innovation

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

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





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

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

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

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

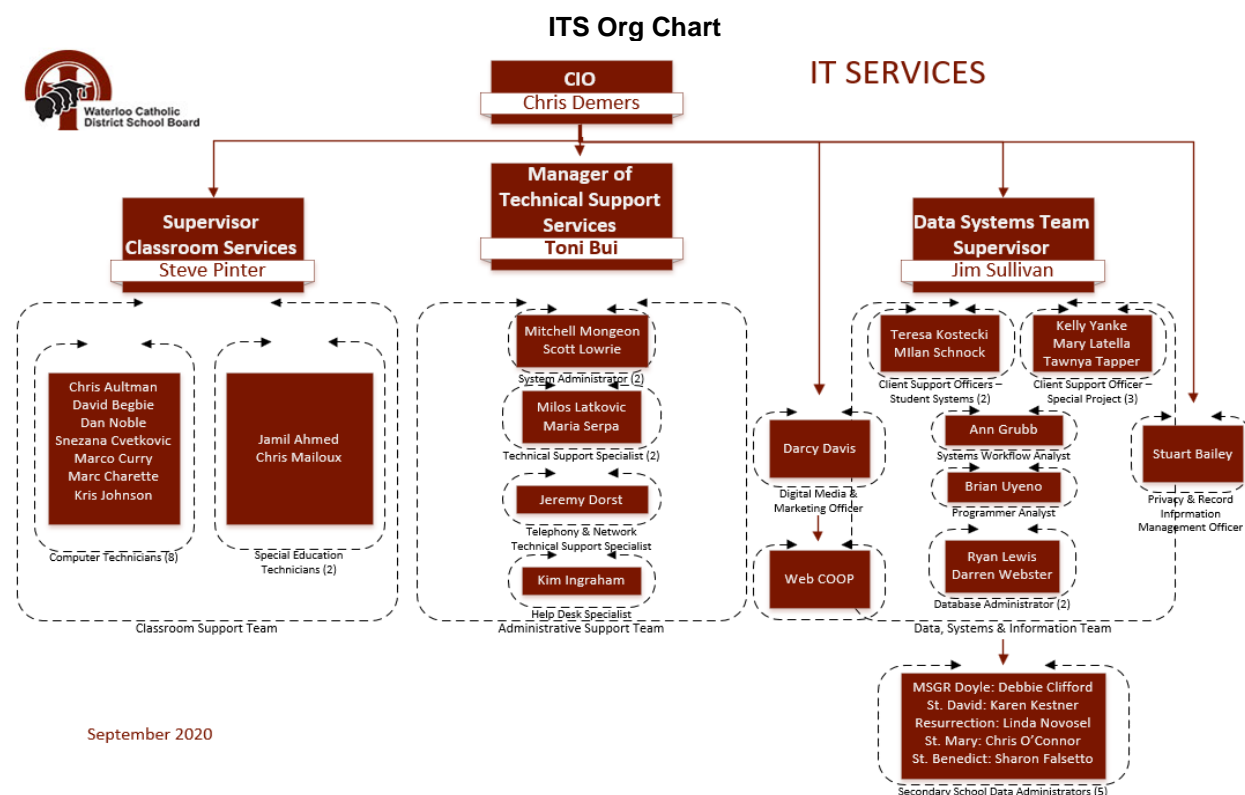
Strategic direction: Our decisions, actions and stewardship of resources are evidence-based and responsive

Goals:

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

Background/Comments:

The Information Technology Services (ITS) department has had a very busy Summer preparing for the 2020/21 school year. Covid19 preparations, restrictions and technology requirements have presented a level of complexity and unique work that has made this Summer an incredible challenge. ITS successfully completed many technology related projects and initiatives that aligned with the Multi-Year Strategic Plan which will enable staff and students to excel in the coming year in these unique times.





Major 2019/2020 ITS Projects Status (New 2020/21 projects not included):

Project Name	% Complete ↓	2019				2020				2021
		Oct	Jan	Apr	Jul	Oct	Jan	Apr	Jul	Oct
ADFS upgrade migration 2019	*** 100%									
Admin Computer Refresh Windows 10 Project	*** 100%									
Cloudbuy ADFS bridge	*** 100%									
Compass ipsec tunnel relocate	*** 100%									
Firewall Infrastructure Refresh	*** 100%									
Microsoft Intune iPad and Mobile device management	*** 100%									
Password Self Serve - Staff	*** 100%									
Privacy and Security Staff Training	*** 100%									
Projector Technology Refresh 19-20	*** 100%									
Rural School Project 19-20	*** 100%									
SCCM-Intune Comanged Project	*** 100%									
Switch and Network Refresh 19-20	*** 100%									
Webcam Classroom Project	*** 100%									
WiFi Refresh 19-20	*** 100%									
MS Teams and Telephony Project	*** 99%									
OneDrive Roll Out	*** 95%									
Student Information System Replacement	*** 93%									
Telephone System Refresh	*** 91%									
BYOD Monitoring and Reporting Project	*** 77%									
WiFi Authentication Project	*** 73%									
Broadband Modernization Project Security Phase	*** 50%									
School Messenger all School implementation	*** 42%									
Online Procurement Project	*** 32%									
Password Self Server-Students	*** 10%									





Highlighted Projects:

1) WCDSB Goes Virtual



The Covid19 pandemic forced a major shift to virtual instruction, department work and meetings. Google Meet and Microsoft Teams are tools that have both become widely utilized at WCDSB for synchronous instruction, virtual meetings, team discussions and connecting one on one. Microsoft Teams has now been made available for all educators and students.

Where Google Meet has been widely used in schools, Meet is being phased out as a recommended tool for use with students. Meet will only allow for a 30 day retention period for recordings which is not sufficient for students to access learning throughout the term and is inconsistent with our WCDSB records retention policy. Microsoft Teams is the recommended tool for this purpose.

2) Webcams Distributed to all Classroom Data Projector Computers



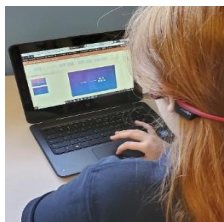
Over 1200 webcams have been distributed to WCDSB classroom data projector computers. Many have also been distributed to key school staff such as guidance counselors. The webcams could be used for recording of virtual lessons, video conferencing for virtual field trips, as a document camera and for synchronous instruction. Educators will choose the best way to use this tool for their instructional needs.

3) Wireless Backend Upgrades



Chromebook and Windows 10 Cloudbooks are now distributed at every school at a ratio of 1 device to every 3 students. WCDSB is expanding support for Bring Your Own Device for utilization in classroom curriculum activity. The Board also has a significant implementation of other wireless devices such as laptops and iPads. School wireless infrastructure has been updated to meet the ever increasing need of web resources and applications like Desire 2 Learn, Google Classroom, Flipgrid and Microsoft Teams. Covid19 and virtual instruction has placed an even greater burden on school wireless infrastructure.

4) Bring Your Own Device



WCDSB has made significant investments to ensure our students and staff have access to a variety of current technology. The use of technology to support learning remains a key priority to ensure that students are equipped with the skills to flourish in an increasingly digital world. Chromebooks and Windows 10 Cloudbooks have proven to be versatile, reliable, and affordable digital tool in the classroom.

As students have engaged more with the technology that is available in their classrooms, many families have expressed interest in purchasing a device for their child to use at school and at home. WCDSB families have reached out, seeking advice about which technology would best support their child's learning, is reasonably priced, yet durable enough to withstand the wear and tear of daily use as it is transported back and forth to school each day.

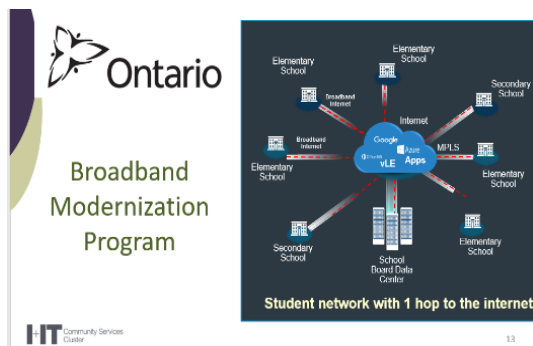
WCDSB has formed a partnership with Staples and Dell for families to purchase affordable learning devices; <https://wcdsb.ca/programs-and-services/elementary-programs/byod/>





More affordable and free refurbished devices are available for financially challenged families from the Renewed Computer Technology (RCT) Outreach program. <http://rcto.ca/programs-rctech-outreach.asp>

5) Broadband Modernization Program



The Ontario Ministry of Education Broadband Modernization program is connecting over 250,000 students at approximately 850 schools with high-speed internet as part of a commitment to improve internet access at all publicly funded schools across the province. WCDSB has been selected to participate in the second part of Wave 2 of this 3 Wave Project. This Wave will see extra resilient Internet connectivity and improved security for all the WCDSB elementary schools. The first part of Wave 2 enhanced the secondary schools. Over the summer and continuing in 2020/21, WCDSB will participate in Wave 3 of the Broadband Modernization

Program which will focus on our elementary schools and security.

Over the summer, IT extended the project to all elementary schools and St Louis. SDWAN devices installed over summer at all Elementary schools. This will effectively prepare schools for ever growing online learning and BYOD demands. The total WCDSB Bandwidth is going from 3gb to over 40gb. As part of the security focus, IT installed a new central firewall infrastructure.

6) Summer Construction and Cleaning



School cleaning and the many summer construction projects, moves and renovations require the removal of computer hardware and technology at the beginning of the Summer break. All this equipment needs to be setup and working before our educators and students return.

All Board classrooms and learning commons have their computer equipment disconnected to allow for the cleaning of the room. These computers need to then be setup again by IT, upgraded and tested.

Work done this Summer includes:

- St Clement renovation classroom setup and data projector moves;
- Network room clean ups, new network cabinets and SDWAN project setup;
- School renovation and construction-all technology removed and returned, updated and tested for school start up;
- 22 new portables were configured for data projectors, phones, network, computers and wireless. Many more portables still need to be setup at they arrive this Fall;
- School Cleaning: all classrooms and learning commons have their computer equipment disconnected to allow for the cleaning of the room. These computers need to then be setup again by IT, upgraded and tested.

7) Classroom Technology Refresh





Chromebook/Cloudbook Device Refresh Chromebooks and other inexpensive mobile devices like Windows 10 Cloudbooks have a limited lifespan of support by the vendors. WCDSB has achieved a 1:3 ratio of students to Chromebooks at every school before the Covid19 shutdown. Approximately 6000 devices given to students in need has greatly reduced the number mobile devices available to students in schools. IT has rolled out many new units to schools and will continue to roll out back-ordered devices to bring the school student to device ratios back up. Approximately 5000 devices have been rolled out since March 2020.

Elementary Desktop Refresh Many elementary desktop computers have been refreshed to replace broken and outdated computers. Extra working computers will be shuffled to other schools to maintain the ratio.

Secondary Desktop Refresh New computers have been targeted for the tech and design labs. Demands of higher learning at secondary schools require access to high-end design and business application labs. The continued goal is to continue to support the 1 Windows 10 computer to every 4 students in the secondary schools.

8) Refresh Classroom Data Projectors



Every classroom in WCDSB has a touch enabled data projector. Most of the models of data projectors currently deployed were installed in 2011. These aging projectors are failing at an increasing rate every year. To maintain maximum availability of this critical classroom engagement tool, it is recommended that we replace 1/5th of the installed projectors every year. Functional decommissioned projectors will be used as spares to minimize classroom downtime when the projectors fail.

This Summer IT removed 300 old and failing projectors and replaced with new, brighter and more energy efficient models.

9) Safe Applications for Educators and Students

IT has worked with schools and the Program Services department to create a list of safe applications that can be used within the WCDSB environment. 352 applications have been identified and categorized with descriptions and directions for use. Many more applications have been requested. These applications require SO approval and go through an extensive privacy impact analysis before they are permitted to be used with our students.





1	Name of Application	WCDSB_Y-N	Status	OPR	UsedBy	Description
319	Teach your monster to read	y	Blue			Covers the first two years of learning to read, from matching letters and
320	TextHelp PDF Reader	y	Green	Classroom		This is part of the suite of software/extensions by TextHelp. It is part of
321	The Calculator	y	Blue	Classroom; SEA		Educational app, provides simple and advanced mathematical function
322	The Cat in the Hat - Read & Learn - Dr. Seuss	y	Blue	Classroom; SEA		Playful interactivity, delightful animations and learning activities
323	Third Grade Splash Math	y	Blue	Classroom; SEA		Teaching kids core math skills
324	Thinkable	y	Yellow	Innovation Consultant	Students Grades 4-10	Used in a limited fashion for Apps4Learning and Elementary Skills
325	Tinkercad	y	Yellow	Experiential Learning Consultant		Circuit design, 3D modelling/printing tool. Can only be used by following
326	Token Board	y	Blue	Classroom; SEA		customizable app to motivate children to learn and complete tasks
327	Touch and Learn--Emotions	y	Blue	Classroom; SEA		App helps kids identify facial expressions, and body language.
328	Trucks HD	y	Blue	Classroom; SEA		Interactive app for young kids, especially those who love cars and trucks
329	TumbleBook Cloud Jr	y	Green	Learning Commons	Students	Ebooks for intermediate students, Canadian content
330	Tumblebook Library	y	Green	TELT, Classroom	Students and Educators K-6	Online eBooks
331	TumbleBook Library	y	Green	learning commons/TELT	Students	Online books approved for teachers to use with their classes. One account
332	Tumblebooks Jr	y	Green	TELT, Classroom	Students and Educators K-6	Online eBooks
333	Unite for Literacy	y	Yellow	Literacy Consultants	Educators and Students K-2	Website with free access to online books. No logins required
334	Universalis	y	Green	learning commons/TELT		French language online Encyclopaedia
335	Urkund Plagiarism Detection	y	Green	TELT	Educators	Plagiarism detection tool integrated within D2L.
336	Verbs from I Can do Apps	y	Blue	Classroom; SEA		Understanding and use of action words as well as build grammar (syntax)
337	Vision Assist (high contrast video magnifier)	y	Blue	Classroom; SEA		App help visually impaired user to click a photo and get an instant description
338	VisTimer	y	Blue	Classroom; SEA		Learning App, A library for creating time based charts, like Gantt or timeline
339	VLC Player	y	Green	Classroom		VLC media player is a free and open-source, portable, cross-platform
340	Voice Dream Reader (text to speech)	y	Blue	Classroom; SEA		Voice Dream text-to-speech educational app, highly configurable screen

10) Phone System Refresh



IT updated the Phone systems at the CEC, Dutton Drive and the 5 WCDSB secondary schools last year. Since March, IT continued the phone systems at all the Elementary schools.

The old WCDSB phone system was based on a Nortel infrastructure that has not been in production for many years. This system was a definite risk to phone-based communications availability and finding replacement

equipment. Many school districts in Ontario have moved to a Voice Over Internet Protocol (VoIP) infrastructure which utilized existing Wide Area Network (WAN) infrastructure for phone communications instead of costly phone lines. A Voice Over Internet Protocol phone systems potentially ensures availability, eliminates costly phone lines and infrastructure, enables integrated services into the IT infrastructure such as unified messaging with email and desktop remote phone system access. WCDSB and the Thames Valley DSB completed a joint procurement of a VoIP phone system. This new system will save a very significant amount of money as we cut phone lines at the schools in favour of the new network-based phone system. This phone system is being integrated with staff smart phones, email and computers which will help increase staff availability and ease voice related workflow.

11) St Isidore and Remote Learning Preparation

St. Isidore K-12 Virtual Learning School Retweeted

Dawn Butson @DL_Butson · Sep 17

My little man is ready for his new virtual learning adventure! #grade4 #VirtualSchool @IsidoreVirtual @ErmaLuis1



4 3 52

IT engaged in many endeavours to help prepare our schools, educators and students for the St Isidore virtual school and remote instruction. 2800 more Chromebooks were prepared for students in need. From the CEC, laptops and Chromebooks were distributed for remote educators who required devices. More remote Internet hotspot devices have been prepared for those in need of access. Desire 2 Learn and Google Classroom are in the process of being provisioned for every class. IT has provided extensive support to students who forgot their passwords over the Summer. Microsoft Teams has been provisioned for all educators and students for remote virtual instruction. IT is actively providing support for Learn at Home devices (approx. 30 a day). Over the



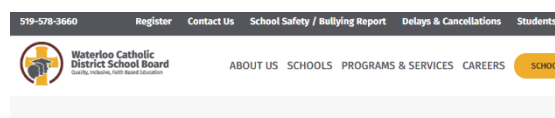


Summer over 400 Chromebooks were repaired. All WCDSB educator's and student's files were migrated from local drives to Microsoft Office 365 OneDrive to facilitate remote collaboration and instruction.

12) Web Resources and Social Media in Support of Remote Learning

Extensive web resources and social media resources have been augmented to provide support for remote instruction, facilitate web-based tools for in classroom pedagogy and for community communications. Several examples of these online resources and statistics for utilization are presented below:

Public resources:



Student Links



Change Password



My Applications



Directions for Accessing Your Aspen Student Portal

- Aspen Student Portal Login Instructions

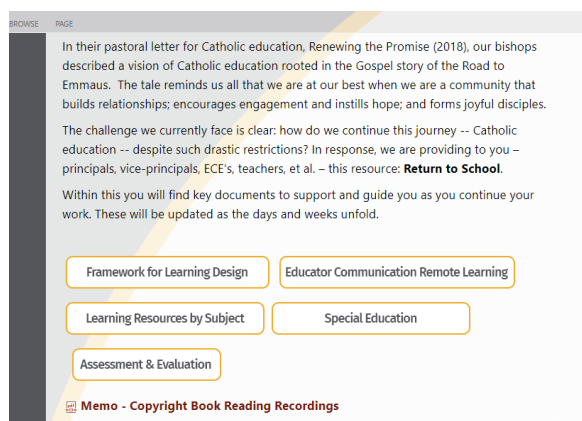
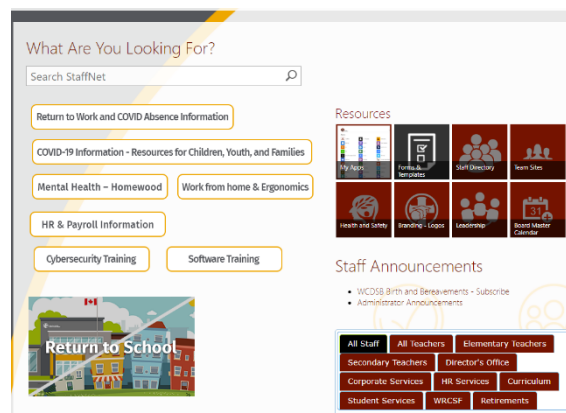


How to Login to D2L and Go Classroom – Print Version

- Student Login Process – Arabic
- Student Login Process – English
- Student Login Process – Korean
- Student Login Process – Mandarin
- Student Login Process – Russian
- Student Login Process – Spanish
- Student Login Process – Vietnamese

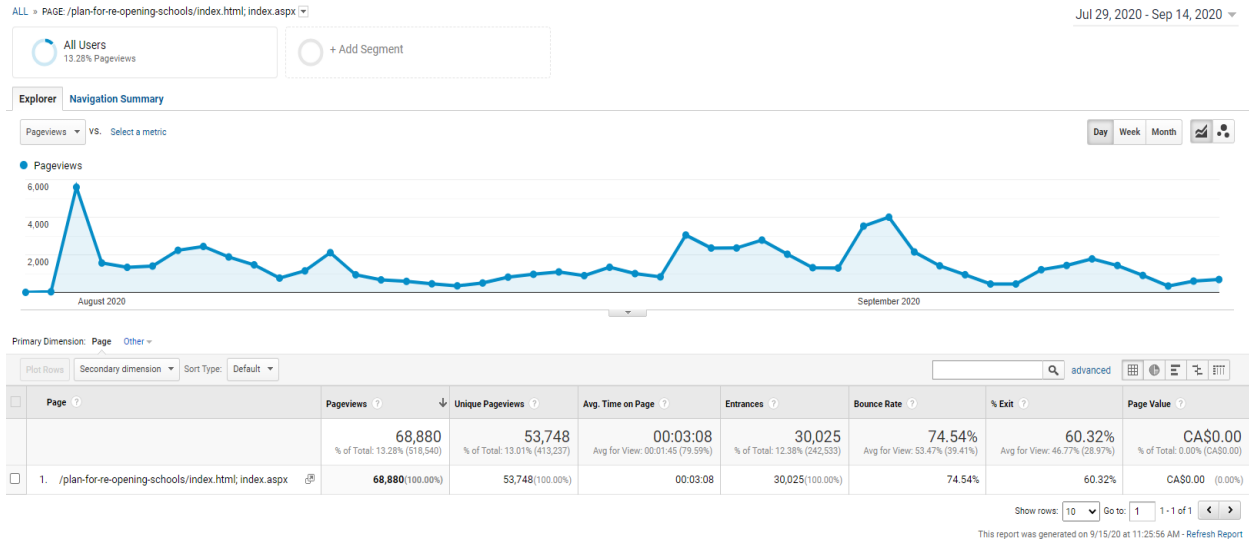


Staff resources:



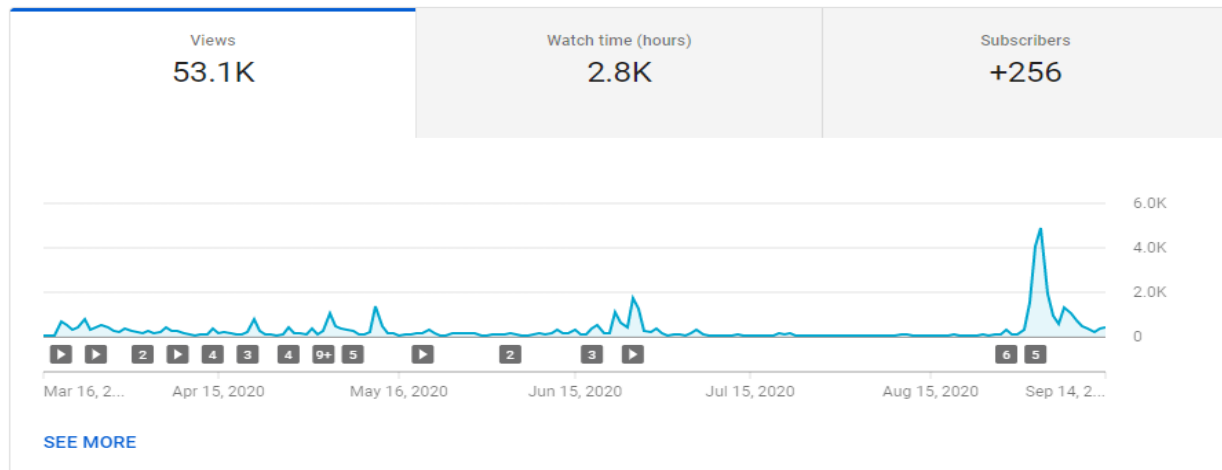
Web Resources Statistics:





WCDSB YouTube:

**People watched your videos 53,072 times during the dates
you selected**



WCDSB Facebook Videos:

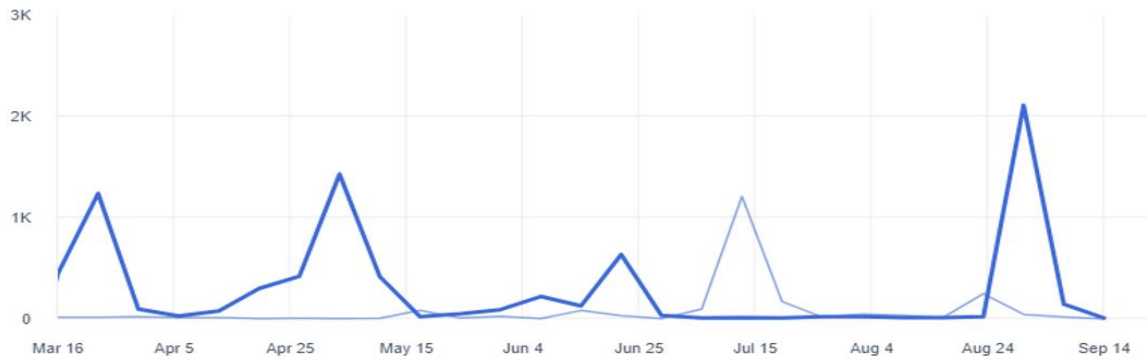





Facebook Videos

Mar 16, 2020 - Sep 15, 2020

8,020 Minutes Viewed **2,235 Previous Period**

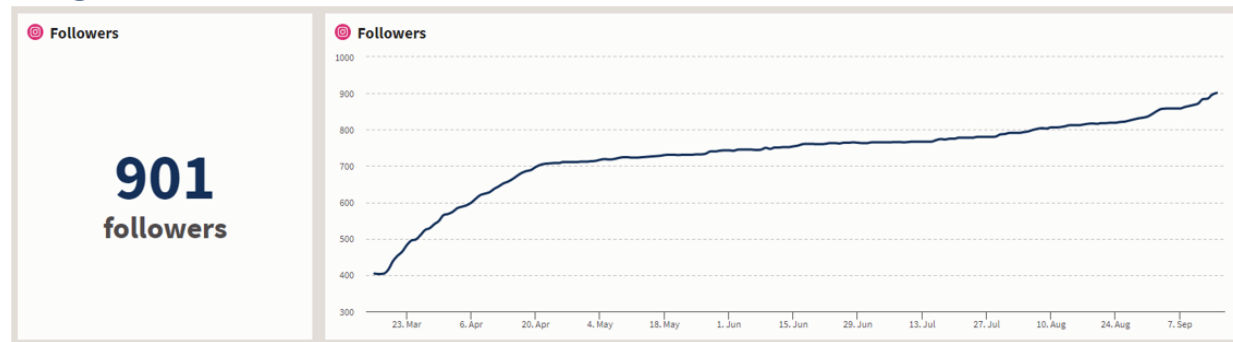


Top Videos > HIGHEST PERFORMING VIDEOS BY MINUTES VIEWED FROM 3/16 - 9/15

Video	Published	Minutes...	3s Video Views
	09/03/20 7:26 AM	1.2K	1.5K

WCDSB Instagram:

Instagram



WCDSB Twitter:





13) Student Management System Transition

The Trillium student management system was purchased by the PowerSchool company. (<https://www.powerschool.com/>) Trillium was utilized at WCDSB for all student data entry and tracking, report cards, provincial reporting, student attendance tracking, online registration, student resource tracking, class scheduling and so much more. All these functions are critical to most of what WCDSB does to service our students, staff and community. Trillium was run by more than half the 72 school districts in Ontario. PowerSchool has stated they would end all support of Trillium by September 2020.

A committee was formed in corporation with the Ministry of Education, the Educational Computing Network of Ontario (ECNO) and School Boards called the Student Information Workflow Advisory Committee (SIWAC). The purpose of SIWAC is to investigate, optimize student data collection, maintenance and workflow from school districts to the Ministry of Education and back to the school districts in the form of analysed data dashboards.





The Educational Computing Network of Ontario (ECNO) worked with the Ontario Educational Collaborative Marketplace (OECM) to collect requirements for Ontario student data systems. A request for proposal process was completed in January 2019 and the contract was awarded to Follett Aspen as a solution. Follett Aspen is currently deployed for the province of BC, Saskatchewan and several USA states. 39 Ontario school districts have so far signed on to Aspen. The live school boards to date include: RCDSB, NPSCDSB, KCDSB, DSBNONE, DSBN, GECDSD, BGCDSD, HSCDSB and WCDSB.

WCDSB has transitioned to Follett Aspen from Trillium. This project started Summer 2019 and proceeded throughout the school year with most of the transition work over this Summer.

This system offers a far expanded capability to effectively manage students, perform assessment, manage the classroom and communicate with the parent community which includes an integrated parent portal, student portal, integrated reports, and online forms.

We will be investigating integrated Aspen Case Management and Spec Ed modules over the 2020/21 school year.

14) Implementation of School Messenger for Elementary Schools

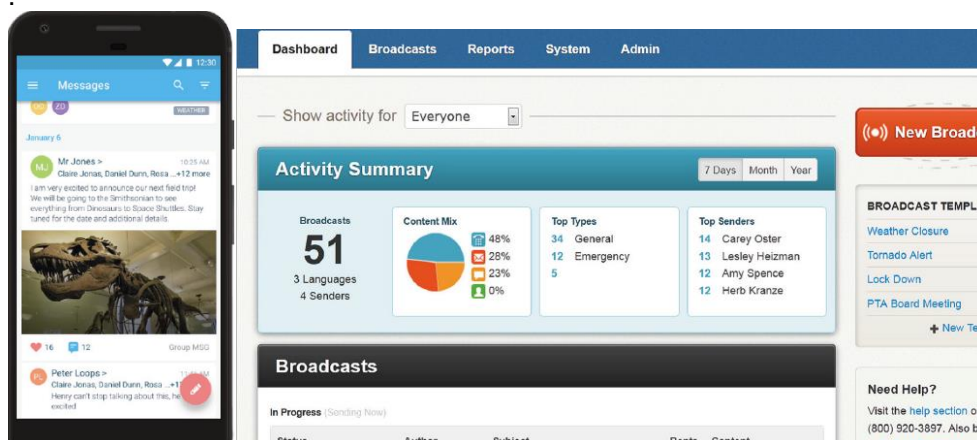
School Messenger Implemented for all schools; <https://www.schoolmessenger.com/>. This is currently used for school dedicated guardian notifications and secondary attendance calling.

School Messenger brings many new features that our schools can take advantage of including:

- Phone voice and email broadcast messaging;
- Cell phone text capability being investigated for future implementation
- Android and iPhone app for messaging from school and classroom being investigated;
- Teams, clubs and group messaging;
- Surveys feature through web and phone

Investigations for 20/21:

- School Messenger App
- Elementary Safe Arrival System
- Cell Phone Texts





Recommendation:

Report is being provided as information only

Prepared/Reviewed By:

Chris Demers,
Chief Information Officer

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

Loretta Notten
Director of Education

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





Date: September 28, 2020
To: Board of Trustees
From: Director of Education
Subject: Enrolment

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)

In keeping with our Multi-Year Strategic Plan and Budget Setting Process, it is essential to monitor actual student enrolment in relation to planning and budget setting projection numbers, in order to ensure proper stewardship of resources and appropriate levels of employee hiring. The following report provides an update on student enrolment numbers as of September 11 and September 18, 2020.

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

Policy I 001 – Ends
Policy IV 005 – Hiring and Promotions
Policy IV 007 - Financial Planning/Budgeting

Alignment to the MYSP:

N/A

Background/Comments:

Background/Comments:

Elementary Enrolment

September 11, 2020	Budget 2020/21	September 9, 2019
16,965	17,107	16,908

The year over year increase in elementary students is 57.



Current enrolment is 142 students below the budget projection.

Kindergarten enrolment in September 2019 is 3,322. Kindergarten enrolment in September 2020 is 3,251, a year over year decrease of 71 students.

Homeschooling increased from 71 students in September 2019 to 138 students in September 2020, a year over year increase of 67 students.

14,508 students are attending their regular home schools. 2,457 students are attending virtually at St. Isidore.

Secondary

Full Time Equivalent September 23, 2020	Budget 2020/21	Average Daily Enrolment 2019/20
7,515	7,026	6,775

The Average Daily Enrolment projection will be calculated again after October 31, 2020.

6,672 students are attending their regular home schools. 843 students are attending virtually at St. Isidore.

Recommendation:

This report is offered for the information of the Board.

Prepared/Reviewed By: Loretta Notten
Director of Education

Jason Connolly
Superintendent of Human Resources

*Bylaw 4.2 "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: September 28, 2020
To: Board of Trustees
From: Director of Education
Subject: WCDSB Framework for Learning

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 Act Section 169. (1)

Every Board shall:, (a) promote student achievement and well-being; (b) ensure effective stewardship of the board's resources; (c) deliver effective and appropriate education programs to its pupils; f) develop a multi-year plan aimed at achieving the goals of student achievement and well-being, positive school climate, inclusive and accepting schools, stewardship of resources, and effective and appropriate education programs to its pupils.

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

PPM 159 Collaborative Professionalism (2016)

School Effectiveness Framework (2013)

Alignment to the MYSP:

Priority Area: Nurturing our Catholic Community

Strategic Direction: Promote a culture of belonging and respect, that supports success for all

Goals: Equitable access to learning opportunities

Priority Area: Student Engagement, Achievement, & Innovation

Strategic Direction: Nurture a Culture of Innovation

Goal: Ensure classroom pedagogy and pathway opportunities are relevant and provide transferable skills for student success

Priority Area: Student Engagement, Achievement, & Innovation

Strategic Direction: Foster maximum opportunity for success for all

Goals: Improve Numeracy Achievement

Improve Graduation Rate

Improve Secondary Literacy Achievement



Increased Opportunity for Experiential Learning

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

Strategic Direction: Nurture the well being of all students and staff

Goal: provide opportunities to nurture faith and spirituality of staff and students

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

Strategic Direction: Investment in global competency development and leading technologies

Goal: Increase in precise student programming and use of New Pedagogies for Deep Learning (NPDL)

Background/Comments:

The COVID-19 pandemic has profoundly impacted every facet of society, not least of which has been Ontario's publicly funded education system. Since March 13, 2020, the Waterloo Catholic District School Board has endeavoured to create a responsive model of education that most effectively meets its students' needs while ensuring the health and safety of all its stakeholders. From April to the end of June, an educator-led distance education model was employed to connect students with their educators and complete what was a challenging school year. As the summer unfolded, the province of Ontario clarified for Boards the parameters within which they must operate at the outset of a new school year. This model offered families options for learning and challenged the WCDSB to respond as effectively as possible.

To support educators as they strive to engage and instruct learners, the WCDSB has created a repository of best practice and resources called the Framework for Learning. The Framework is a dynamic and distilled set of "best practices" that are rooted in current professional understandings and provincial mandates.

Learning Design begins with addressing student social-emotional needs, organization of the learning environment and setting expectations in every lesson and interaction. This includes pedagogical practices, learning partnerships, learning environment, and leveraging digital. The goal of this framework is to provide educators with pedagogical support to implement these four elements of learning design in their practice.

This framework aims to support **all** educators in transitioning between learning scenarios (conventional, adapted, remote) as needed. It is a living framework and will be updated as emerging processes, practices, and resources become available.

This framework also links to many WCDSB resources that educators may be familiar with including Educator-Learning At Home resources. A Kindergarten specific site has also been created to support ECEs and teachers with additional needs specific to their context: <http://bit.ly/WCDSBKindergarten>.

[Building and Maintaining a Learning Community](#) with a Establishing a learning environment and building partnerships between educators, students, and families in Conventional, Adapted, and Remote scenarios

- [Building relationships](#)
- [Establish Routines](#)
- [Instructional Equity](#)

[Communication](#)- Leveraging digital to develop engaging learning environments in partnership with families to support learning.

[Virtual Learning Environment Expectations](#)

- [Establish a learning hub \(D2L Brightspace or Google Classroom as LMS\)](#)
- [Consistent, clear, and concise expectations for Students and Families](#)

[Learning Design Planning](#)-

"Innovative pedagogies are a fundamental part of teacher professionalism. **Innovation in teaching is a problem-solving process** rooted in teachers' professionalism, rather than an add-on applied by only some teachers in some schools."

- [Introduction](#)
- [Assess: Know the Learner \(student strengths, interests and needs\)](#)



- [Design \(a learning strategy that is informed by the curriculum, transferable skills, and the four elements of learning design\)](#)
- [Implement the learning strategy \(and allow for adaptations along the way\)](#)
- [Monitoring Progress: Attending, Interpreting & Deciding](#)

[Leveraging Digital](#)

In preparation for a variety of learning scenarios (conventional, adapted, remote), and in response to feedback from students and families last year, WCDSB has determined that a coordinated strategy for the use of digital tools and resources will support educators, students, and their families in their learning going forward.

- [Introduction](#)
- [Guiding Principles for Leveraging Digital](#)
- [Synchronous and Asynchronous Learning](#)
- [Digital Tools and Resources for Student Use](#)
- - [Full 2020-2021 Approved Digital Tools and Resources List Linked Here](#)
 - [WCDSB Special Education Resources StaffNet Quick Link](#)
 - [Recommended Online Assessment Tools FOR/AS/of Learning Quick Link](#)

Next Steps

The WCDSB's Framework for Learning will be reinforced and revised as the 2020-2021 school year progresses. It will have additional resources added in such areas as curriculum, assessment, and evaluation.

Recommendation:

This report is presented for the information of the Board.

Prepared/Reviewed By: Loretta Notten, Director of Education
Judy Merkel, Superintendent of Learning
John Klein, Superintendent of Learning

*Bylaw 4.2 "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**
Quality, Inclusive, Faith Based Education

Date: September 20 2020
To: Board of Trustees
From: Student Trustees
Subject: Student Trustee Report for September 2020

Type of Report: Incidental Information

Type of Information: Information only of the activities of the Board Chair

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

Policy II 011 Student Representation on the Board
Policy II 012 Student Trustee Role Description

Background/Comments:

September 2020 was a very new and unprecedented time for students as they began another year at school. Due to COVID-19, the number of students were much lower than is usually observed every year. At the secondary level, population has been limited to aid in a safe learning environment for both staff and students. Few activities have been run due to lack of student numbers, as well as the journey back to a more “normal” learning experience has been in place. Student activity councils have been actively working to communicate with and engage the general student population and encourage a positive start to the school year.

Common Activities Hosted by The Schools:

- **Introductory SAC (Student Activities Council) Meetings:** St. David, Resurrection, St. Mary's, and St. Benedict all had the opportunity to begin weekly SAC meetings, at which time the planning of different activities and events were discussed. Breakout sessions and brainstorming ideas as to how to effectively communicate and support students through initiatives such as Niner week, Spirit week and back to school activities were discussed at all, as well as ways to

encourage student involvement in a safe way during the difficult transition period back to school with new regulations.

- **Spirit Wear:** Monsignor Doyle, Resurrection and St. Mary's have begun to organize and are in the process of selling spirit wear to the student body as a way to unify the student body and encourage pride in their school. Different garments, including masks, are being sold to students for them to wear on spirit wear days. Additionally, SAC-specific spirit wear is in the process of being designed/ordered/distributed to members as a way to unify students who are a part of SAC and allow for them to be identifiable to the general student population.
- **Instagram Activity:** Monsignor Doyle, St. David, St. Mary's and St. Benedict have highlighted their activities on social media as a main way to inform and communicate with their respective school community. Different variations of posts have been created, including back-to-school calendars, safety reminders, and introductory videos.
- **Grade Nine SAC Applications:** As a way to represent all grades on Student Council, applications for grade nine representatives have been opening up at St. David and St. Mary's these past few weeks.
- **Orange Shirt Day:** St. David and Resurrection are planning to be involved in the orange shirt day awareness campaign on September 30th. This is a spirit wear day in which students are encouraged to wear orange to help raise awareness and educate people about the Indigenous crisis in Canada and about Residential schools.
- **Welcome Back to School Video:** Monsignor Doyle, St. David and St. Benedict SACs are in the process of creating short introduction videos for their respective student councils to introduce members and give reminders about safety this school year.

Student Trustee Role Update:

- **Welcome Back Video:** For the first official initiative as a team this year's student senate chose to put together a video to be circulated through each school's social media. Each co-president, as well as the Student Trustees spoke briefly in efforts to encourage students, raise morale, and emphasize our board's wonderful mental health support system via the guidance department.
- **2020 Theme Selection:** The theme selected by our Student Trustee's this year is entitled "Developing our Roots". Kate Morrison then took this concept to create a logo (which will be shown during the presentation). This image features 2 palms (representing God's hands), a tree, and its roots. Each root represents a "mini theme". The "mini themes" are designed to help students build their skills and aspects of their wellbeing: emotionally, spiritually, physically, intellectually and socially.
- **Grade 7/8 Initiative:** This initiative will combine the Student Trustee's goal to focus on the grade 7/8 age group, and newly selected theme D.O.R. Each month a virtual package will be sent out to intermediate teachers via email. Each package will include bible verses/readings, and group discussion topics revolving around that month's theme. Our hope is that this project will help to ease the student's transition from elementary school to high school. It will be optional for teachers to review the package with the class. The initiative will formally launch at the start of October.
- **Kick off Senate Meeting:** On Thursday September 24th the Student Senate had their first meeting via microsoft teams. This meeting was 30 minutes in length, and allowed the co-presidents to share what their school has accomplished over the month thus far.

Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: **Kate Morrison and Abby Barbosa**, Student Trustees

*Bylaw 4.2 "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: September 28, 2020
To: Board of Trustees
From: Chair of the Board
Subject: Chair's Report for September 2020

Type of Report: ☒ Incidental Information
Type of Information: ☒ Information only of the activities of the Board 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

Background/Comments:

The following are highlights of the chair's activity during the month of September 2020

- Attended Live Radio Interview with CBC Kitchener along with Chair Jayne Herring WRDSB Board Chair about School Reopening (September 4)
- Attended conference call with OCSTA President Pat Daly with Director Notten (September 9)
- Attended SEAC Virtual Meeting (September 9)
- Attended Chair's & Director of Education Conference Call with Education Minister Lecce & Deputy Ministry Naylor (September 14/21//28)
- Attended OCSTA Regional Virtual Meeting (September 25)
- Attended Media Training Concepts & Strategies for Board Chairs arranged by OCSTA (September 28)
- Attending Isolated but Not Alone: Reflections on Catholic Education in context of the COVID-19 Pandemic arranged by OCSTA (September 30)

Recommendation:

This report is for the information of the Board.

Prepared/Reviewed By: Bill Conway, Chair of the Board

*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."



From: [Loretta Notten](#)
To: [Alice Figueiredo](#)
Subject: FW: OCSTA: 2021 January Catholic Trustees Seminar
Date: Wednesday, September 23, 2020 6:08:38 PM
Attachments: [image003.png](#)

For Board package...

Loretta Notten

Director of Education

Waterloo Catholic District School Board | www.wcdsb.ca

35 Weber St W Unit A, Kitchener, ON, N2H 3Z1

519-578-3660 | loretta.notten@wcdsb.ca



**Waterloo Catholic
District School Board**
Quality, Inclusive, Faith Based Education

From: OCSTA - Marie Palombi <MPalombi@ocsta.on.ca>
Sent: Wednesday, September 23, 2020 10:24 AM
To: OCSTA - Marie Palombi <MPalombi@ocsta.on.ca>
Subject: OCSTA: 2021 January Catholic Trustees Seminar

Caution - External Email - This Message comes from an external organization. Do NOT click on unrecognized links or provide your username and/or password.

September 23, 2020

MEMORANDUM

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

CC: OCSTA Directors and Staff

Board Secretaries and Administrative Assistant

- All Catholic District School Boards

FROM: Nick Milanetti, Executive Director

SUBJECT: 2021 January Catholic Trustees Seminar

As a result of recent changes to the restrictions on social gatherings, the annual Catholic Trustees Seminar will now be hosted on the Zoom videoconferencing platform. The date for the Seminar is **January 15th**, though the length of the Seminar may change.

Our theme this year is **“Forward in Faith and Unity”** and we look forward to providing you with an engaging and educational session designed specifically for the needs of Catholic Trustees.

Further details regarding registration and the program will be provided in the coming weeks.

If you have any questions, please do not hesitate to contact me.

Thank you,
Nick

MARIE PALOMBI
Ontario Catholic School Trustees' Association
1804 – 20 Eglinton Avenue West
Toronto, ON M4R 1K8
416-932-9460 Ext. 234 | Website: www.ocsta.on.ca

« IMPORTANT: The information contained in or attached to this email is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act. If the reader of this email is not the intended recipient or the person authorized to deliver the message to the intended recipient, you are hereby notified that any disclosure, dissemination, distribution or copying of this communication is strictly prohibited. If you receive this message in error, please notify the sender immediately by return email and destroy all copies of the information contained in or attached thereto. Thank you for your cooperation. If you no longer want to receive these emails, simply click on the link to [Unsubscribe](#).»

From: [Loretta Notten](#)
To: [Alice Figueiredo](#)
Subject: FW: OCSTA: Memo re Government Announcement - Standardized Online Testing for Students
Date: Wednesday, September 23, 2020 4:38:00 PM
Attachments: [image006.png](#)

For Board agenda...

Loretta Notten

Director of Education

Waterloo Catholic District School Board | www.wcdsb.ca

35 Weber St W Unit A, Kitchener, ON, N2H 3Z1

519-578-3660 | loretta.notten@wcdsb.ca



**Waterloo Catholic
District School Board**
Quality, Inclusive, Faith Based Education

From: OCSTA - Marie Palombi <MPalombi@ocsta.on.ca>
Sent: Wednesday, September 23, 2020 4:30 PM
To: OCSTA - Marie Palombi <MPalombi@ocsta.on.ca>
Subject: OCSTA: Memo re Government Announcement - Standardized Online Testing for Students

Caution - External Email - This Message comes from an external organization. Do NOT click on unrecognized links or provide your username and/or password.

September 23, 2020

MEMORANDUM

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

CC: OCSTA Directors and Staff
Board Secretaries and Administrative Assistants

- All Catholic District School Boards

FROM: Patrick J. Daly, President

SUBJECT: Ontario Announcement re: Standardized Online Testing for Students

Please see the attached Ontario government news release regarding standardized online testing for students, sent to you for your information. We thought the following announcement would be of interest to our Catholic boards.



Ontario 

Newsroom

News Release

Ontario Moving to Standardized Online Testing for Students

September 23, 2020

Modernized platform will help prepare kids for the future

TORONTO - The Ontario government is proposing to modernize large-scale provincial student testing to better prepare youth for the future, and re-build parent confidence in the education system. The Education Quality and Accountability Office (EQAO), which creates and administers assessments, will procure a firm to develop an online, adaptive testing platform.

"The world is changing rapidly, and our students are learning in more technology-driven environments," said Education Minister, Stephen Lecce. "That's why we also need to modernize and enhance the way we assess student learning. By moving to digital testing, we will have a more efficient and accountable large-scale student assessment system that students, parents, and educators can depend on - one that ensures students are ready for the jobs of the future."

Today, EQAO launched the request for bids process in an effort to source the expertise required to develop an online testing solution. This change will allow the agency to modernize its approach to assessment and data collection to be more nimble, effective and focused on student achievement.

For the 2020-21 school year, EQAO will be field-testing online and adaptive assessments for Grade 9 math. This field test will provide an opportunity for students to try this new format and will support the continued development of the assessment platform.

"Today's announcement is another way our government is demonstrating our commitment to prepare students for the future," said Parliamentary Assistant, Sam Oosterhoff. "Modernizing large-scale student assessment is an essential step in ensuring Ontario students are equipped with the skills they will need for the modern world."

This online, adaptive testing platform will increase responsiveness to student learning needs and support student mental health and well-being by helping to make testing less stressful. Changes would ensure testing accessibility for students with special education needs, increase equity for different student populations, including Francophone, Black and Indigenous students by ensuring cultural relevancy, and provide faster results that teachers can discuss with parents right away.

QUICK FACTS

1. In 2019, Ontario launched a four-year math strategy to ensure students have a strong understanding of math fundamentals and how to apply them. This strategy will improve student math performance, help students solve everyday math problems and increase students' employability for the jobs of tomorrow.
2. For the 2020-21 school year, Grade 3 and 6 students will not participate in EQAO assessments as EQAO aligns the assessments with the new elementary [Math curriculum](#).
3. A formal RFB has been launched by EQAO on [Ontario Tenders Portal, JAGGAER](#).
4. A contract will be granted to the vendor through a transparent and competitive procurement process.
5. The ministry is working with school boards through the Broadband Modernization Program to deliver access to reliable, fast, secure and affordable internet services for all Ontario students and educators. As of August 31, 2020, broadband modernization has been completed at 2,475 schools, including 842 rural schools and 475 northern schools. Work is currently in progress at 2,462 schools, including 251 rural schools and 26 northern schools.

ADDITIONAL RESOURCES

1. [EQAO website](#)

2. [EQAO has Issued a Request for Bids](#)

CONTACTS

Caitlin Clark

Minister's Office

caitlin.clark@ontario.ca

Ingrid Anderson

Communications Branch

437-225-0321

ingrid.e.anderson@ontario.ca

Ministry of Education

<http://www.ontario.ca/edu>

MARIE PALOMBI

Ontario Catholic School Trustees' Association

1804 – 20 Eglinton Avenue West

Toronto, ON M4R 1K8

416-932-9460 Ext. 234 | Website: www.ocsta.on.ca

« IMPORTANT: The information contained in or attached to this email is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act. If the reader of this email is not the intended recipient or the person authorized to deliver the message to the intended recipient, you are hereby notified that any disclosure, dissemination, distribution or copying of this communication is strictly prohibited. If you receive this message in error, please notify the sender immediately by return email and destroy all copies of the information contained in or attached thereto. Thank you for your cooperation. If you no longer want to receive these emails, simply click on the link to [Unsubscribe](#).»

From: [Loretta Notten](#)
To: [Alice Figueiredo](#)
Subject: FW: OCSTA: Ontario Government News Release - Flu Immunization Campaign
Date: Tuesday, September 22, 2020 5:33:33 PM
Attachments: [image005.png](#)

For Board package

Loretta Notten

Director of Education

Waterloo Catholic District School Board | www.wcdsb.ca

35 Weber St W Unit A, Kitchener, ON, N2H 3Z1

519-578-3660 | loretta.notten@wcdsb.ca



From: OCSTA - Marie Palombi <MPalombi@ocsta.on.ca>
Sent: Tuesday, September 22, 2020 3:24 PM
To: OCSTA - Marie Palombi <MPalombi@ocsta.on.ca>
Subject: OCSTA: Ontario Government News Release - Flu Immunization Campaign

Caution - External Email - This Message comes from an external organization. Do NOT click on unrecognized links or provide your username and/or password.

September 22, 2020

MEMORANDUM

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

CC: OCSTA Directors and Staff
Board Secretaries and Administrative Assistants
• All Catholic District School Boards

FROM: Patrick J. Daly, President

SUBJECT: Ontario Government News Release – Flu Immunization Campaign

We believe that the attached news release on the government's pandemic management plans will be of interest to our Catholic boards.

NEWS RELEASE

Ontario Set to Launch Largest Flu Immunization Campaign in Province's History

New Investments Part of the Government's COVID-19 Fall Preparedness Plan

September 22, 2020

[Office of the Premier](#)

TORONTO — The Ontario government is implementing the largest flu immunization campaign in Ontario's history. The campaign is part of the province's comprehensive plan to prepare the health system for a second wave of COVID-19. The plan, entitled *Keeping Ontarians Safe: Preparing for Future Waves of COVID-19*, sets out a series of steps to prevent, identify and respond to any outbreak scenario this fall.

Details were provided today by Premier Doug Ford and Christine Elliott, Deputy Premier and Minister of Health.

"We've been working through the summer to put in place a robust and comprehensive plan to tackle a potential, more challenging second wave of COVID-19," said Premier Ford. "It's important that we prepare for any scenario in order to protect all of our citizens, especially our seniors and most vulnerable. Our government is doing everything it can to defeat this deadly virus, including delivering an unprecedented flu shot campaign to maintain capacity in our hospitals."

The *Keeping Ontarians Safe* plan will:

- Maintain strong public health measures, including continued expansion of testing and case and contact management;
- Quickly identify, manage and prevent COVID-19 outbreaks;
- Accelerate efforts to reduce health service backlogs;
- Prepare for surges in COVID-19 cases;
- Recruit, retain, train and support health care workers, while also continuing to engage families and caregivers; and
- Implement the largest flu immunization campaign in Ontario's history.

Given the size and complexity of the *Keeping Ontarians Safe* plan, the province will release details over the coming days.

"Our government has been working directly alongside our partners on the frontlines to ensure the health system is ready to deal with any future waves of COVID-19," said Minister Elliott. "While our best defense continues to be our everyday actions to stop the spread, like practising physical distancing, wearing face masks and staying home when ill, we have developed a plan that prepares us for any eventuality, including the approaching flu and cold season."

The annual spread of the flu presents an additional challenge to Ontario's response to future waves of COVID-19. That's why the province is investing almost \$70 million to purchase flu vaccines to deliver a robust and expanded campaign this year. Ontario has implemented several measures, such as:

- Ordering 5.1 million flu vaccine doses in partnership with the federal government and other provinces and territories, 700,000 more than the approximated usage last year. This includes 1.3

million high-dose vaccine doses for Ontario seniors, especially those with pre-existing health conditions;

- Prioritizing early distribution of the flu vaccine for vulnerable populations in long-term care homes, hospitals and retirement homes;
- Investing an additional \$26.5 million to purchase additional flu vaccine doses if required and made available through the national vaccine bulk procurement program;
- For the first time in Ontario's history, improving access by allocating high-dose flu vaccines for seniors to participating pharmacies; and
- Launching a public education campaign to encourage getting the flu shot.

"The Ontario Pharmacists Association is very pleased that pharmacy professionals will have a significant role in the Ontario government's fall preparedness plan to protect Ontarians this year from flu and COVID-19," said Justin Bates, CEO of the Ontario Pharmacists Association. "The Ontario government's decision to expand the high-dose flu vaccine program recognizes the high degree of accessibility of frontline pharmacy professionals, especially during the pandemic, as well as pharmacy's dramatic success story in boosting immunization rates against influenza."

The flu shot will be available in the coming weeks at primary care provider offices and public health units for anyone over the age of six months, and participating pharmacies for anyone five years of age or older. When getting the flu shot, Ontarians should continue to follow COVID-19 public health measures, including wearing a face covering, frequent handwashing, and maintaining physical distance from those outside their household or social circle.

Quick Facts

- The flu is a contagious illness that can result in a hospital stay or can lead to complications such as pneumonia, heart attack or, in rare cases, death.
- The flu shot is especially important for children four and under, those who are pregnant and people 65 years and older who are at higher risk of flu-related complications. Children four and under should visit their doctor to get the flu shot.
- Flu season can start as early as November. It takes about two weeks for the flu shot to reach full effect, so be sure to get the shot when it becomes available.
- Last flu season, there were about 5,719 flu-related hospitalizations in Ontario and 280 flu-related deaths.
- To measure the success of this year's flu immunization campaign, the province will measure the following: higher number of doses distributed this year in comparison with 2019, and higher estimated vaccine uptake in comparison with 2019.

Additional Resources

- For more information on the flu, visit ontario.ca/flu.
- Visit Ontario's [website](#) to learn more about how the province continues to protect the people of Ontario from COVID-19.
- For public inquiries call ServiceOntario, INFOline at 1-866-532-3161 (Toll-free in Ontario only).

Related Topics

Government

Learn about the government services available to you and how government works. [Learn more](#)

Health and Wellness

Get help navigating Ontario's health care system and connecting with the programs or services you're looking for. [Learn more](#)

« IMPORTANT: The information contained in or attached to this email is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act. If the reader of this email is not the intended recipient or the person authorized to deliver the message to the intended recipient, you are hereby notified that any disclosure, dissemination, distribution or copying of this communication is strictly prohibited. If you receive this message in error, please notify the sender immediately by return email and destroy all copies of the information contained in or attached thereto. Thank you for your cooperation. If you no longer want to receive these emails, simply click on the link to [Unsubscribe](#).»

From: [Loretta Notten](#)
To: [Alice Figueiredo](#)
Subject: FW: OCSTA: REMINDER: 90th Anniversary Speaker Series - Dr. Mark McGowan - September 30
Date: Thursday, September 24, 2020 9:59:30 AM
Attachments: [image002.png](#)
[image005.jpg](#)
[image006.jpg](#)

Loretta Notten

Director of Education

Waterloo Catholic District School Board | www.wcdsb.ca

35 Weber St W Unit A, Kitchener, ON, N2H 3Z1

519-578-3660 | loretta.notten@wcdsb.ca



**Waterloo Catholic
District School Board**
Quality, Inclusive, Faith Based Education

From: OCSTA - Ashlee Cabral <ACabral@ocsta.on.ca>
Sent: Thursday, September 24, 2020 8:52 AM
To: OCSTA - Ashlee Cabral <ACabral@ocsta.on.ca>
Subject: OCSTA: REMINDER: 90th Anniversary Speaker Series - Dr. Mark McGowan - September 30

Caution - External Email - This Message comes from an external organization. Do NOT click on unrecognized links or provide your username and/or password.

TO: Trustees and Directors of Education
• All Catholic District School Boards

FROM: Sharon McMillan, Director of Communications

RE: REMINDER: 90th Anniversary Speaker Series – Dr. Mark McGowan – September 30

Just a reminder of OCSTA's first 90th Anniversary Speaker Series event featuring Dr. Mark McGowan on September 30 from 7:00 – 8:00 p.m. Dr. McGowan will speak on the topic: ***Isolated but Not Alone: Reflections on Catholic Education and in the Context of the Covid-19 Pandemic.***

This series will be offered at no charge to OCSTA members.

Following is the link to **REGISTER** for the event, *Isolated but Not Alone: Reflections on Catholic Education and in the Context of the COVID-19 Pandemic.*

When: Wednesday, September 30, 2020 – 7:00 – 8:00 p.m. (EDT)

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZllcuqvrDwoH9N-Qc30I0B3ERDQGHO-waCp>

After registering, you will receive a confirmation email containing information about joining the meeting.

If you have any questions, please do not hesitate to contact Sharon McMillan, smcmillan@ocsta.on.ca or 416-932-9460 ext. 232.

September 8, 2020

MEMORANDUM

TO: Trustees and Directors of Education
• All Catholic District School Boards

FROM: Sharon McMillan, Director of Communications

SUBJECT: REMINDER: 90th Anniversary Speaker Series – Dr. Mark McGowan – September 30

During these interesting and challenging times, OCSTA remains focused on providing timely and comprehensive support and information to our members. As part of that mandate we are pleased to announce the launch of our 90th Anniversary Speaker Series focused on Catholic Trustee leadership. The theme and series is designed to provide the kind of timely insight particularly relevant to the role and needs of Catholic Trustees in Ontario today.

Dr. Mark McGowan, University of St. Michael's College, UofT

Our first event will take place on Wednesday, September 30, from 7 p.m. – 8 p.m. and will feature one of the most popular speakers on Catholic education in Ontario – historian Dr. Mark McGowan who is Professor and Principal Emeritus, at the University of St. Michael's College, University of Toronto.

Dr. McGowan will speak on the topic: ***Isolated but Not Alone: Reflections on Catholic Education and in the Context of the Covid-19 Pandemic.***

In keeping with current meeting trends, the OCSTA Catholic Trustee Leadership Speakers Series will be hosted on the Zoom video conferencing platform so you will be able to enjoy this session with Dr. McGowan from the comfort of your home. The session will be live and will include the opportunity for questions and answers.

This series will be offered at no charge to OCSTA members.

Following is the link to **REGISTER** for the event, *Isolated but Not Alone: Reflections on Catholic Education and in the Context of the COVID-19 Pandemic.*

When: Wednesday, September 30, 2020 – 7:00 – 8:00 p.m. (EDT)

Register in advance for this meeting:

<https://us02web.zoom.us/join/tZllcuqvrDwoH9N-Qc30I0B3ERDQGH0-waCp>

After registering, you will receive a confirmation email containing information about joining the meeting.

If you have any questions, please do not hesitate to contact Sharon McMillan, smcmillan@ocsta.on.ca or 416-932-9460 ext. 232.

ASHLEE CABRAL | Ontario Catholic School Trustees' Association | 1804-20 Eglinton Avenue West, Box 2064, Toronto, ON, M4R 1K8 | 416-932-9460 Ext. 230 | Website: www.ocsta.on.ca

CATHOLIC EDUCATION: *Nurturing Hope*

« IMPORTANT: The information contained in or attached to this email is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act. If the reader of this email is not the intended recipient or the person authorized to deliver the message to the intended recipient, you are hereby notified that any disclosure, dissemination, distribution or copying of this communication is strictly prohibited. If you receive this message in error, please notify the sender immediately by return email and destroy all copies of the information contained in or attached thereto. Thank you for your cooperation. If you no longer want to receive these emails, simply click on the link to [Unsubscribe](#). »

From: [OCSTA - Marie Palombi](#)
To: [OCSTA - Marie Palombi](#)
Subject: OCSTA: 2021 January Catholic Trustees Seminar
Date: Wednesday, September 23, 2020 10:24:39 AM

Caution - External Email - This Message comes from an external organization. Do NOT click on unrecognized links or provide your username and/or password.

September 23, 2020

MEMORANDUM

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

CC: OCSTA Directors and Staff
Board Secretaries and Administrative Assistant
- All Catholic District School Boards

FROM: Nick Milanetti, Executive Director

SUBJECT: **2021 January Catholic Trustees Seminar**

As a result of recent changes to the restrictions on social gatherings, the annual Catholic Trustees Seminar will now be hosted on the Zoom videoconferencing platform. The date for the Seminar is **January 15th**, though the length of the Seminar may change.

Our theme this year is **“Forward in Faith and Unity”** and we look forward to providing you with an engaging and educational session designed specifically for the needs of Catholic Trustees.

Further details regarding registration and the program will be provided in the coming weeks.

If you have any questions, please do not hesitate to contact me.

Thank you,
Nick

MARIE PALOMBI
Ontario Catholic School Trustees' Association
1804 – 20 Eglinton Avenue West
Toronto, ON M4R 1K8
416-932-9460 Ext. 234 | Website: www.ocsta.on.ca

« IMPORTANT: The information contained in or attached to this email is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy Act. If the reader of this email is not the intended recipient or the person authorized to deliver the message to the intended recipient, you are hereby notified that any disclosure, dissemination, distribution or copying of this communication is strictly prohibited. If you receive this message in error, please notify the sender immediately by return email and destroy all copies of the information contained in or attached thereto. Thank you for your cooperation. If you no longer want to receive these emails, simply click on the link to [Unsubscribe](#).»



Number: II 002

Subject: Governing Style

Approval Date: May 26, 2008
Effective Date: May 26, 2008
Revised: May 25, 2009; January 28; 2013; May 27, 2013; December 12, 2016,
October 29, 2018

ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

POLICY STATEMENT:

The board will govern with an emphasis on a) outward vision rather than an internal preoccupation, b) encouragement of diversity of viewpoints from within the system and the community, c) strategic leadership more than administrative detail, d) clear distinction of board and chief executive roles, e) collective rather than individual decisions, f) considering past, present and future, and g) proactivity rather than reactivity.

On any issue, the Board must ensure that all divergent views are considered in making decisions, yet must resolve into a single organizational position.

More specifically, the Board will:

1. Operate with a clearly stated governance model that demonstrates its legal and moral obligation to represent the interests of the Catholic ratepayers of Waterloo Region and details the responsibilities that fulfill this obligation.
2. Allow no officer, individual or committee of the board to hinder or be an excuse for not fulfilling this commitment.
3. Direct, control and inspire the organization with thoughtful establishment of the broadest organizational policies reflecting the Board's values.
4. Cultivate a sense of group responsibility. The board will be responsible for excellence in governing. The board will be an initiator of policy and the board will use the expertise of individual members to enhance the knowledge and ability the board as a body, rather than to substitute their individual judgments for the board's values.
 - a. In accordance with this discipline, the board will only allow itself to address a new topic within the context of a Board meeting after it has answered these questions:



- i. What is the nature of the issue?
 - ii. What is the value that drives the concern?
 - iii. Is this a shared issue?
 - iv. Whose issue is this? Is it the board's or is it the CEO's?
 - v. Has the board dealt with this subject in policy? If so, what has been said? Does the board wish to change what it has already said?
 - vi. If the matter is several levels below board level, what is the broadest way to address the issue so that it is still under existing board policy? Is that policy sufficient to deal with the concern?
 - b. It is out of order for board members to talk about content until these questions of appropriateness are settled.
5. Enforce upon itself whatever discipline is needed to govern with excellence, in compliance with Policy II 007.
6. Ensure that continual board development will include orientation of new members in the board's governance process and on-going discussion of process improvement
7. Monitor and discuss the board's process and performance within a scheduled review process.



Number: III 006
Subject: CEO Compensation & Benefits

Approval Date: April 28, 2008
Effective Date: April 28, 2008
Revised: November 24, 2014

ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

POLICY STATEMENT:

The Board shall negotiate a contract with the CEO that will stipulate compensation and benefits based on fair market value for services within the context of fiscal responsibility and relevant legislation.

The Board will review benefits and adjustments to the range annually in April. In the event of a multi-year agreement, in April of the year the contract ends.



Notice of Motion
Regular Board Meeting
September 28, 2020

In accordance with Board's bylaws 4.1 Trustee Dupuis is providing notice of the following for consideration at the Regular Board Meeting on October 26, 2020

Topic: Rising Prevalence of Mental Health Issues among Students

Whereas: It is estimated that 10-20% of Canadian youth are affected by a mental illness or disorder – the single most disabling group of disorders worldwide; and

Whereas: Today, approximately 5% of male youth and 12% of female youth, age 12 to 19 have experienced a major depressive episode; and

Whereas: The total number of 12-19 year olds in Canada at risk for developing depression is a staggering 3.2 million (see attached link) ; and

Whereas: We have the opportunity to promote positive mental health for all students, reduce stigma, build student socio-emotional learning skills, and build pathways to care, as per WCDSB's Mental Health and Wellness strategy; and

Whereas: Education and proper nutrition can alleviate many of these cases in our school system;

Therefore, be it resolved that the Director:

- I. present a report to the regular board meeting scheduled for December 14, 2020 on the current student supports for mental health and how good nutrition can play a role.