



Special Board of Trustees' Board Meeting

Date: Monday, August 30, 2021

Time: 7:00 p.m./ * following Committee of the Whole
* Committee of the Whole In Camera, if necessary, will precede or follow the Board Meeting, as appropriate.

Location: 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener

Attendees:

Board of Trustees:
Bill Conway, Manuel da Silva, Jeanne Gravelle, Wendy Price, Brian Schmalz, Melanie Van Alphen (Chair), Tracey Weiler

Student Representatives:
Sarah Simoes, Sarah Wilson

Senior Administration:
Loretta Notten, Jason Connolly, Gerald Foran, John Klein, Shesh Maharaj, Judy Merkel, Jennifer Ritsma, Annalisa Varano

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 1.4.1 From the current meeting 1.4.2 From a previous public or in-camera meeting	Individual Trustees		
1.5 Items for Action: 1.5. Private, Private meeting of June 14, 2021, regarding HRS matters and Private, Private, Private meeting of June 14, 2021 regarding HRS matters.	Board of Trustees	--	Approval
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 Meeting Minutes of June 14, 2021	Board of Trustees	pp.4-10	Approval
4. Delegations/Presentation			
5. Advice from the CEO			
5.1 Selection of Successful Candidates	Trustees	--	Decision
6. Ownership Linkage (Communication with the External Environment)			
7. Reports from Board Committees/Task Forces			
8. Board Education (at the request of the Board)			
9. Policy Discussion			
10. Assurance of Successful Board Performance			
11. Assurance of Successful Director of Education Performance			
11.1 Monitoring Reports & Vote on Compliance			
12. Potential Agenda Items/Trustee Inquiry Report (CEO)			
13. Announcements			
13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated): •Sept 13 – COW •Sept 25 – Board •Sept 29 – OCSTA 2021 Fall Regional Meeting	Chair	--	Information
13.3 Pending Items: 13.4 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 Confirm decisions made tonight	Director of Education		
15.1 Confirm Decision made tonight	Recording Secretary	--	Information
16. Closing Prayer			

ITEM	Who	Agenda Section	Method & Outcome
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 Virtually via Teams on Monday, June 14, 2021.

Trustees Present:

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

Student Trustees Present:

Abby Barbosa & Kate Morrison

Administrative Officials Present:

Loretta Notten, Jason Connolly, Gerald Foran, Maria Ivankovic, John Klein, Shesh Maharaj, Judy Merkel, Richard Olson

Special Resources For The Meeting:

Regrets:

Recorder:

Alice Figueiredo, Executive Administrative Assistant

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

1. Call to Order:

The Chair of the Board called the meeting to order at 6:11 p.m.

1.1 Opening Prayer & Memorials

The meeting opened with prayer by Trustee Price.

1.2 Territorial Acknowledgment

The Territorial Acknowledgement was declared by Chair Van Alphen.

1.3 Approval of Agenda

2021-90-- It was moved by Trustee da Silva seconded by Trustee Weiler:

THAT the agenda for Monday, June 14, 2021, 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:

It was noted that the agenda stated June 7th, 2021 when it should have indicated June 6th, 2021.

2021-91-- It was moved by Trustee Schmalz seconded by Trustee Conway:

That the In-camera meeting of June 14, 2021 regarding property matters, Private, Private meeting of June 6, 2021 regarding HRS matters and Private, Private, Private meeting of June 6, 2021 regarding HRS matters be now approved, as amended. --- 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 Meeting Minutes of May 31, 2021

3.1.2 Board Meeting Minutes of June 6, 2021

3.2 2021-2022 Board & COW Meeting Dates

3.3 SEAC Minutes of May 19, 2021

3.4 Trustee Budget Update

3.5 Interim Financial Report

3.6 Audit Committee Minutes of April 7, 2021

It was noted that on page 11 of the June 6, 2021, at the last paragraph it stated Trustee Van Alphen when it should state Trustee Gravelle, it will be corrected in the minutes.

2021-92- It was moved by Trustee Gravelle and seconded by Trustee Price:

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

4 Delegations

5 Advice from the CEO

5.1 Director's Update

Director Notten informed Trustees of highlights of meetings attended locally and provincially during the month of June. Trustees asked clarifying questions and provided feedback.

5.2 Huron Brigadoon Boundary Review

Jennifer Passy, Manager of Planning provided Trustees with a review and highlights of the Huron Brigadoon Report and requested approval of motions. Trustees asked clarifying questions including whether the project is expected to open 2022, at this moment there is no reason for delay.

Chair Van Alphen read motions and asked for movers and seconders on all items.

1. 2021-93- It was moved by Trustee Price and seconded by Trustee Gravelle:

That the boundaries of Blessed Sacrament, John Sweeney, Our Lady of Grace, St. Kateri Tekakwitha, and the new Huron Brigadoon Catholic Elementary Schools (CES) be modified in accordance with Option 1, effective September 2022 or at such time that the new school opens.

--- Carried by consensus.

2. 2021-94- It was moved by Trustee Conway and seconded by Trustee Weiler:

That grade 7 students enrolled at Blessed Sacrament, John Sweeney, Our Lady of Grace, and St. Kateri Tekakwitha in the 2021/2022 school year, or the school year prior to the new Huron Brigadoon CES opening, be grandparented to finish grade 8 at their current school.

--- Carried by consensus.

3. 2021-95- It was moved by Trustee Price and seconded by Trustee Conway:

That grade 7 students grandparented at their current school be provided with transportation if they qualify in accordance with board procedure APO012 – Transportation. --- Carried by consensus

4. 2021-96- It was moved by Trustee Gravelle and seconded by Trustee Weiler:

That French Immersion be offered at the new Huron Brigadoon CES upon its opening in September 2022, or at such time that the new school opens, starting with grade 1 and growing a grade per year.

--- Carried by consensus.

5. 2021-97- It was moved by Trustee Gravelle and seconded by Trustee Price:

That French Immersion be offered at the new Huron-Brigadoon CES starting with one Grade 1 class per year (20 students), and that staff review the opportunity to expand access to French Immersion at such time as a boundary review is initiated to support the opening of a new school in South West Kitchener or if there are significant differences in enrolment trends projected by the New Huron-Brigadoon CES Boundary Review.

--- Carried by consensus.

6. 2021-98- It was moved by Trustee Conway and seconded by Trustee Weiler:

That students enrolled at Blessed Sacrament, John Sweeney, Our Lady of Grace, and St. Kateri Tekakwitha in the 2021/2022 school year, or the school year prior to the new Huron Brigadoon CES opening, who were directed to attend the new Huron Brigadoon CES as a result of the Huron Brigadoon Boundary Review, be considered for grandparenting at such time as future boundary reviews are conducted in South West Kitchener.

--- Carried by consensus.

Chair Van Alphen read the final motion, requested a mover and seconder and requested consensus:

7. 2021-XX- It was moved by Trustee Weiler and seconded by Trustee Conway:

That a Transition Planning Committee be formed to support all students who will be moving to the new Huron Brigadoon CES as a result of the Huron Brigadoon Boundary Review.

Trustee Price indicated that she had question and that she would like to propose an amendment to the last motion to indicate “that the transition planning commit which is to include parents from the affected schools be formed to support all student who will be moving to the new Huron Brigadoon CES as a result of the Huron Brigadoon Boundary Review”. Trustee Price noted importance of parents being included in the committee and not solely staff. Chair Van Alphen requested a seconder. Trustee Schmalz seconded the motion. Chair Van Alphen requested consensus. Trustee Gravelle question whether this is past practice. Director Notten has noted that this an operational task. Superintendent Klein noted that parent voice is part of the committee, typically through school council. In past parent voice was addressed.

Trustee Gravelle followed up with Trustee Price to ask confirm intent of whether it was to formalize to ensure that parents felt part of process? Trustee Price confirmed it was.

The amended motion was noted as follows:

7. 2021-99- It was moved by Trustee Price and seconded by Trustee Schmalz:

That a Transition Planning Committee which is to include parents from the affected schools be formed to support all student who will be moving to the new Huron Brigadoon CES as a result of the Huron Brigadoon Boundary Review.

---Carried by Consensus.

Chair Van Alphen confirmed that the motion presented in the report was defeated and the second motion was carried. Director Notten questioned whether Trustees would be satisfied with School Council, and it was confirmed that is satisfactory.

5.3 Dissolution of Resurrection CSS Exception Area

Jennifer Passy, Manager of Planning presented a report on the dissolution of Resurrection CSS exception area and requested approval of motions presented on the report. Trustees asked qualifying questions.

1. 2021-100- It was moved by Trustee Schmalz and seconded by Trustee Conway:

That the Board of Trustees approve the removal of the Resurrection Catholic Secondary School exception area as shown on the attached map.

--- Carried by consensus.

2. 2021-101- It was moved by Trustee Price and seconded by Trustee Gravelle:

That the Board of Trustees allow those students who reside in the exception area and who attend St. David Catholic Secondary School during the 2020/21 school year to continue to attend St. David Catholic Secondary School without the need for an out of boundary application.

--- Carried by consensus.

5.4 French Immersion Review

Jennifer Passy, Manager of Planning reviewed the French Immersion Report and recommendations and requested approval of motions presented. No questions or comments by Trustees.

1. 2021-102- It was moved by Trustee da Silva and seconded by Trustee Conway:

That the Waterloo Catholic District School Board continue to offer French Immersion in Dual Track (English and French Immersion) elementary schools, and prioritize that French Immersion be offered in a Grade 1-8 configuration or a school configuration consistent with English programming in the same facility. --- Carried by consensus

2. 2021-103- It was moved by Trustee Gravelle and seconded by Trustee Weiler:

That the Waterloo Catholic District School Board continue to provide a Grade 1 entry point for French Immersion, and that available Grade 1 spaces be determined annually, based on facility and staffing limitations, and that a lottery be held, by site, where interest in French Immersion exceeds available space and that siblings of existing French Immersion students receive priority access when applying to attend French Immersion. --- Carried by consensus

3. 2021-104- It was moved by Trustee Conway and seconded by Trustee Weiler:

That consistent with the Board's priority to keep siblings together, the Board review APA003 – Admission of Out of Boundary Students to reflect the admittance of siblings of French Immersion students in a capped school. --- Carried by consensus

4. 2021-105- It was moved by Trustee da Silva and seconded by Trustee Schmalz:

That the Waterloo Catholic District School Board continue the practice of not providing bus transportation to elementary French Immersion students who reside outside of a school's English boundary. --- Carried by consensus

5. 2021-106- It was moved by Trustee Weiler and seconded by Trustee Schmalz:

That the Waterloo Catholic District School Board assess the impacts of offering transportation to French Immersion students living outside a secondary school's English boundary, and that a decision on providing transportation to these students be made prior to November 2021. --- Carried by consensus

5.5 Update on WCDSB COVID Education Delivery Plan

Director Notten provided a summary of the current Education Delivery Plan, specifically that school will remain virtually for the month of June. Trustees asked clarifying questions and provided feedback.

5.6 MYSP Report

Director Notten presented on the MYSP Report and requested approval. Trustees asked clarifying questions and provided feedback.

2021-107- It was moved by Trustee Price and seconded by Trustee da Silva :

That the Board approve the Multi-Year Strategic Plan Report Card Update for the 2020-2021 school year, as presented in this report and found in Appendices A and B.

--- Carried by consensus.

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

7. Reports From Board Committees/Task Forces

7.1 Student Trustee Update

Student Trustees provided an update on activities hosted by schools and Student Trustee initiatives.

7.1.1 Acknowledgement of Student Trustees

Trustee Schmalz thanked and acknowledged Student Trustees for their service over the past year.

7.2 Pastoral Committee Annual Report

Trustee Price shared the Pastoral Committee Annual Report.

7.3 Linkages Committee Annual Report

Trustee Weiler shared the Pastoral Committee Annual Report.

7.4 Governance Committee Annual Report

Trustee Gravelle shared the Governance Committee Annual Report.

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

8.1 Chair's Update

Chair Van Alphen provided recap on events attended during the month of June.

8.2 OCSTA/CCSTA Communications

Chair Van Alphen briefly discussed communications and thanked schools who participated in Toonies for Tuition.

9 Policy Discussion

10 Assurance of Successful Board Performance

10.1 Board Policy Review

10.1.1 Board Policy II 001 General Governance Commitment

Chair Van Alphen noted that policy II 001 was assigned to all Trustees and asked for a mover and seconder to confirm compliance.

**2021-108 -- It was moved by Trustee Gravelle and seconded by Trustee Price:
THAT the Board of Trustees reviewed Board Policy II 001 General Governance Commitment
and find that the Board is in compliance. --- Carried by consensus**

It was confirmed that there was no need to review the policy.

10.1.2 Board Policy II 009 Board Committee Principles

Trustee Conway confirmed review of Board Policy II 009 and moved that it was in compliance.

**2021-109 -- It was moved by Trustee Conway and seconded by Trustee Schmalz:
THAT the Board of Trustees reviewed Board Policy II 009 Board Committee Principles and find that the Board is
in compliance. --- Carried by consensus**

It was confirmed that there is no need to review the policy.

10.1.3 Board Policy II 010 Board Committee Structure

Trustee Gravelle confirmed review of Board Policy II 010 and moved that it was in compliance.

**2021-110 -- It was moved by Trustee Gravelle and seconded by Trustee Conway:
THAT the Board of Trustees reviewed Board Policy II 010 Board Committee Structure
and find that the Board is in compliance. --- Carried by consensus**

It was confirmed that there is no need to review the policy.

11 Assurance of Successful Director of Education Performance

11.1 Monitoring Reports & Vote on Compliance

11.1.1 General Exec Limitations – Monitoring Report IV – 001

Director Notten presented to the Board of Trustees a report demonstrating compliance.

**2021-111 -- It was moved by Trustee da Silva and seconded by Trustee Gravelle:
That the Board accept this report indicating compliance with General Executive Limitation Policy IV 001.
--- Carried by consensus**

11.1.2 Financial Planning/Budgeting – Monitoring Report IV – 007

Superintendent Maharaj and Senior Manager Laura Isaac went through the questions submitted by Trustees to the budget email. Superintendent Maharaj provided recap of the report and request approval to recommendations.

1. 2021-112 -- It was moved by Trustee Price and seconded by Trustee Conway:

That the Board of Trustees accept this report as providing evidence that the CEO is compliant with Board Policy IV007 “Financial Planning/Budgeting”. --- Carried by consensus

2. 2021-113 -- It was moved by Trustee Weiler and seconded by Trustee Schmalz:

That the Board of Trustees approve an operating budget of \$301,184,202 for the 2021-2022 school year as presented to the Board. --- Carried by consensus

3. 2021-114 -- It was moved by Trustee Price and seconded by Trustee Weiler:

That the Board of Trustees approve a capital budget of \$21,173,828 for the 2021-2022 school year as presented to the Board. --- Carried by consensus

4. 2021-115 -- It was moved by Trustee Schmalz and seconded by Trustee Conway:

That the Board of Trustees direct Administration to file this balanced budget with the Ministry of Education before the deadline of June 30, 2021. --- Carried by consensus

12 Potential Agenda Items

12.1 Trustee Vacancies

Chair Van Alphen confirmed that there are two Trustee positions to fill because of the resignations of Trustee Reitzel and Dupuis. According to the *Education Act*, there are several options on how to assign. Discussion was opened to Trustees.

Trustee Price recommended an application process as the election is not for a year and a bit. Trustee da Silva and Conway supported the application process as well. Chair Van Alphen noted that there no opposition to the application process to fill the vacancies and in the event of that being the decision, she prepared a motion in advance. Prior to reading the motion the By-laws with respect to the hiring process was reviewed. Noted that if there is a need for an established committee that it be compromised of staff as in past years and herself as Chair and Trustee Gravelle as Vice-Chair could help with process.

It was suggested that the application deadline be set as Monday, August 23rd with Committee of the Whole and Special Board held on Monday, August 30th, 2021. Chair Van Alphen read the motion requesting a mover or seconder.

2021-116 -- It was moved by Trustee Weiler and seconded by Trustee Gravelle:

That the Board of Trustees will fill the trustee vacancies by requesting applications in accordance with articles 8.3.1 through 8.5 of the bylaws.

--- Carried by consensus.

Motion to extend the meeting was brought forth.

2021-117 -- It was moved by Trustee Gravelle and seconded by Trustee Price:

That the meeting be extended past 9 pm.

--- Carried by consensus.

12.2 Progress – Work of the Board

In fall Board of Trustees set out priorities which included review of monitoring reports and focusing on trustee motions and trustee inquiries. Discussions moved to Governance where it was decided to hire a consultant. It was decided to continue the work into the next school year with goal to review section 4 policies with reasonable interpretations embedded in monitoring report. Consent agenda items was also discussed in depth on what should be placed or how we can change going forward. No questions or comments from Trustees.

13 Announcements

13.1 Acknowledgments& Farewells

Chair Van Alphen acknowledged Maria Ivankovic and Richard Olson who are retiring at the end of this school year.

13.2 Upcoming Meetings/Events

Event discussed and reconfirmed upcoming Committee of the Whole and Special Board on August 30th, 2021.

13.3 Pending Items: N/A

13.4 Pending Items for OCSTA Consideration: N/A

14 Items for the Next Meeting Agenda

15 Adjournment – Confirm decisions made tonight.

15.1 The Recording Secretary confirmed the meeting decisions.

15.2 Move into Private, Private

**2021-118-- It was moved by Trustee Conway and seconded by Trustee Gravelle:
THAT the meeting moves into Private, Private at 9:24 p.m. --- Carried by consensus**

15.2.1 Trustees move into Private, Private, Private from Private, Private

16 Closing Prayer

17 Motion to Adjourn

**2021-119-- It was moved by Trustee da Silva and seconded by Trustee Gravelle:
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 10:56 p.m.**

Chair of the Board

Secretary