



## Board of Trustees' Board Meeting

Date: Monday, February 26, 2024.

Time: 6:00 p.m.

*\* 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:**  
Linda Cuff (Vice-Chair), Kathy Doherty-Masters\*, Winston Francis, David Guerin, Renee Kraft, Marisa Phillips, Robert Sikora (Chair), Conrad Stanley, Tracey Weiler

**\*=Attended Virtually**

**Student Representatives:**  
Bryanna Donoghue, Xavier Petrie

**Senior Administration:**  
Tyrone Dowling, Gerald Foran, Shesh Maharaj, Paul Mendonça, Judy Merkel, Kerry Pomfret, Jennifer Ritsma, Annalisa Varano

**Special Resource:**

**Recording Secretary:**  
Stephanie Medeiros

ITEM	Who	Agenda Section	Method & Outcome
1. Call to Order	Chair		
1.1 Opening Prayer/Memorials <a href="#">Prayer by students at St. Brigid C.E.S</a>	Board of Trustees		
1.2 Territorial Acknowledgement I (we) would like to begin by acknowledging that the land on which we gather today is the land traditionally cared for 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 Items for Action: Items for action arising from the In Camera meeting of Monday, February 26, 2024, regarding financial matters.	Board of Trustees		Approval
<b>2. Consent Agenda: Director of Education (e.g.: day –to –day operational matters from the Ministry of Education that the Board is required to do)</b>			

ITEM	Who	Agenda Section	Method & Outcome
<b>3. Consent Agenda: Board (Minutes of meetings, staff report)</b>			
3.1 Approval of Minutes of Regular and Special Meetings 3.1.1 Board of Trustees' Meeting Minutes – Jan 22, 2024 3.1.2 Special Board of Trustees' Meeting Minutes – Feb 12, 2024 3.2 Audit Minutes – Nov 9, 2023 3.3 CPIC Minutes – Dec 13, 2023 3.4 SEAC Minutes – Jan 10, 2024 3.5 Director's Report 3.6 Administrative Procedures Update 3.7 Extended Day Update	Board of Trustees Board of Trustees Board of Trustees Board of Trustees Board of Trustees T. Dowling T. Dowling P. Mendonça	pp. 4-8 pp. 9-10 pp. 11-12 pp. 13-14 pp. 15-16 pp. 17-19 pp. 20-22 pp. 23-28	Approval Approval Information Information Information Information Information Information
<b>4. Delegations/Presentation</b>			
<b>5. Advice from the CEO</b>			
5.1 Audit Report on Trustee Expenses 5.2 Budget Preparation Update 5.3 Guarding Minds Update 5.4 2024-2025 School Year Calendar	S. Maharaj S. Maharaj K. Pomfret A. Varano	pp. 29-33 pp. 34-36 pp. 37-40 pp. 41-44	Approval Information Information Approval
<b>6. Ownership Linkage (Communication with the External Environment)</b>			
<b>7. Reports from Board Committees/Task Forces</b>			
7.1 Student Trustee Update 7.2 Governance Minutes – Jan 15, 2024 (Approval of Minutes) 7.3 Governance Minutes – Jan 15, 2024 (Approval of recommendations)	B. Donoghue/X. Petrie Governance Committee Board of Trustees	pp. 45-48 pp. 49-79 pp. 49-79	Information Approval Approval
<b>8. Board Education (at the request of the Board)</b>			
8.1 OCSTA/CCSTA Communications <a href="#">OCSTA/CCSTA Communications Link</a> 8.2 Chair of the Board Report	Chair  Chair	Link  pp. 80-81	Information  Information
<b>9. Policy Discussion</b>			
<b>10. Assurance of Successful Board Performance</b>			
<b>10.1 Board Policy Review</b> 10.1.1 <a href="#">Board Policy II 007 Board Members' Code of Conduct</a> Is there a need to review the Policy?  10.1.2 <a href="#">Board Policy III 003 Accountability of the CEO</a> Is there a need to review the Policy?  10.1.3 <a href="#">Board Policy III 004 Delegation to the CEO</a> Is there a need to review the Policy?	C. Stanley  L. Cuff  W. Francis	Link  Link  Link	Approval  Approval  Approval

ITEM	Who	Agenda Section	Method & Outcome
<b>11. Assurance of Successful Director of Education Performance</b>			
<b>11.1 Monitoring Reports</b>			
11.1.1 Monitoring Report IV – 002 Treatment of Public	T. Dowling	pp. 82-84	Approval
11.1.2 Monitoring Report IV – 003 Treatment of Students	T. Dowling	pp. 85-88	Approval
11.1.3 Monitoring Report IV – 011 Emergency CEO Replacement	T. Dowling	pp. 89-92	Approval
<b>12. Potential Agenda Items/Trustee Inquiry Report (CEO)</b>			
<b>13. Announcements</b>			
<b>13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):</b>	Chair	--	Information
<ul style="list-style-type: none"> <li>Mar 4 – Committee of the Whole</li> <li>Mar 6 – SEAC Meeting</li> <li>Mar 8-15 – March Break</li> <li>Mar 18 – Governance Committee Meeting</li> <li>Mar 25 – Board of Trustees</li> <li>Mar 29 – Good Friday</li> <li>Mar 31- Easter Sunday</li> <li>Apr 1 - Easter Monday</li> </ul>			
<b>13.2 Pending Items:</b>	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
<b>13.3 Pending Items for OCSTA Consideration</b>			
<b>14. Items for the Next Meeting Agenda</b>	Trustees		
<b>14.1 March 4, 2024 – Committee of the Whole Board Meeting</b>	Board of Trustees	--	Information
<ul style="list-style-type: none"> <li>Early Years Report</li> <li>Math Lead Update</li> </ul>			
<b>15. Adjournment</b>	Director of Education		
<b>Confirm decisions made tonight</b>			
<b>15.1 Confirm Decisions Made Tonight</b>	Recording Secretary	--	Information
<b>16. Closing Prayer</b>			
<b>17. Motion to Adjourn</b>	Board of Trustees	Motion	Approval

### **CLOSING PRAYER**

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

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

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

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

Grant us the wisdom of your Spirit so that we might always be faithful to our responsibilities.

We make this prayer through Christ our Lord.

Amen

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



## **Board of Trustees' Board Meeting**

A public meeting of the Board of Trustees was held on Monday, January 22, 2024, at 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener.

### **Trustees Present:**

Linda Cuff (Vice-Chair), Kathy Doherty-Masters, Winston Francis, David Guerin, Renee Kraft\*, Marisa Phillips, Robert Sikora (Chair), Conrad Stanley, Tracey Weiler

\*-left meeting at 9:19 p.m.

### **Student Trustees Present:**

Bryanna Donoghue\*\*, Xavier Petrie

\*\* -left meeting at 9:47 p.m.

### **Administrative Officials Present:**

Tyrone Dowling, Gerald Foran, Shesh Maharaj, Paul Mendonca, Judy Merkel, Kerry Pomfret, Jennifer Ritsma, Annalisa Varano

### **Special Resources For The Meeting:**

### **Regrets:**

### **Recorder:**

Stephanie Medeiros, Executive Administrative Assistant

**NOTE ON VOTING:** Under Board by-law 4.7 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 4.11 every Trustee "shall vote on all questions on which the Trustee is entitled to vote" and abstentions are not permitted.

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

The Chair of the Board called the meeting to order at 6:02 p.m.

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

The opening prayer was led by Trustee Stanley.

### **1.2 Territorial Acknowledgment**

Territorial Acknowledgement declared by Chair Sikora.

### **1.3 Approval of Agenda**

Trustee Weiler motioned that the Student Trustees wanted to add a sixth OCSTA Resolution – *Responding to the Youth Mental Health Crisis in Canada* to item 8.2 for discussion. Trustees discussed if this should be added to the agenda. Student Trustee Donoghue advocated for their motion to be considered by the Board.

Chair Sikora asked for a mover and seconder of the motion. Decision was made by vote.

**2024-07-- It was moved by Trustee Weiler and seconded by Trustee Doherty-Masters:  
THAT the Board of Trustees approve to amend item 8.2 of the agenda to add a sixth OCSTA resolution –  
Responding to the Youth Mental Health Crisis in Canada brought by Student Trustees Donoghue and Petrie.  
By Vote:  
In Favour: 4  
Opposed: 5  
--Motion Defeated**

Chair Sikora motioned for approval of the agenda with the following amendments: N/A

**2024-08-- It was moved by Trustee Cuff and seconded by Trustee Phillips:  
THAT the agenda for Monday, January 22, 2024, be now approved.  
--- Carried by *consensus***

#### **1.4 Declaration of Pecuniary Interest**

1.4.1 From the current meeting – NIL

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

#### **1.5 Items for Action:**

Items for Action: from the In Camera meeting of January 22, 2024, regarding HRS matters.

Chair Sikora requested a mover and seconder to approve the items for action of the In Camera meeting regarding HRS matters.

**2024-09-- It was moved by Trustee Phillips and seconded by Trustee Cuff:  
THAT the items for action of the In Camera meeting regarding HRS matters of Monday, January 22, 2024, 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)**

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

3.1.1 Board of Trustees' Meeting Minutes – Dec 11, 2023

3.1.2 Special Board of Trustees' Meeting Minutes – Jan 8, 2024

3.2 SEAC Minutes – Dec 6, 2023

3.3 Director's Report

Chair Sikora requested a mover and seconder for approval of the consent agenda.

Trustee Weiler discussed an amendment on page five of the agenda to the Board of Trustees' Meeting Minutes of December 11, 2023, item 5.1, to move the line that reads '*Consensus was not reached, and Trustee Stanley requested a decision by vote.*' be moved below motion 2023-112.

**2024-10-- It was moved by Trustee Kraft and seconded by Trustee Guerin:  
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 Leadership Strategy Update**

Superintendent Varano presented the Board Leadership Strategy for the 2023-2024 school year. The presentation highlighted work of Executive Coaching and the Catholic Leadership Program Parts I, II and III. Induction and training process for new administrators was also discussed as well as how NTIP is evolving. Trustees asked clarifying questions and provided feedback.

## **5.2 Well-Being – Healthy Active Living**

Superintendent Ritsma introduced Brigitte Webster, Healthy Active Living and Outdoor Education consultant, to present the Well-Being Healthy Active Living presentation. The presentation included information on student wellness and physical activity opportunities for students. Reviewed items on staff wellness and professional development. Trustees asked clarifying questions.

## **5.3 FSL**

Superintendent Mendonça introduced Jennifer Kruthof, FSL consultant, to provide the FSL presentation. The presentation reviewed current programs and activities the students have been involved in and professional support for FSL teachers and retention. Trustees asked clarifying questions.

## **5.4 Annual report of Properties and Major Construction Projects**

Superintendent Maharaj presented the Annual report of Properties and Major Construction Projects. The presentation highlighted progress on potential new properties and planning for the build of new schools. Superintendent Maharaj introduced Adrian Frigula, Senior Manager of Facility Services, to present updates on current plans and funding for the new schools opening in the next few years. Reviewed completion of the addition and renovation of St. Agnes school. Trustees asked clarifying questions.

## **5.5 Estimated Budget Plan**

Superintendent Maharaj introduced Renee King, Manager of Budget and Financial Reporting, who presented the 2024-25 Estimates Budget Plan and timelines. Trustees asked clarifying questions.

## **5.6 Interim Financial Report #1**

Superintendent Maharaj introduced Renee King, Manager of Budget and Financial Reporting to present the Interim Financial Report #1. Trustees asked clarifying questions and provided feedback.

Chair Sikora requested a mover and seconder to approve the recommendation contained in the report.

**2024-11-- It was moved by Trustee Doherty-Masters and seconded by Trustee Guerin:**

**THAT the Board of Trustees receive this interim financial report as information on the financial well-being of the Board as at November 30, 2023.**

**--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 Donoghue and Petrie presented the Student Trustee report and provided an update on events and activities happening in the secondary school community along with Student Trustee Role update for the month of January.

Chair Sikora put forth a motion to extend the meeting past 9:00 p.m. and requested a mover and seconder.

**2024-12- It was moved by Trustee Phillips and seconded by Trustee Stanley:**

**That the meeting be extended past 9:00 p.m.**

**--- Carried by consensus.**

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

### **8.1 Chair Sikora noted OCSTA Communications**

Chair Sikora noted review of OCSTA communications.

### **8.2 OCSTA Resolutions**

1. Permanent Funding Speech and Language Pathologists
2. Student Transportation Funding Formula
3. Teacher (Recruitment and Retention)
4. Cybersecurity Funding
5. Addressing the Voter Registration Default

Chair Sikora reviewed the motions for the OCSTA Resolutions and requested a mover and seconder for each.

**2024-13-- It was moved by Trustee Phillips and seconded by Trustee Cuff:**  
**THAT the WCDSB Board of Trustees submit the resolution for Permanent Funding Speech and Language Pathologists contained in the agenda of January 22, 2024, for consideration at the OCSTA AGM of May 2, 2024, and that this be submitted by the deadline of February 9, 2024.**  
**--Carried by consensus**

**2024-14-- It was moved by Trustee Weiler and seconded by Trustee Cuff:**  
**THAT the WCDSB Board of Trustees submit the resolution for the Student Transportation Funding Formula contained in the agenda of January 22, 2024, for consideration at the OCSTA AGM of May 2, 2024, and that this be submitted by the deadline of February 9, 2024.**  
**--Carried by consensus**

Trustee Stanley expressed his concerns on the wording of the resolution for the Teacher (Recruitment and Retention) and is not in consensus. Director Dowling reviewed courses Catholic teachers must take. Trustee Doherty-Masters explained the background research that was done with the Faculty of Education at Wilfrid Laurier University to bring this resolution forward. Trustee Weiler made suggestions to revise the motion in the resolution to address Trustee Stanley's concerns. Trustee Stanley accepted the amendments.

**2024-15-- It was moved by Trustee Weiler and seconded by Trustee Guerin:**  
**THAT the WCDSB Board of Trustees submit the resolution for Teacher (Recruitment and Retention) contained in the agenda of January 22, 2024, as amended for consideration at the OCSTA AGM of May 2, 2024, and that this be submitted by the deadline of February 9, 2024.**  
**--Carried by consensus**

**2024-16-- It was moved by Trustee Guerin and seconded by Trustee Cuff:**  
**THAT the WCDSB Board of Trustees submit the resolution for Cybersecurity Funding contained in the agenda of January 22, 2024, for consideration at the OCSTA AGM of May 2, 2024, and that this be submitted by the deadline of February 9, 2024.**  
**--Carried by consensus**

**2024-17-- It was moved by Trustee Doherty-Masters and seconded by Trustee Kraft:**  
**THAT the WCDSB Board of Trustees submit the resolution for Addressing the Voter Registration Default contained in the agenda of January 22, 2024, for consideration at the OCSTA AGM of May 2, 2024, and that this be submitted by the deadline of February 9, 2024.**  
**--Carried by consensus**

### **8.3 Chair's Report**

Chair Sikora presented the Chair's report for January.

## **9 Policy Discussion**

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

#### **10.1 Board Policy Review**

##### **10.1.1 Board Policy II 006 Celebration of Excellence. Is there a need to review the Policy?**

Trustee Doherty-Masters discussed Board Policy II 006 Celebration of Excellence and confirmed compliance. The Chair requested a mover and seconder to confirm compliance.  
The policy is currently under review at governance.

**2024-18-- It was moved by Trustee Doherty-Masters and seconded by Trustee Guerin:**  
**THAT the Board of Trustees reviewed Board Policy II 006 Celebration of Excellence and find that the Board is in compliance.**  
**--- Carried by consensus**

##### **10.1.2 Board Policy III 002 Unity of Control. Is there a need to review the Policy?**

Chair Sikora confirmed review of Board Policy III 002 Unity of Control and confirmed compliance. The Chair requested a mover and seconder to confirm compliance.  
The policy does not require review at Governance.

**2024-19-- It was moved by Trustee Cuff and seconded by Trustee Phillips:  
THAT the Board of Trustees reviewed Board Policy III 002 Unity of Control and find that the Board is in compliance.  
--- Carried by consensus**

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

### **11.1 Monitoring Reports**

#### **11.1.1 Board Policy IV 013 Leadership**

Director Dowling gave his presentation on Board Policy IV 013 Leadership and confirmed compliance. Chair Sikora requested a mover and seconder of the recommendation.

**2024-20-- It was moved by Trustee Doherty-Masters and seconded by Trustee Guerin:  
THAT the Board accept this report indicating compliance with General Executive Limitation Policy IV 013.  
--Carried by consensus**

## **12 Potential Agenda Items**

### **12.1 Trustee Inquiry – Elementary School Food and Nutrition Policy**

Trustees Phillips shared her concerns and research on the Elementary School Food and Nutrition policy versus PPM 150 on being able to sell chocolate products for school fundraisers. Director Dowling explained WCDSB is leading in nutritional guidelines in the province. Trustees shared their views, opinions and debated on pros and cons of selling chocolate products for school fundraisers. Trustee Phillips attempted to put a motion on the floor. Chair Sikora suggested that it could be brought forward at another meeting to fulfil By-law obligations.

## **13 Announcements**

### **13.1 Upcoming Meetings/Events**

Trustees discussed upcoming events.

### **13.2 Pending Items: N/A**

### **13.3 Pending Items for OCSTA Consideration: N/A**

## **14 Items for the Next Meeting Agenda**

Trustees discussed upcoming agenda items.

## **15 Adjournment – Confirm decisions made tonight.**

### **15.1 Confirm Decisions made tonight.**

## **16 Closing Prayer**

## **17 Motion to Adjourn**

**2024-21-- It was moved by Trustee Phillips and seconded by Trustee Stanley:  
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 10:10 p.m.**

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Chair of the Board

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Secretary





## **Special Board of Trustees' Board Meeting**

A public meeting of the Board of Trustees was held on Monday, February 12, 2024, at 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener.

### **Trustees Present:**

Linda Cuff (Vice-Chair), Kathy Doherty-Masters\*, Winston Francis, David Guerin, Renee Kraft, Robert Sikora (Chair), Conrad Stanley, Tracey Weiler

\*-attended virtually

### **Student Trustees Present:**

Bryanna Donoghue, Xavier Petrie

### **Administrative Officials Present:**

Tyrone Dowling, Gerald Foran, Shesh Maharaj, Paul Mendonça, Judy Merkel, Kerry Pomfret, Jennifer Ritsma, Annalisa Varano

### **Special Resources For The Meeting:**

**Regrets:** Marisa Phillips

### **Recorder:**

Stephanie Medeiros, Executive Administrative Assistant

**NOTE ON VOTING:** Under Board by-law 4.7 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 4.11 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 6:22 p.m.

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

1.1.1 Opening Prayer deferred to Committee of the Whole

### **1.2 Territorial Acknowledgment**

1.2 Territorial Acknowledgment by Chair Sikora.

### **1.3 Approval of Agenda**

Chair Sikora requested a mover and seconder for approval of the agenda.

Amendments:

Chair Sikora requested a mover and seconder for approval of the agenda with the following amendments:

- Trustee Phillips sent regrets.

**2024-22-- It was moved by Trustee Weiler and seconded by Trustee Stanley:  
THAT the agenda for Monday, February 12, 2024, be now approved, as amended.  
--- Carried by *consensus*.**

### **1.4 Declaration of Pecuniary Interest**

1.4.1 From the current meeting – NIL

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

### 1.5 Items for Action

2024-23-- It was moved by Trustee Weiler and seconded by Trustee Cuff:

THAT the Board of Trustees approve the Trustee In Camera meeting on February 12, 2024, regarding financial matters.

--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)**

**4 Delegations**

**5 Advice from the CEO**

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

**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**

**12 Potential Agenda Items**

**13 Announcements**

13.1 Upcoming Meetings/Events

13.2 Pending Items: N/A

13.3 Pending Items for OCSTA Consideration: N/A

**14 Items for the Next Meeting Agenda**

**15 Adjournment – Confirm decisions made tonight.**

15.1 Confirm Decisions made tonight.

**16 Closing Prayer**

**17 Motion to Adjourn**

2024-24-- It was moved by Trustee Cuff and seconded by Trustee Guerin:

THAT the meeting be now adjourned. The meeting was adjourned by consensus at 6:25 p.m.

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Chair of the Board

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Secretary



## Audit Committee Open Meeting

**Date:** November 9, 2023  
**Time:** 6:00 p.m.  
**Location:** CEC 109a – St. Mary's Boardroom  
**Next Meeting:** January 31, 2024

**Attendees:**

**Committee Members:**  
Marisa Phillips, David Guerin, Robert Sikora

**Community Members:**  
Jennifer Gruber, Zeynep Danis

**Administrative Officials:**  
Tyrone Dowling, Shesh Maharaj, Laura Isaac, Shane Durham

**Guests:**  
Andrea Eltherington (RIAM), Grant Thornton: Melanie Dugard, Kashif Khan, Ishar Boparai

**Regrets:**

1. Welcome and Opening Prayer
2. Territorial Acknowledgement

3. Approval of Agenda  
*Motion: Bob Sikora*  
*Seconded: Marisa Phillips*  
**Carried by consensus**

4. Declared Pecuniary Interest  
*None*

5. Approval of the Minutes
  - Meeting of October 4, 2023*Motion: Marisa Phillips*  
*Seconded: Zeynep Danis*  
**Carried by consensus**

6. Discussion Items

- 6.1 Year end presentation
  - Laura presented the year end financial statements which showed a break-even position

*Motion: That the audited Consolidated Financial Statements and 4<sup>th</sup> Quarter dashboard report for the year ended August 31, 2023 be sent to the Board of Trustees for approval in the consent agenda.*

*Motion: Zeynep Danis*  
*Seconded: Marisa Phillips*  
**Carried by consensus**

## 6.2 Audit Committee Closed Session

*Motion: That the Audit Committee move into Closed Audit Committee agenda at 6:32pm*

*Motion: Zeynep Danis*

*Seconded: Marisa Philips*

***Carried by consensus***

## 6.3 Audit Committee Administration

- 2024 AC meeting dates
  - January 31, 2024
  - April 10, 2024
  - June 6, 2024

## 5 Pending Items

## 6 Adjournment at 7:28pm

*Motion: Marisa Phillips*

*Seconded: Zeynep Danis*

***Carried by consensus***

*Jennifer Gruber*

## Catholic Parent Involvement Committee (CPIC) Minutes

Date	Wednesday, December 13, 2023																																																																				
Time	5:30pm to 7:00pm																																																																				
Location (Hybrid)	Catholic Education Centre, 35 Weber St. W., Kitchener Teams Link:																																																																				
	<table><tr><th>Member</th><th>Role</th><th></th></tr><tr><td>Judy Merkel</td><td>Superintendent of Learning</td><td>Attendee</td></tr><tr><td>Conrad Stanley</td><td>Trustee</td><td>Attendee</td></tr><tr><td>Marisa Phillips</td><td>Trustee</td><td>Attendee</td></tr><tr><td>Winston Francis</td><td>Trustee</td><td>n/a</td></tr><tr><td>Andrew Gordon</td><td>Elementary</td><td>Attendee</td></tr><tr><td>Monica Carlin</td><td>Secondary</td><td>Attendee</td></tr><tr><td>John Murphy</td><td>Diocesan Representative</td><td></td></tr><tr><td>Joy Stephen</td><td>Monsignor Doyle Family</td><td>Online</td></tr><tr><td>Chetna Tomar</td><td>Resurrection Family</td><td>Attendee</td></tr><tr><td>James Sebastian-Scott</td><td>St. Benedict Family (CPIC Chair)</td><td>Attendee</td></tr><tr><td>Craig LeBlanc</td><td>St. David Family</td><td>Attendee</td></tr><tr><td>Paul Marchwica</td><td>St. Mary's Family</td><td>Online</td></tr><tr><td>Dave Perlaky</td><td>Cambridge (Budget)</td><td>Attendee</td></tr><tr><td>Irene Vassalo</td><td>Secondary: Kitchener</td><td>Attendee</td></tr><tr><td>Janek Jagiellowicz</td><td>Secondary: Waterloo</td><td>n/a</td></tr><tr><td>Cara Ferreira</td><td>Member-at-Large</td><td>Online</td></tr><tr><td>Tina Karwalajtys</td><td>Member-at-Large</td><td>Online</td></tr><tr><td>Brenda Tibingana-Ahimbisibwe</td><td>Member-at-Large</td><td>Attendee</td></tr><tr><td>Abuobeida (Obaida) Mudawi</td><td>Member-at-Large</td><td>Attendee</td></tr><tr><td>Melissa Phillips</td><td>Member-at-Large</td><td>Regrets</td></tr><tr><td>Jessey Fraga</td><td>Recorder</td><td>Regrets</td></tr></table>			Member	Role		Judy Merkel	Superintendent of Learning	Attendee	Conrad Stanley	Trustee	Attendee	Marisa Phillips	Trustee	Attendee	Winston Francis	Trustee	n/a	Andrew Gordon	Elementary	Attendee	Monica Carlin	Secondary	Attendee	John Murphy	Diocesan Representative		Joy Stephen	Monsignor Doyle Family	Online	Chetna Tomar	Resurrection Family	Attendee	James Sebastian-Scott	St. Benedict Family (CPIC Chair)	Attendee	Craig LeBlanc	St. David Family	Attendee	Paul Marchwica	St. Mary's Family	Online	Dave Perlaky	Cambridge (Budget)	Attendee	Irene Vassalo	Secondary: Kitchener	Attendee	Janek Jagiellowicz	Secondary: Waterloo	n/a	Cara Ferreira	Member-at-Large	Online	Tina Karwalajtys	Member-at-Large	Online	Brenda Tibingana-Ahimbisibwe	Member-at-Large	Attendee	Abuobeida (Obaida) Mudawi	Member-at-Large	Attendee	Melissa Phillips	Member-at-Large	Regrets	Jessey Fraga	Recorder	Regrets
	Member	Role																																																																			
	Judy Merkel	Superintendent of Learning	Attendee																																																																		
	Conrad Stanley	Trustee	Attendee																																																																		
	Marisa Phillips	Trustee	Attendee																																																																		
	Winston Francis	Trustee	n/a																																																																		
	Andrew Gordon	Elementary	Attendee																																																																		
	Monica Carlin	Secondary	Attendee																																																																		
	John Murphy	Diocesan Representative																																																																			
	Joy Stephen	Monsignor Doyle Family	Online																																																																		
	Chetna Tomar	Resurrection Family	Attendee																																																																		
	James Sebastian-Scott	St. Benedict Family (CPIC Chair)	Attendee																																																																		
	Craig LeBlanc	St. David Family	Attendee																																																																		
	Paul Marchwica	St. Mary's Family	Online																																																																		
	Dave Perlaky	Cambridge (Budget)	Attendee																																																																		
	Irene Vassalo	Secondary: Kitchener	Attendee																																																																		
	Janek Jagiellowicz	Secondary: Waterloo	n/a																																																																		
	Cara Ferreira	Member-at-Large	Online																																																																		
	Tina Karwalajtys	Member-at-Large	Online																																																																		
	Brenda Tibingana-Ahimbisibwe	Member-at-Large	Attendee																																																																		
	Abuobeida (Obaida) Mudawi	Member-at-Large	Attendee																																																																		
	Melissa Phillips	Member-at-Large	Regrets																																																																		
	Jessey Fraga	Recorder	Regrets																																																																		
	Action Items		Noted in Green																																																																		

TOPIC	Presenter
1. <b>Opening Prayer &amp; Welcome, Territorial Acknowledgment, Call for Additional Agenda Items</b>	Judy
2. <b>Approval of the December 13, 2023 Agenda</b> Marisa Phillips moved and Conrad Stanley seconded approval of the Agenda. With note that Marissa Phillips should be noted as Trustee # 2 rather than Trustee Alternate.	Judy
3. <b>Approval of the Minutes of September 23, 2023</b> James Sebastian-Scott moved and Marisa Phillips seconded approval of the Minutes.	Judy Judy

4. <b>Superintendent Update:</b> Based on presentation- Motion was made by James SS and seconded by Joey S that CPIC allocate out of our Pro grant budget 4000K towards the total cost of Cyber-Freedah Speaker for all parent communities. Details were shared by Katrina Gouett as to the topic, what we would receive from the speaker and we would have this delivered to all schools virtually in April. <b>Judy to investigate the other speaker regarding Human Trafficking and report back at January meeting.</b>	Judy
5. <b>Trustee Update:</b> Shared with all CPIC that a new chair (Bob Sikora) and co-chair (Linda Cuff) of the Board were elected at the last board meeting as well a new trustee, Winston Francis was welcomed. <ul style="list-style-type: none"> <li>Trustees are visiting schools.</li> <li>Trustees are attending liturgies and have noted they are Christ Centred.</li> </ul>	Marisa Phillips Conrad Stanley
6. <b>Administrator Updates:</b> Please see attached notes as presented by Andrew Gordan and Monica Carlin.	Andrew/Monica
7. Motion brought forward by James SS to extend the meeting time to 8pm, seconded by Marisa Phillips.	
8. An application out of general timelines and in contradiction to our by-laws was received for our final outstanding CPIC position. After much discussion the CPIC committee agreed to make an exception with an understanding that this position could be held until June 2024. Motion made by Marisa Phillips that we bring the candidate forward to sit on CPIC and to break current by-law and bring it to review. This motion was seconded by Conrad Stanley. <b>Judy to bring update for discussion of by-laws with intent to update language for situations such as this and the roles of the CPIC committee.</b>	Marisa Phillips Conrad Stanley
9. <b>Discussion Regarding:</b> <ul style="list-style-type: none"> <li>Onboarding and attendance of approximately 45 people. Discussed success and sharing of resources as well as input from CSAC with regards to best practice and what is needed for support.</li> <li>Shared previous Coffee Chat and learning around Microsoft Teams and where all CSAC can continue to find and share resources.</li> <li>Upcoming Coffee Chat in January discussed with a topic of Engaging families in Faith Development.</li> <li>Judy shared list of Pro Grant Applications from schools and topics. There was a discussion regarding the guidelines that the Ministry provides around use of funds and that our CPIC committee does not have decision making around these funds, we support how they are distributed. Further discussion around events not being Catholic focused and that as a Catholic school board all that we do is rooted in our faith and that even though monies are not sought to fund an event does not imply that faith-based events are not occurring, they do not elicit a cost. John Murphy our Diocesan Representative was able to share and explain the many opportunities for parent engagement in our faith community.</li> </ul>	Judy
<b>10. Gratitude and closing prayer</b>	Judy
<b>11. Motion to adjourn made by David P and seconded by James SS</b>	



## SEAC Committee Meeting Minutes

<b>Date&amp; Time:</b>	January 10, 2024, at 6:00 p.m.
<b>Location (Hybrid):</b>	In-Person: St. Francis Room (2 <sup>nd</sup> Floor), Catholic Education Centre Online: Via Teams <a href="#">Click here to join the meeting</a>
<b>Next Meeting:</b>	February 7, 2024
<b>Committee Members:</b> Kim Murphy, John Gilbert, Cindy Benedetti, Erin Sutherland, Daina Colbourne, Laura Shoemaker, Jeanne Gravelle, Monica Wenzlaff, Bob Sikora, Conrad Stanley	
<b>Administrative Officials:</b> Gerald Foran, Erin Lemak	
<b>Regrets:</b> Jeanne Gravelle, Kim Murphy, Daina Colbourne, Erin Sutherland	

### Meeting commenced at 6:02 pm

<b>1. Opening Prayer</b> Welcome	Erin Lemak
<b>2. Approval of Agenda</b>  Motion by: Karen Applebee Seconded: Trustee Stanley	
<b>3. Declared Pecuniary Interest</b> N/A	
<b>4. Approval of the December 6, 2023, minutes:</b>  Motion by: John Gilbert Seconded: Monica Wenzlaff	
<b>5. School System Operational Business</b> 5.1. MLL & Spec Ed Protocol Barb McCourt and, Student Achievement Consultant and Laurie Smits, Special Education Liaison presented WCDSB ML Special Education Protocol. Vision, Universal Supports for MLLs, Tiered Levels of Support and timelines. SEAC Members asked clarifying questions.	Barb McCourt Student Achievement Consultant Multilingual Learners K-10 Laurie Smits Special Education Liaison
<b>6. Ministry Updates (10 min)</b> Chair Sekura shared correspondence from OCSTA on behalf of the Ministry of Education regarding Minister's Advisory Council on Special Education (MACSE) seeking feedback.	
<b>7. SEAC Committee Functions</b> <b>PAAC on SEAC (Presentations – Updates)</b> SEAC members discussed upcoming presentation. Speakers and location have confirmed. Members discussed hybrid option. Discussed possibility of daycare on site. Superintendent Gerald to provide SEAC with speaker's book, concern with content.	All



<b>8. Policy Advice to the Board</b> N/A	
<b>9. Updates</b> <b>WRPS:</b> John Gilbert introduced Amanda Hennig, who will be replacing him as the WRPS represented on SEAC. Amanda's bio was shared. Thanks, and congratulations was given to John for his time and passion.  <b>WRFN:</b> N/A  <b>WWDSS:</b> N/A  <b>Trustee Updates:</b> Chair Sikora updated SEAC on events attended since December.  <b>Autism:</b> Monica Wenzlaff updated SEAC on new resources on Autism Ontario. Link: <a href="#">Autism Ontario SEAC updates - January 2024.docx</a>  <b>IDA:</b> N/A	
<b>10. Pending Items</b> N/A	
<b>11. Adjournment</b> Motion by: John Gilbert Seconded: Karen Applebee 7:00 pm	
<b>12. Action Items Place Holder</b> N/A	





**Date:** February 26, 2024  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** February 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 **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)**

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:**

☒ **Awaken to Belong**

- ☒ Every student can see themselves reflected in their learning.
- ☒ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☒ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☒ The relationship between home, parish and school is strengthened.

☒ **Strengthen to Become**

- ☒ Every student reaches their full potential.
- ☒ Staff see their impact on student achievement.
- ☒ Are engaged as active partners in our students' Catholic education journey.



## Background/Comments:

The year, during the month of February we begin the Lenten season with Ash Wednesday on February 14<sup>th</sup>. Ash Wednesday is significant, symbolizing reflection, repentance, and a commitment to self-discipline. It initiates a 40-day journey to Easter, with many observing acts of penance and sacrifice. Knowing this, our school communities have moved Valentine's Day celebrations to coincide with Shrove Tuesday.

This month the Deep Learning theme is Critical Thinking and Problem Solving. This theme aligns with the Catholic Graduate Expectation a reflective, creative and holistic thinker, the Global Competency of critical thinking, the Learning Skills of self-regulation and responsibility, the Umbrella Skills of cognitive flexibility and integrity and the Grandfather Teaching of wisdom. This month signals the beginning of term two in the elementary panel and semester two in the secondary panel.

Some of the regular meetings that were held in February have included:

- Executive Council meetings – once a week
- Academic Council meetings – once a week
- Equity Services meetings – bi-weekly
- Human Resource Services meetings – bi-weekly
- Corporate Services meetings – bi-weekly
- RDO meeting - monthly
- Chairs and Directors of Education Teleconference with Minister Lecce – Tuesday afternoons (bi-weekly)
- CEC Mass – Monthly
- Faith, Indigenous and Equity Meeting - monthly
- MYSP Indicator Review meeting with WCDSB Research – monthly
- K-12 Administrators' Meeting – monthly

A few other highlights from this month include:

- Participated in several meetings and conversations with the Chair of the Board
- CCAWR Black History Month 2024 Launch – Black History, Black Heritage, Black Future
- Director Visits: Christ the King, St. Peter, St. Michael, St. Joseph, St. Gabriel, St. Mary's, Our Lady of Grace
- Met with Administrator Association Co-chairs
- Reading at St. Nicholas
- OCSOA Faith Retreat – As it is in Heaven
- Chinese New Year Gala Celebration
- Minister's Teleconference
- CCFOWR Board Meeting
- Meeting with MPP Aislinn Clancy
- SWCODE
- Board of Trustees Meeting
- Waterloo Deanery Meeting
- STSWR Board of Directors Meeting
- FACE Meeting
- CODE - Human Rights in Ontario's Education System
- Mathematics Visit
- SJU Lectures in Catholic Experience – Dr. Jonathan Malesic

**Recommendation:**

This report is for the information of the Board.

**Prepared/Reviewed By:** Tyrone Dowling  
Director of Education

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





**Date:** February 26, 2024  
**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:**

☒ **Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

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## Background/Comments:

From May 2023 to present the following AP Memos have been revised/updated and posted:

Policy Number	Title of Document
APB001	School Operating Budgets
APB006	Fraud and Accountability Management
APC012	Suspension & Expulsion (Procedures, Appeals, Programs for Student Support)
APC018	Code of Conduct
APC023	Student Personal Information Collection/Use/Disclosure
APC038	Religious Accommodation
APC039	Voluntary, Confidential, First Nation, Metis and Inuit Self-Identification Policy
APC047	Withdrawal from Parental/Guardian Control (Emancipation)
APC048	Secondary Attendance Procedures
APF001	False Alarms – Fire and Security
APF003	Proposed Alterations and/or Renovations to Schools, Grounds and Other Board Facilities
APF012	Community Planning and Facility Partnerships
APF014	Flag Protocol
APF016	Closure of On-Site Parking & Drop-Off Areas
APH004	Medication Administration to Students Under the Age of 18
APH005	Anaphylaxis Policy
APH012	Physical Containment of Students: Guidelines for Responding to Injurious and Self-Injurious Student Behaviour
APH013	Emergency Planning & Procedures
APH016	Play Structures
APH019	Suicide, Depression, and Self-Harm
APH021	Elementary School Food and Nutrition Policy
APH024	Health & Physical Education Safety Guidelines
APH027	Concussion - School Board Procedures
APH029	Calming Rooms as a Proactive Self-Regulation Strategy
APH030	Medical Conditions
APH031	Epilepsy/Seizure Disorder
APO006	Purchasing Procedures
APO008	Celebration of Excellence
APS019	Supervision of Students
APS035	Electronic Mail and Social Media Use Guidelines
APS040	Criminal Background Checks - Service Providers



APS048	Scents in the Workplace
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**Recommendation:**

This report is for the information of the Board.

**Prepared/Reviewed By:** Tyrone Dowling  
Director of Education

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





**Date:** February 26, 2024  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Extended Day Programs

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**Type of Report:**

- ☒ Decision-Making
- ☐ Monitoring
- ☒ Incidental Information concerning day-to-day operations.

**Type of Information:**

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

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

- O. Reg. 221/11 – Extended Day Programs and Third-Party Programs
- MOE Memo EL12 – Regulatory Amendments for Full-Day Junior Kindergarten and Kindergarten and Extended Day Programs
- O. Reg. 236/22: *Child Care and Early Years Act, 2014, S.O. 2014*

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

WCDSB's Extended Day Program offers parents and students in kindergarten to Grade Six, a convenient school location with equity of access in a safe and healthy learning environment for young children.

For more information on the "The Kindergarten Program" and "How Does Learning Happen" documents please visit:

[The Kindergarten Program 2016 | Ontario.ca](https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf)

<https://files.ontario.ca/edu-how-does-learning-happen-en-2021-03-23.pdf>

**Alignment to the MYSP:**

☒ **Awaken to Belong**

- ☒ Every student can see themselves reflected in their learning.
- ☒ Staff experiences a positive, healthy, and inclusive workplace.
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- ☐ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.

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- ☒ Every student reaches their full potential.
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**Background/Comments:**

**Background**

1. The Extended Day Program is an integral part of the Early Learning Kindergarten program and is led by registered Early Childhood Educators (RECE). The Extended Day Program is funded by parent fees and set on a cost-recovery model. The Extended Day Program is optional for parents and offered by boards where there is sufficient demand to make the program viable at individual school sites.
2. All school boards shall, in every elementary school, ensure the operation of an Extended Day Program or third-party operation for children from kindergarten to grade 6, where there is sufficient demand.

**Comments**

1. Parental Interest

Parent information brochures are available to parents of children currently enrolled in kindergarten to Grade 6 through school newsletters and to parents registering their children for Year One Kindergarten in their registration packages. Parents can express their interest in the Extended Day Program by pre-registering their children for the upcoming school year. All information about the WCDSB Extended Day program is on the website and made available through kindergarten registration. The Extended Day registration website (OneList) distributes emails to all registered families reminding them to pre-register for the next school year. Communication is also provided to Administrators so they can post on their social media, marquis boards and within their school community. This information is also posted on the Extended Day Newswire as well as the Board's Newswire. This notification process is completed in the Spring.

2. Program Options

Parents are asked to indicate the days per week they wish to enroll their child, and which of the program options they require.

- a. Before School only
- b. After School only
- c. Both Before and After School
- d. March Break (2023-2024)

Effective January 8, 2024, our Extended Day Programs have implemented a 4-week registration period (increased from 2 weeks) to address staffing challenges. This 4-week period allows HR and ECE Supervisors time to secure adequate staffing. Caps have been put on programs resulting in wait lists. A new Wait List Policy was created and is found here:

<https://www.wcdsb.ca/wp-content/uploads/sites/36/2024/02/Waitlist-Policy-and-Procedures.pdf>

3. Non-Instructional Days

Non-instructional days, such as select PD days, and Christmas are a part of the regular registration process for parents. The cost of this program is currently \$30.00 per day if both Before and After School Programs are used on non-instructional days, otherwise parents will only be charged the fee for the program they have regularly registered for (i.e., just Before School).



NOTE: For the 2023-2024 school year, March Break was set up as a separate program for which parents needing care are required to register. This program costs \$30 per day, and students can use it for the full day (7:00am-6:00pm). For the 2024-2025 school year, PD Days, Christmas, and March Break days deemed operational will require separate registration. This process will help ease the overstaffing that happens on Break periods. As an example, this Christmas break period was attended by the following percentages in relation to the number of students that were expected.

		<b>Tuesday Jan 2 45%</b>		<b>Wednesday Jan 3 50%</b>		<b>Thursday Jan 4 49%</b>		<b>Friday Jan 5 48%</b>
<b>Students attended</b>								

#### 4. Fees

The Board of Trustees approved an Equal Billing Fee for Extended Day Programs not to exceed \$30.00 per day including PD days, Christmas, and March Break for 2023-2024 school year. Fees are prorated based on school bell times and can be found on the Board's website. Our Extended Day Programs have been approved for the CWELCC (Canada Wide Early Learning Child Care) program as soon as we are licensed by the Ministry of Education.

#### 5. Registration Response

- a. The Extended Day Program was not viable at 8 schools for the 2023-2024 school year. Please see the list below.

Christ the King, Cambridge  
John Sweeney, Kitchener  
St. Gregory, Cambridge  
St. Luke, Waterloo  
St. Margaret, Cambridge  
St. John, Kitchener  
St. Matthew, Waterloo  
St. Teresa of Avila, Elmira

- b. 36 schools that were deemed viable for the 2023-2024 school year are as follows:

#### **Before and After School Programs**

Blessed Sacrament, Kitchener  
St. Boniface, Breslau  
St. Teresa of Calcutta, Cambridge  
Canadian Martyrs, Kitchener  
Holy Family, New Hamburg  
Holy Rosary, Waterloo  
Holy Spirit, Cambridge  
Monsignor Haller, Kitchener  
Our Lady of Grace, Kitchener  
Our Lady Fatima, Cambridge  
Our Lady of Lourdes, Waterloo  
Saint John Paul II, Kitchener  
Sir Edgar Bauer, Waterloo  
St. Anne, Cambridge  
St. Anne, Kitchener

St. Agnes, Waterloo  
St. Aloysius, Kitchener  
St. Augustine, Cambridge  
St. Bernadette, Kitchener  
St. Brigid, Ayr  
St. Daniel, Kitchener  
St. Dominic Savio, Kitchener  
St. Elizabeth, Cambridge  
St. Gabriel, Cambridge  
St. Joseph, Cambridge  
St. Josephine Bakhita, Kitchener  
St. Kateri Tekakwitha, Kitchener  
St. Mark, Kitchener  
St. Michael, Cambridge  
St. Nicholas, Waterloo  
St. Paul, Kitchener  
St. Peter, Cambridge  
St. Teresa, Kitchener  
St. Timothy, Kitchener  
St. Clement, St. Clements  
St. Vincent de Paul, Cambridge



6. Budget Implications:

The daily base fee was developed to ensure the Board can operate the Extended Day Program on a cost recovery basis. The Board will continue to be responsible for collecting fees from parents.

7. Licensing of WCDSB Extended Day Programs:

The WCDSB Extended Day Programs will be licensed with the Ministry of Education (Licensed Child Care Programs) with a target date of March 2024. Upon receipt of licensing, the WCDSB Extended Day Program will be eligible to participate in the CWELCC (Canada Wide Early Learning and Child Care) program. This will allow us to offer reduced rates to families for their children who are under 6 years of age. The WCDSB Extended Day program will continue to work with the Region of Waterloo to support licensing expectations.

a) Completed Compliance Tasks

- All policies have been developed, submitted, and approved by the Ministry.
- All Public Health Inspections have been completed.
- All floor plans have been submitted and approved.

b) Outstanding Compliance Tasks

- Historically, Administrators have been expected to develop and review Fire Safety Plans. The Board is contracting Richardsons to develop all Fire procedures. They will then be submitted to each local station for review and approval by the Fire Marshall. ECE Supervisors will then need to upload them into CCLS (Child Care Licensing System) for approval.

c) Next Steps

- Continue to work with HR to address staffing needs (ratios 1:15 will need to be adjusted to 1:13 to meet licensing requirements).
- Continue to ensure that all staff working in our Extended Day programs are trained (and recertified every three years) in Standard First Aid/CPR-Level C. Additional training dates are being booked to ensure all CUPE members are given the opportunity to be trained.
- Training and information sharing will be provided to all CUPE staff regarding licensing requirements, policy and procedures, and ratios for the Extended Day Program. Information will be provided using various training platforms. A training portal is being created for ongoing training.
- Information sessions for Administrators to be developed to inform Administrators of changes related to licensing.
- Public Health inspections will occur twice yearly in Extended Day Programs.
- Inspections of the Extended Day Program, by the Ministry's Program Advisor, will occur twice yearly.

8. Staffing- new positions

- a) Manager of Operations-Extended Day- December 4, 2023
- b) Administrative Assistant- March 2024
- c) Multiple new ECE and ECE assistants to meet ratio requirements for licensing (ongoing)



**Recommendation:**

For information to the board.

**Prepared/Reviewed By:**

Director of Education  
Tyrone Dowling

Superintendent of Learning  
Paul Mendonca

Manager of Operations-Extended Day  
Ronda Roy

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**Date:** February 26, 2024  
**To:** Board of Trustees  
**From:** Audit Committee  
**Subject:** 2022-2023 Trustee Expense Audit 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 II 014
- ☐ Information only of day-to-day operational matters delegated to the CEO

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

The Waterloo Catholic District School Board is committed to an organizational culture that operates with integrity and promotes responsibility, excellence, and accountability with respect to decisions and practices. The Board recognizes the need to reimburse Trustees for expenses reasonably incurred in carrying out their role as Trustee. Therefore, it is a policy of the Waterloo Catholic District School Board that Trustees shall be reimbursed for travel and out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a Trustee.

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

The Internal Audit Mandate requires that the:

"The Internal Auditor shall have the authority to conduct audits to include, but not limited to, financial, performance, and compliance audits, or reviews of all departments, offices, schools, activities, and programs under the control of the Board."

**Alignment to the MYSP:**

☒ **Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

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- ☒ The relationship between home, parish and school is strengthened.



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- ☐ Every student reaches their full potential.
- ☒ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.

**Background/Comments:**

Status and Results

As part of the 2023-2024 Internal Audit Plan, audit procedures were performed over Trustee expenses to measure compliance with Board policy and the appropriateness of expenditures. Expenses incurred by Trustees were compliant with Board policies and were reasonable in nature.

Please find attached:

- The 2022-2023 Trustee Expense Audit Report, and
- Public Statement of Trustee Expenses.

**Recommendation:**

That the Board of Trustees accepts the 2022-2023 Trustee Expense Audit Report for information purposes only and recommends that the public Statement of Trustee Expenses be posted to the WCDSB website.

**Prepared By:**

Shane Durham  
Internal Audit Officer

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**To:** Audit Committee  
**CC:** Shesh Maharaj, Executive Superintendent of Corporate Services  
**From:** Shane Durham, Internal Audit Officer  
**Date:** January 31, 2024  
**Report No.:** IA 24-02  
**Subject:** 2022-2023 Trustee Expense Audit Report

### Summary

As part of the 2023-2024 Internal Audit Plan and as required by Board Policy II 014 – *Trustee Expenses*, audit procedures were performed over the expense reimbursement claims of Trustees to measure their compliance with Board Policy and the appropriateness of expenditures. Trustee expenses are significantly higher in this audit year vs. the previous year for a few significant reasons. Elections in November 2022 saw 8 new Trustees elected. Several Trustees resigned in the year also adding to the total number of Trustees reporting expenses. Finally, the 2022-2023 school year saw a return to regular activities including and not limited to conferences and other meetings requiring travel.

### Introduction

I am writing to report to you the results of the internal audit procedures performed on the Trustee expense claims for the 2022-2023 school year. The audit took place in December 2023 and January 2024. **Appendix A** provides a 2022-2023 Statement of Trustee Expenses.

### References

References used throughout the internal audit procedures include:

- Board Policy II 014 – Trustee Expenses
- APS010 – Travel, Expenses, Meals, and Refreshments
  - Expense Reimbursement Process

### Audit Procedures

The following audit procedures were performed to measure compliance with Board Policy and to determine the appropriateness of expenditures:

- Review expense reimbursement claims and supporting documentation of all Trustees for the year under audit,
- Review purchase card transactions and supporting documentation made by the Executive Administrative Assistant on behalf of Trustees,
- Review purchase card transactions and supporting documentation for the Chair of the Board where applicable, and



- Inquire of the Chief Financial Officer or Trustees, as required.

## Results

After reviewing the expense reimbursements, the following areas of strength were noted:

- Expense claims were reviewed and approved by the Chair of the Board and/or the Executive Superintendent of Corporate Services and Chief Financial Officer, in accordance with Board procedures,
- All expenses were fully supported with appropriate documentation, and
- Personal expenses identified were reimbursed back to the Board by the Trustee.

**Appendix A** is the 2022-2023 Statement of Trustee Expenses. This statement, with personal expenses netted against mileage, is provided to the public on the Waterloo Catholic DSB website. Details of the nature of the individual expenses may be provided to the public (including media outlets), upon request, by the Chief Managing Officer through a formal Freedom of Information process.

## Conclusions

Based on my audit and analysis of Trustee expenses, overall expenses are reasonable in nature and supported by sufficient invoices or detailed receipts.

Once the Audit Committee has reviewed the Trustee Expenses Audit Report, a recommendation should be made to the Board of Trustees to accept the report and approve the Statement of Trustee Expenses for posting on the WCDSB website.

If there are any other questions, concerns, or further analysis required please do not hesitate to contact me.

Kind Regards,



Shane Durham, CPA, CA  
Internal Audit Office





## Appendix A

**Waterloo Catholic District School Board  
Statement of Trustee Expenses  
School Year 2022-2023  
Audited**

	<b>Mileage &amp; Travel</b>	<b>Conferences</b>	<b>Meals</b>	<b>Supplies</b>	<b>Books</b>	<b>Parking</b>	<b>Other</b>	<b>Total</b>	
Manuel da Silva	564	-	368	34	-	-	-	966	Trustee
Jeanne Gravelle	387	-	368	34	-	-	-	789	Trustee; Chair of the Board (To Nov. 20, 2022)
Wendy Price	777	-	368	34	-	-	-	1,179	Trustee
Shannon Nash	-	-	368	34	-	-	-	402	Trustee
Bill Conway	-	-	368	34	-	-	-	402	Trustee
Wendy Ashby	-	509	533	34	-	-	-	1,076	Trustee
Linda Cuff	329	2,043	533	34	-	-	-	2,939	Trustee
Kathy Doherty-Masters	1,866	3,950	616	34	-	124	40	6,630	Trustee; Vice-Chair of the Board (From Nov. 21, 2022)
Sally Fuentes	788	2,495	368	34	-	-	-	3,685	Trustee
David Guerin	1,284	2,521	633	34	-	155	67	4,694	Trustee
Renee Kraft	74	2,318	388	34	-	-	40	2,854	Trustee
Marisa Phillips	1,004	2,475	577	34	-	67	40	4,197	Trustee
Robert Sikora	1,816	2,591	467	34	-	116	-	5,024	Trustee
Julie Molenaar	-	-	368	34	-	-	-	402	Trustee
Brian Schmalz	-	-	368	34	-	-	-	402	Trustee; Vice-Chair of the Board (To Nov. 20, 2022)
Melanie Van Alphen	77	-	368	34	-	-	-	479	Trustee
Tracey Weiler	1,180	4,452	719	34	-	-	-	6,385	Trustee; Chair of the Board (From Nov. 21, 2022)
Hans Roach	-	60	368	34	-	-	-	462	Trustee
Chloe Armstrong	1,428	4,031	1,076	34	-	-	-	6,569	Student Trustee - Outgoing
Bryanna Donoghue	-	650	368	34	-	-	-	1,052	Student Trustee - Incoming 2023
Anika Fejerpataky	-	4,031	399	105	-	-	-	4,535	Student Trustee - Outgoing
Xavier Petrie	-	885	368	34	-	-	-	1,287	Student Trustee - Incoming 2023
<b>Totals</b>	<b>\$ 11,574</b>	<b>\$ 33,011</b>	<b>\$ 10,357</b>	<b>\$ 819</b>	<b>\$ -</b>	<b>\$ 462</b>	<b>\$ 187</b>	<b>\$ 56,410</b>	





**Date:** February 26, 2024  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** 2024-2025 Estimates Budget Update #2

**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 **IV007**
- ☐ 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 Trustees with information on the development of the 2024-25 school year Estimates budget.

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

[Board Policy IV 007 "Financial Planning/Budgeting"](#)

"The CEO shall not ...

1. Develop a budget without conducting a formal process for soliciting input on the needs and priorities of the system ...
6. Present a budget that does not allow sufficient time for decision-making
7. Present a budget that cannot be readily understood by persons without a financial/education background"

**Alignment to the MYSP:**

☒ **Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Families are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☐ The relationship between home, parish and school is strengthened.

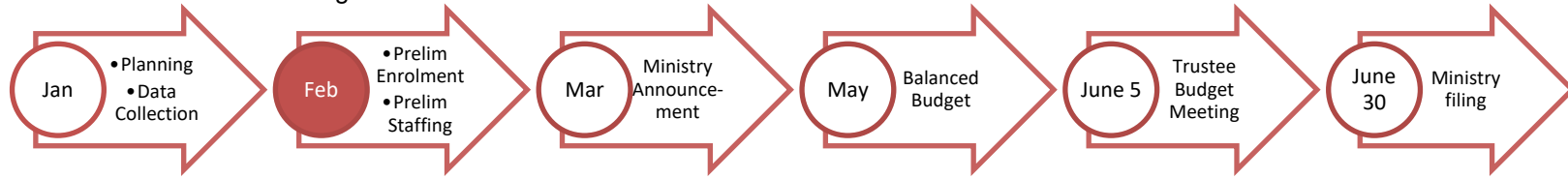
☒ **Strengthen to Become**

- ☐ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☒ Are engaged as active partners in our students' Catholic education journey.



## Background/Comments:

The 2024-2025 budget timeline to date:



### Secondary Enrolment Committee Meeting #1: February 1, 2024

Objective of Committee:

- The purpose of this committee is to generate secondary enrolment projections using documented methods that will establish a secondary student average daily enrolment (ADE) for the purposes of calculating revenues and staffing expenses.

Meeting highlights:

- Discussed timelines for 2024-2025 budget preparation
- Reviewed the 2023-2024 enrolment projections and in-year trending of variables that would impact student enrolment growth such as new housing developments, migration within Ontario and retention rates.
- Identified reports from the student information system that will support the development of enrolment projections.
- Reviewed methodologies used to project enrolment

### Elementary Enrolment Committee Meeting #1: February 1, 2024

Objective of Committee:

- The purpose of this committee is to discuss the methods used to calculate elementary enrolment scenarios and to identify a preferred option which will support the calculation of revenues and staffing expenses.

Meeting highlights:

- Discussed timelines for 2024-2025 budget preparation
- Reviewed the 2023-2024 enrolment projections and in-year trending of variables and retention rate trending
- Reviewed projection methodologies to determine if any changes should be implemented and discussed data accuracy for forecasting
- Coordinated tasks and report requirements for enrolment projection

### Operational Budget Submissions

- Budget holder templates have been distributed for completion. Final budget submissions are due to Finance on March 8, 2024
- School budgets will be released April 10<sup>th</sup> and will be completed by schools once enrolment projections are confirmed
- Finance and Human Resource Services are reviewing employee groups that are not dependent on enrolment

### Upcoming

- GSN Announcement: March, TBD
- Trustee Update #3: March 25<sup>th</sup>
- Enrolment projections: due to Finance April 4<sup>th</sup>
- Budget Advisory Committee meeting: April 10<sup>th</sup>
- Trustee Update #4: April 22<sup>nd</sup>
- Budget Presentation: June 10<sup>th</sup>

Management may need to alter timelines depending on the timing and content of Ministry of Education budget announcements. Monthly updates will be provided to Trustees on the progress of budget development. These reports will also highlight any significant issues that may arise prior to the June presentation.



Management will need to make several assumptions as the budget for 2024-25 is prepared. These assumptions will be disclosed in budget materials for purposes of transparency and decision-making.

**Recommendation:**

This report is provided as information on the development of the 2024-2025 budget.

**Prepared/Reviewed By:**

Tyrone Dowling  
Director of Education

Renee King  
Manager of Budget

Rob Connolly  
Manager of Business Operations, Continuing Education

Laura Isaac  
Senior Manager, Financial Services

Shesh Maharaj  
Executive Superintendent, Corporate Services

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





**Date:** February 26, 2024  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Guarding Minds at Work

**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)**

Executive Limitations Policy IV 005 Hiring and Promotions

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

Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.

**Alignment to the MYSP:**

☒ **Awaken to Belong**

- ☒ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☐ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☐ The relationship between home, parish and school is strengthened.

☒ **Strengthen to Become**

- ☒ Every student reaches their full potential.
- ☒ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.



## Background/Comments:

In spring 2021, the Waterloo Catholic District School Board (WCDSB) administered its Workforce Census in response to the Ontario's Education Equity Action Plan (2017) and the Ontario Ministry of Education Policy/Program Memorandum 165 issued February 2021. Further, collecting this data was also a priority in the WCDSB's 3-year pastoral plan. The goal of this Workforce Census was to assess diversity at the Board, identify gaps in representation, and to develop strategies to ensure this Board is an equitable and healthy environment for all staff regardless of one's background or status.

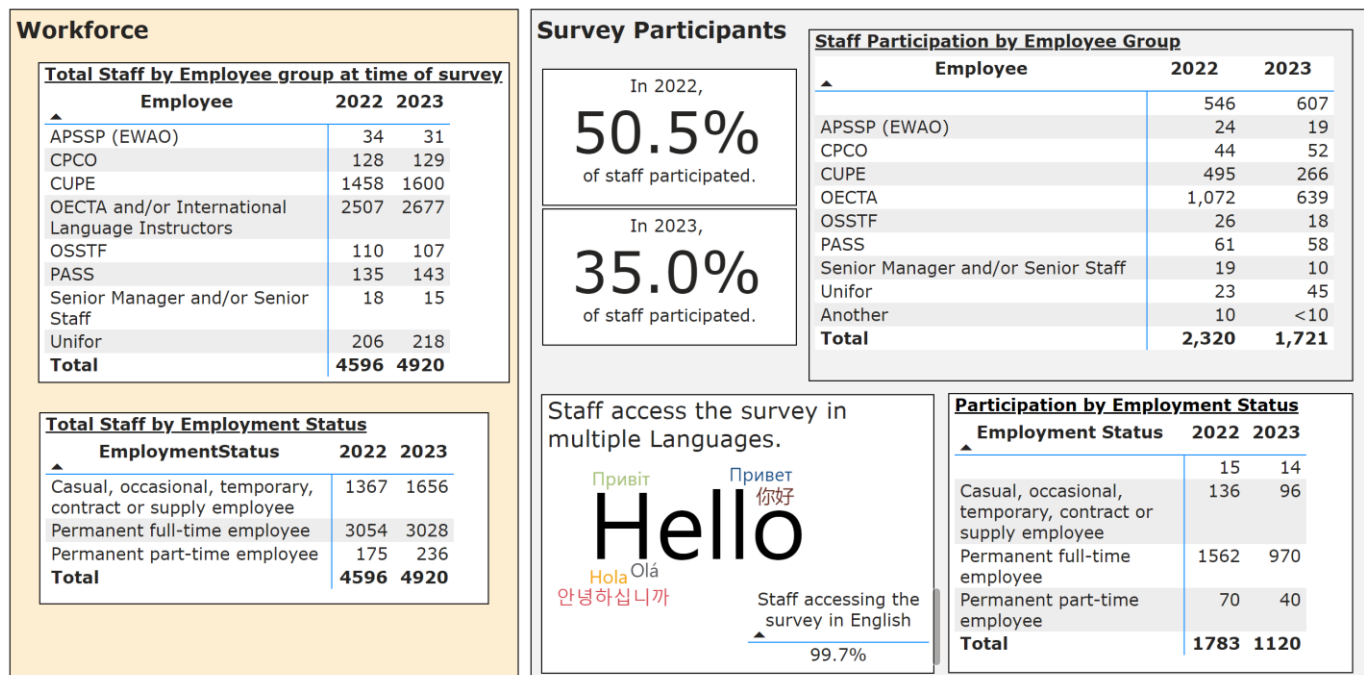
Based on the data from our respondents, Executive Council made 10 recommendations. These were presented at the October 25, 2022 Board of Trustees meeting. One of the recommendations was as follows:

*We recommend administering the Guarding Minds at Work Survey (i.e., the complete scan) yearly, except during census years. We recommend the first administration of the complete scan take place in Fall 2022.*

The Guarding Minds at Work survey was open for completion by all staff from October 24, 2022 and closed on November 14, 2022.

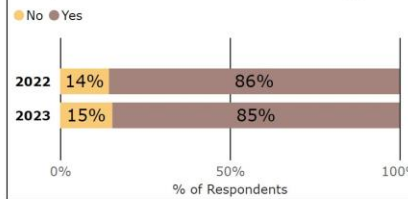
On November 4, 2023, the survey opened again and closed on November 24, 2023.

**Participating Staff:** Below is a summary of the participation of staff on the Workforce Health and Wellness Survey in 2021 and 2022.

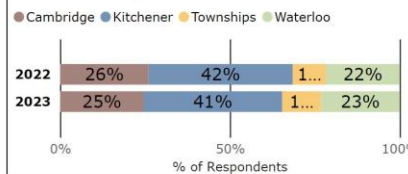


## Staff Demographics: Below is a summary of the demographics section for participating staff.

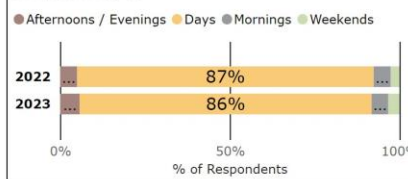
### Do you live in the Waterloo Region?



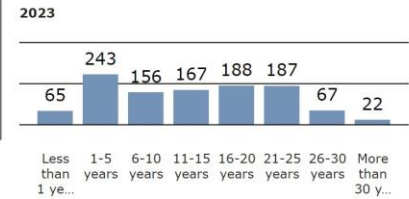
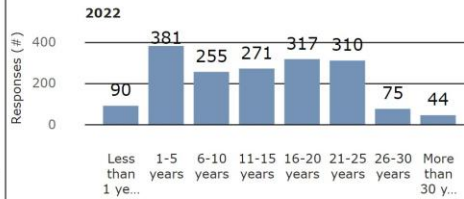
### In which part of the Waterloo Region do you live?



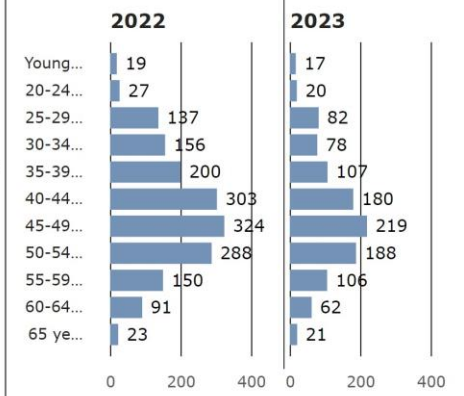
### What is your primary WORK SCHEDULE?



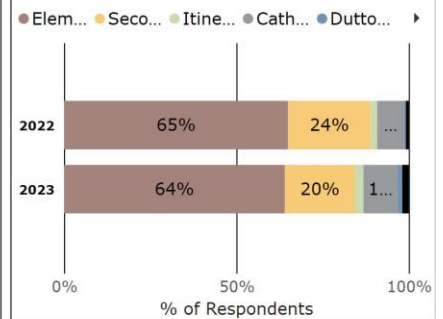
### How LONG have you been employed with the WCDSB in any capacity from date of hire?



### To which AGE GROUP do you belong?



### Where is your primary WORK LOCATION?



**Note:** If a category is missing, there were no responses received in this category.

## 1. Mean Score Report: all WCDSB Staff

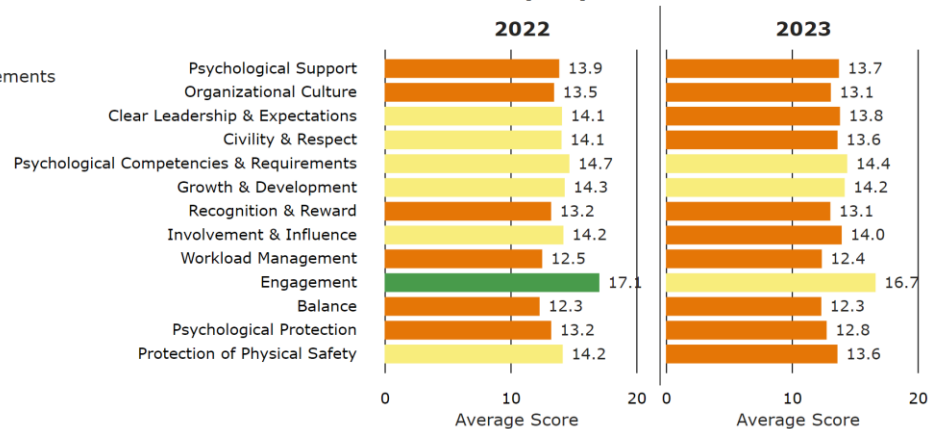
This report shows the WCDSB's mean (average) score for each factor. The lowest possible score is 5 (all 1s) and the highest possible score is 20 (all 4s). The categories of concern are based on a comparison with the 2016 Ipsos Reid standardization pattern for each factor, thus serving as a benchmark for comparison. Please note any areas of concern or relative strength. Psychosocial factors flagged as Significant Concerns should be your top priority.

### Psychosocial Factors:

#### Psychosocial Factors:

- PF1: Psychological Support
- PF2: Organizational Culture
- PF3: Clear Leadership & Expectations
- PF4: Civility & Respect
- PF5: Psychological Competencies & Requirements
- PF6: Growth & Development
- PF7: Recognition & Reward
- PF8: Involvement & Influence
- PF9: Workload Management
- PF10: Engagement
- PF11: Balance
- PF12: Psychological Protection
- PF13: Protection of Physical Safety

### Fall 2022 & 2023 Mean Score by Psychosocial Factor



Serious Concerns = 5 to 9.9

Significant Concerns = 10 to 13.9

Minimal Concerns\* = 14 to 16.9

Relative Strength\*\* = 17 to 20

\*Although this is a Minimal Concern, it is important to attend to it and review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.

\*\*Although this is a Relative Strength, it is important to review the Organizational Review Results and the Survey Results for any additional or individual-identified areas of concern.





Results of the 2023 survey have been shared with the WCDSB Wellness Steering Committee, Elementary and Secondary Administrators, Association and Union partners and all staff.

**Next Steps:**

The WCDSB Wellness Steering Committee will be working in partnership with a consultant from School Board's Co-operative Inc. (SBCI) to implement a series of focus groups.

Information from the focus groups will be used to inform the major areas of concern and will be shared with the Steering Committee to come to consensus on where we shall implement initiatives that will meet the greatest needs of our staff community.

The survey will run again in 2024 at which time we will have three (3) years of data and the ability to identify trends in responses.

**Recommendation:**

This report is presented as information for the Board of Trustees.

**Prepared/Reviewed By:** Tyrone Dowling  
Director of Education

Kerry Pomfret  
Superintendent of Human Resources

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.







**Date:** February 26<sup>th</sup>, 2024  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** 2024-25 School Year Calendar

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**Type of Report:**

- ☒ Decision-Making
- ☐ Monitoring
- ☐ Incidental Information concerning day-to-day operations.

**Type of Information:**

- ☒ Information for Board of Trustees Decision-Making
- ☐ Monitoring Information of Board Policy
- ☐ 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)
- PPM 151 Professional Activity Days Devoted to Provincial Education Priorities (2020)

**Alignment to the MYSP:**

☒ **Awaken to Belong**

- ☒ Every student can see themselves reflected in their learning.
- ☒ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☒ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☒ The relationship between home, parish and school is strengthened.

☒ **Strengthen to Become**

- ☒ Every student reaches their full potential.

- ☒ Staff see their impact on student achievement.
- ☒ Are engaged as active partners in our students' Catholic education journey.

### Background/Comments:

Regulation 304 provides that school boards are required to prepare, adopt, and submit to the Minister the school year calendar(s) to be followed by the schools in their jurisdiction for the subsequent school year.

School Boards are required to identify a minimum of 194 school days between September 1, 2024, and June 30, 2025, of which a minimum of 4 and a maximum of 7 days may be identified as PD days. Three of these must be for Ministry priorities. The remaining school days shall be instructional days. Boards may designate up to ten instructional days as examination days. Each school year calendar must be accompanied by a general outline of the activities to be conducted on PA days. The minimum number of instructional days is 187.

In the preparation of the 2024-2025 School Year Calendar, representatives from the following groups were asked to provide input:

- OECTA, CUPE, PASS, APSSP, OSSTF, Unifor
- Waterloo Catholic Administrators' Associations
- Learning Services Department
- Senior Administration
- Trustees
- Catholic Parent Involvement Committee

Consultation with representatives from our coterminous board, the Waterloo Region District School Board (WRDSB), also took place in the development of the 2024-2025 school year calendar. It should be noted that the WCDSB and the WRDSB, share some transportation costs. Consequently, on days when we do not share transportation costs (*i.e.* when the WRDSB has scheduled a PA Day and the WCDSB has not or, whenever WCDSB elementary and secondary schools do not share the PA Day) there are added costs. These non-aligned PA days in the 2024-2025 school year will cost the Board approximately \$ 64,000.00. However, these reflect WCDSB priorities (*i.e.* faith development day aligning with the liturgical calendar) or address particular aspects of reporting in secondary and elementary schools. Themes for the PA Days have been identified/mandated through labour agreements and Ministry policy (PPM151). Specifics identified in the chart may further develop as the year unfolds.

The first day of the school year will be Tuesday, **September 3<sup>rd</sup>, 2024.**

The last day of the school year will be **June 27<sup>th</sup>, 2025.**

The last day of school in December will be **December 20, 2024**, and the first day of school in the new year is **January 6<sup>th</sup>, 2025.**

**Note: Christmas Break takes place between December 23, 2024- January 3, 2025**

The following charts outline the Professional Activity Days and Examination Days.

### **Elementary PA Days**

Priority
----------

September 3, 2024	<i>Ministry PD Health and Safety</i>
October 11, 2024	<i>Faith Day (1.0)</i>
November 1, 2024	<i>Ministry PD (1.0)</i>
January 17, 2025	<i>Report Cards (1.0)</i>
March 31, 2025	<i>Ministry PD (1.0)</i>
May 30, 2025	<i>Report Cards (1.0)</i>
June 27, 2025	<i>AM- OECTA/CUPE PM- Transition/ Curriculum Planning</i>

**\*Note:** All WCDSB extended day activities will be cancelled on Friday, October 11, 2024, so that all DECEs can participate in our FAITH Day

### **Elementary Report Card Distribution Dates**

<i>Elementary Report Card Distribution Dates Report</i>	<i>Due to Administrator</i>	<i>Report Cards sent home:</i>	<i>Parent/Student/Teacher conferencing will be on</i>
Progress Report	November 14, 2024	November 25, 2024	November 28, 2024
Term 1	February 3, 2025	February 13, 2025	
Term 2	June 16, 2025	June 26, 2025	

### **Secondary PA Days 2024-25**

<b>Priority</b>	
September 3, 2024	<i>Ministry PD Health &amp; Safety</i>
October 11, 2024	<i>FAITH DAY</i>
November 1, 2024	<i>Ministry PD</i>

January 31, 2025	<i>Curriculum &amp; Assessment PD</i>
March 31, 2025	<i>Ministry PD</i>
May 30, 2025	<i>Curriculum &amp; Assessment</i>
June 27, 2025	<i>AM- OECTA/CUPE</i> <i>PM- Transition/ Curriculum Planning</i>

### **Secondary School Examination & Reporting**

November 23, 2024 & May 3, 2025	Midterm Reports Distribution
February 13, 2025 & July 9, 2025	Reports Distribution
January 24-30 & June 20-26, 2025	Exams
October 24, 2024 & April 3, 2025	Student / Parent / Teacher Conference

#### **Recommendation:**

The 2024-25 School Year Calendar is presented to trustees for their approval.

**Prepared/Reviewed By:**

Tyrone Dowling  
Director of Education

Jennifer Ritsma  
Superintendent of Learning

Annalisa Varano  
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.”



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**Date:** 02/26/24  
**To:** Board of Trustees  
**From:** Student Trustees  
**Subject:** February 2024 Student Trustee 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
- ☒ Information only of day-to-day operational matters delegated to the CEO

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

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

**Alignment to the MYSP:**

- ☒ Awaken to Belong
  - ☒ Every student can see themselves reflected in their learning.
  - ☐ Staff experience a positive, healthy, and inclusive workplace.
  - ☐ Are aware of and/or use available resources to assist in navigation of the school system.
- ☒ Ignite to Believe
  - ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
  - ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
  - ☐ The relationship between home, parish and school is strengthened.
- ☒ Strengthen to Become

- ☒ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.

### **Background/Comments:**

With many important days in the month of February, all WCDSB schools have been busy with the start of semester two. A focus on a fresh start through student engagement has been a common theme throughout each secondary school.

### *Common Activities Hosted by The Schools:*

- Pink Shirt Day
  - February 28th is commonly known as Pink Shirt Day, and is utilised to raise awareness about bullying and the importance of being kind. While all schools are encouraging students to wear pink shirts, many are performing other activities. St. Benedict is hosting friendship bracelet making in their cafeteria, while Monsignor Doyle is having a Words of Affirmation Event where students will have the chance to write kind affirmations and messages to their peers in the school and place them on lockers. SACs, kindness clubs, and other school groups are promoting this day heavily.
- Valentine's Day
  - Due to Ash Wednesday, all the schools celebrated Valentine's Day on February 13th. Schools sold carnations, roses, and candy for students to share with each other. St. Mary's engaged in Valentine's Day card-making with their special education classes. Overall, the schools reported high engagement with all these events.
- Black History Month
  - With February as Black History Month, the secondary schools are participating in activities to highlight the experiences, success, and contributions of Black Canadians. All the schools, through the usage of social media, are focusing on social movements, individuals and activists, the history of Black History Month itself, or any appropriate topic to properly highlight the importance of this month. Notably, St. David hosted a BHM panel to highlight the experiences, success and contributions of Black Canadians. Four speakers attended the event, including actor Conrad Cotes, a representative from Kind Minds Family and Wellness, Waterloo Regional Councillor Colleen James, and Graduation Coach for Black Students Jody Brown.

### *Student Trustee Role Update:*

- Caribbean Canadian Association of Waterloo Region (CCAWR)
  - On February 4th, Trustee Petrie was invited by the Caribbean Canadian Association of Waterloo Region (CCAWR) to assist the Black History Month

panellists in organising and preparing for their panel discussion at the Ken Seiling Museum. Through these events, the Caribbean Canadian Association of Waterloo Region (CCAWR) aims to promote advocacy and celebration for the Caribbean community.

- Student Trustee Elections & Senate Meeting
  - Elections: On February 7th, the election for the 2024-2025 student trustees was held. The process consisted of each candidate providing the WCDSB Student Senate with a five minute presentation and three minutes of answering predetermined questions. All candidates were exceptional and provided valuable insight into the future of student leadership. The senators then voted on the candidates, and the candidates received the results later that day. The successful candidates were Matteo Leone (Monsignor Doyle) and Allison Berwick (Resurrection). Both of these individuals stood out among the other candidates and their hard work and determination were recognised through the results of this election. Their skills and maturity have been and will continue to be assets to their work as student leaders. It is the utmost pleasure of the current student trustees to congratulate them on their success, and they are looking forward to preparing them for what is ahead. Additionally, thank you to all special guests who attended.
  - February Senate Meeting: After the election, the Senate meeting for February was held. A robust discussion was held on what it means to be a leader, key leadership skills, and how to mitigate leadership challenges. This was beneficial for all involved, and it is hoped that this will allow for more productivity within everyone's roles. A variety of initiatives were discussed, including the planning for each. Most notably, discussions began for our elementary leadership conference, ESLC. While a date has yet to be confirmed, information and activities are being developed to share with elementary students at the conference. The Senate is looking forward to continuing with their initiatives throughout the second semester.
- Pen Pals
  - Student Senate plans to execute a board-wide pen pal initiative and is in the process of reaching out to WCDSB schools to connect elementary students with high school students to foster connection and community within the school board
- Senate Social Media
  - A substantial amount of time has been spent planning various ways to connect with the student population via social media. Generally, the connection between student leadership and the student body has been lacking. The co-presidents from the secondary schools and the trustees have been collaborating and developing ideas (such as highlighting important topics and giving insight into student leadership) to improve the relationship with the student population.

- **OSTA-AECO Education Action Conference**
  - From February 8th to 11th, Student Trustees Donoghue and Petrie attended OSTA-AECO's Education Action Conference. This conference offered valuable professional development and opportunities for creative thinking with other student trustees. Sessions included those from Development and Peace on the conditions of peasant farmers, Public Education Exchange on the privatisation of education, the Catholic Principals Council of Ontario on their work as an organisation, and People for Education on various issues related to education. Further, both Student Trustees engaged in activities with the Catholic Education Interest Group preparing for Catholic Education Week. Trustee Petrie engaged in work with the Student Well-Being Advocacy Interest Group, discussing the constant influence that vaping and drugs have on the mental health of youth, while Trustee Donoghue contributed to the pursuit of the Equity, Inclusion, and Diversity Advocacy Interest Group, exploring initiatives such as those for Black History Month and menstrual equity. It was a busy weekend that was highly informative, and Trustees Petrie and Donoghue are looking forward to future OSTA-AECO events.
  
- **OK2BME Conference**
  - On February 13th, Trustee Petrie, attended the 2024 OK2BME conference at the Bingemans Event Centre hosted by OK2BME, a 2SLGBTQ+ organisation based in Kitchener-Waterloo, dedicated to supporting youth. A huge thank you to the amazing WCDSB secondary students for organising and hosting this event.
  
- **Student Senate Constitution**
  - The research and initial planning for WCDSB's Student Senate Constitution has been completed. This has involved analysing materials from various Ontario school boards, and considering how these might connect or apply to WCDSB. A list of items has been developed to elaborate on in a constitution document, and the writing process has begun. Google Forms are currently being sent out to SAC directors, the current WCDSB Student Senate, and previous WCDSB student trustees to gather input. This will allow for a document that is inclusive of the voices who have and continue to contribute to the legacy of the WCDSB Student Senate.

### **Recommendation:**

This report is for the information of the Board.

**Prepared/Reviewed By:** Bryanna Donoghue and Xavier Petrie  
Student Trustees

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





## Governance Committee Meeting

<b>Date:</b>	Monday, January 15, 2024
<b>Time:</b>	5:00 p.m.
<b>Location:</b>	CEC
<b>Next Meeting Date(s):</b>	Monday, March 18, 2024 Monday, May 6, 2024
<b>Board of Trustees:</b> Linda Cuff (Chair of Governance), Kathy Doherty-Masters, David Guerin, Robert Sikora, Tracey Weiler  <b>Regrets:</b>  <b>Administrative Officials:</b> Tyrone Dowling	

**5:08 PM**

### 1. Welcome, Territorial Acknowledgement & Opening Prayer

**Trustee Cuff**

I (we) would like to begin by acknowledging that the land on which we gather today is the land traditionally cared for 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.

### 2. Approval of Agenda

**Motioned:**

**Doherty-  
Masters**

**Seconded:**

**Sikora**

**Approved by Consensus.**

### 3. Declared Pecuniary Interest

### 4. Approval of the Minutes

**4.1 October 16, 2023 - Governance Minutes – Approved December 11, 2023, Board Meeting**  
Review only.

### 5. Discussion Items

**5.1 Bylaw – Articles to review:**

- 1 Interpretation
- 2 Inaugural Meeting of the Board
- 3 Meetings
- 4 Board Meeting Process

Motion to extend past 8 PM

Sikora

Doherty- Masters

Consensus

Motion to bring Articles 1 – 4 for approval at February 26, 2024. To be implemented once full bylaw review has been approved.



Motion – Guerin  
Second – Sikora  
Consensus

**5.2 AP008 – Celebration of Excellence**  
**Board Policy II 006 Celebration of Excellence**

- discuss the idea of adding a 4<sup>th</sup> pathway of Apprenticeship from Aug 30<sup>th</sup> EC.

**Motion** – That Board Policy II 006 Celebration of Excellence be amended as noted in the Governance minutes of January 15, 2024.

**Motion** – To update Board Policy II 006 Celebration of Excellence as reflected in the Minutes of January 15, 2024.

**Doherty-Masters**

**Second** – Guerin

**Consensus**

**5.3 Board Policy II 003 Board Job Description**

**Motion** – To update Board Policy II 003 Board Job Description as reflected in Minutes of January 15, 2024

**Motion – Doherty-Masters**

**Seconded by Sikora**

**5.4 Board Policy I 001 Ends**

**Motion** - To defer Board Policy I 001 Ends to the March 18 Governance Committee Meeting

Motion - Guerin

Seconded by Sikora

Consensus

**5.5 Social Media Policy**

Motion – To be deferred until further notice pending Bill 98.

Motion – Guerin

Seconded by Sikora

Consensus



**5.5 Proposed Trustee social media policy - for discussion**

-see [APS035 Electronic Communication and Social Media use](#)

Trustees to share research on background for a proposed Trustee social media policy as per discussion on Oct 16, 2023, Governance meeting.

**6. Pending Items**

**7. Recommendations to the Board**

Motions as recommended in

**8. Adjournment**

**Motioned:**

**Doherty-**

**Masters**

**Seconded:**

**Guerin**

**Time Adjourned: 8:38 p.m.**



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

# **General Board Operational and Procedural By-law**

**Enacted:** December 15, 1997

**Issued:** January 5, 1998

**Amendments:**

October 26, 1998	October 28, 2013
August 30, 1999	June 23, 2014
September 27, 1999	November 24, 2014
November 15, 1999	January 26, 2015
November 29, 2004	June 20, 2016
June 27, 2005	June 5, 2017
December 18, 2006	October 30, 2017
May 25, 2009	October 29, 2018
November 29, 2010	March 25, 2019
April 26, 2011	April 6, 2020
November 28, 2011	<b>May 30, 2022</b>
June 24, 2013	

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## ARTICLE 1 INTERPRETATION

### 1.1 Definitions and Meaning of Terms

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

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

1.1.16 “YEAR” means, unless qualified by the word “calendar” or “school”, the period commencing on the 15th of November and ending on the 14<sup>th</sup> of November.

## **1.2 Voting**

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

## **1.3 Calculation of Majorities**

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

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

## **2.1 Date of INAUGURAL MEETING**

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

## **2.2 Purpose of INAUGURAL MEETING**

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

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

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

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

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

2.4.1 The Presiding Officer shall proceed first with the election of the *Chair* and then *Vice-Chair*.

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



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

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

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

## **ARTICLE 3 MEETINGS**

### **3.1 Regular BOARD MEETINGS**

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

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

### 3.2 Special BOARD MEETINGS

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

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

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

### 3.3 Electronic MEETINGS

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

- 3.3.1 Each *Trustee* shall be physically present in the meeting room of the *Board* for at least three (3) regular *Meetings* of the *Board* during each *Year*.
  - 3.3.1.1 Provided that if a *Trustee* has been appointed to fill a vacancy, such *Trustee* shall be physically present in the meeting room of the *Board* for at least one (1) regular *Meeting* of the *Board* during each period of four (4) full calendar months calculated from the date appointed to fill the vacancy to the end of that *Year*.
- 3.3.2 At every electronic *Meeting* of the *Board* or of the *Committee of the Whole Board*, the following persons shall be physically present in the boardroom at the Catholic Education Centre and so recorded in the minutes:
  - 3.3.2.1 The *Chair*, or designate;
  - 3.3.2.2 at least one (1) additional *Trustee*; and
  - 3.3.2.3 the *CEO*, or designate.
- 3.3.3 At every *Meeting* of a *Committee* of the *Board*, except the *Committee of the Whole*, the following persons shall be physically present in the meeting room of the *Committee* and so recorded in the minutes:
  - 3.3.3.1 the chairperson of the *Committee*, or designate; and
  - 3.3.3.2 the *CEO*, or designate, unless not appropriate, eg., the Ad Hoc Committee for CEO Appraisal.
- 3.3.4 Subject to the requirements of subsections 3.3.1, 3.3.2 and 3.3.3, at the request of any *Trustee*, or a *Student Trustee*, the *Board* shall provide the *Trustee* and *Student Trustee* with electronic means of participating in one (1) or more *Meetings* of the *Board* or of a *Committee* of the *Board*, including the *Committee of the Whole Board*.
- 3.3.5 A *Trustee* and a *Student Trustee* who participates in a *Meeting* through electronic means shall be deemed to be present at the *Meeting* and the minutes shall record the presence through electronic means of each such *Trustee* and *Student Trustee*.

- 3.3.6 The electronic means shall permit the *Trustee* and the *Student Trustee* to hear and be heard by all other participants in the *Meeting*.
- 3.3.7 The electronic means shall be provided in such a way as to ensure compliance with the rules governing *Conflict of Interest of Trustees*.
- 3.3.8 A *Student Trustee* who participates through electronic means shall not participate in any proceedings which are closed to the public.
- 3.3.9 Should there be technical difficulties and the electronic portion of the *Meeting* is interrupted, the *Meeting* shall be recessed for a period not exceeding thirty (30) minutes as determined by the chair of the *Meeting*.
- 3.3.10 Should there be technical difficulties and the electronic portion of the *Meeting* cannot be reconvened before the end of the recess provided in subsection 3.3.9:
- 3.3.10.1 Section 3.9.4 shall apply if there is no quorum;
- 3.3.10.2 the minutes of the *Meeting* shall indicate the time of any electronic disruption and the recess determined by the chair of the *Meeting*, and the name of any *Trustee* who thereby ceases to be present.
- 3.3.11 A *Trustee*, a *Student Trustee* and a member of a *Committee* participating electronically in a *Meeting* shall be governed by the rules of the *Board* related to *Meetings* of the *Board* or *Committees* (as the case requires).
- 3.3.12 In accordance with 463/97 s.5.1 (1), when the full Board is attending in person, in order for an individual trustee to participate in a meeting electronically, they must articulate their rationale to the Chair. Reasons that would constitute sound rationales for electronic participation include:
- a) inordinate distance barrier to attend meeting (e.g. 200 km)
  - b) inclement weather that does not allow for safe attendance
  - c) health concerns
- 3.3.13 In accordance with 463/97 s.3(3) – That in order for a Trustee to participate in an electronic meeting not open to the public, they must participate with camera on, and private headset visible.

### 3.4 COMMITTEE OF THE WHOLE BOARD

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

### 3.5 Seating at BOARD MEETINGS

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

### 3.6 Seating at MEETINGS of COMMITTEES

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

### 3.7 Presiding Officer

- 3.7.1 The *Chair*, when present, shall preside at all *Meetings* of the *Board* and *Committee of the Whole*.
- 3.7.2 The *Vice-Chair* when present shall preside at all meetings of *Committee of the Whole In Camera*.
- 3.7.3 In the absence of the *Chair*, the *Vice-Chair* shall preside at *Meetings* of the *Board* and *Committee of the Whole*.
- 3.7.4 In the absence of the *Chair* and the *Vice-Chair*, another *Trustee* selected by the *Trustees* present shall preside at *Meetings* of the *Board* or *Committee of the Whole* subject to the provisions of section 3.9.

### 3.8 Notice of MEETINGS

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

### 3.9 Quorum for MEETINGS

- 3.9.1 A majority of all *Trustees* of the *Board* shall constitute a quorum for *Meetings* of the *Board* and of the *Committee of the Whole Board*.

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

### **3.10 Length of MEETINGS**

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

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

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

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

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

### **3.12 Rules of Order**

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

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

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

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

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

##### **1.1 Territorial Acknowledgement**

**1.2 Opening Prayer and Memorials**

**1.3 Approval of Agenda**

**1.4 Declaration of Pecuniary Interest**

**1.5 Items for Action**

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

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

**4. Delegations**

**5. Advice from the CEO**

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

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

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

**9. Policy Discussion**

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

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

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

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

**14. Items for Next Meeting Agenda**

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

**16. Closing Prayer**

**17. Motion to Adjourn**

**3.14 Alteration on Consent**

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

**3.15 Application to Special MEETINGS**

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

### **3.16 Application to IN CAMERA MEETINGS**

The provisions of Section 3.13 apply with necessary modifications for the *Committee of the Whole Board –In Camera Meetings*.

### **3.17 Placing Matters on the Agenda**

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

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

### **3.18 TRUSTEE Inquiries**

Prior to placing a matter as an agenda item,

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

### **3.19 Protocol for TRUSTEE Inquiries**

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

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



### **3.20 Delivery of Agenda for BOARD MEETING**

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

### **3.21 Delivery of Agenda for COMMITTEE MEETING**

The agenda for every *Committee Meeting* that is not closed to the public, together with notice or reminder of such *Meeting* shall be delivered electronically, to each *Committee* member, and posted on the Board website a minimum of seventy-two hours in advance of such *Meeting* (3 calendar days).

### **3.22 Deadline for Including Matters on the Agenda**

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

## **ARTICLE 4 BOARD MEETING PROCESS**

### **4.1 Notice of Motion for a BOARD MEETING**

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

- 4.1.1 shall be wholly in writing;
- 4.1.2 shall be accompanied by an explanatory notice;
- 4.1.3 shall be delivered to the Secretary of the *Board* **in accordance with 3.22**;
- 4.1.4 shall, after its appearance on the Agenda, be taken as read unless any *Trustee* requests that it be read in full;
- 4.1.5 shall be referred by resolution of the *Board* to a *Meeting* of the *Committee of the Whole Board* or an appropriate *Committee*;
- 4.1.6 shall not be the subject of any debate or comment at the *Meeting* at which it is introduced unless consent is provided by a majority vote of *Trustees* present and eligible to vote;

### **4.2 DIRECTOR Monitoring Reports**

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

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

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



#### 4.4 Methods of Decision-Making

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

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

#### 4.5 Clear Statement of Direction Required

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

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

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

#### 4.7 Minutes When Consensus Reached

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

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

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

#### 4.9 No Reconsideration in Same School Year

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

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

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

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

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

#### **4.11 Voting Compulsory**

Whenever a vote is required, every *Trustee* present when a vote is taken, including the *Chair* but excluding any *Trustee* who has declared a direct or indirect pecuniary interest as required by the *Municipal Conflict of Interest Act*, shall vote on all questions on which the *Trustee* is entitled to vote and abstentions are not permitted.

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

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

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

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

### **ARTICLE 5 DELEGATIONS**

#### **5.1 Protocol for Delegations**

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

- 5.1.1 in order to appear as a delegation, the individual or group must contact the Secretary of the *Board* by 9:00 a.m. the Wednesday preceding the next Regular *Meeting* of the *Board* or *Meeting of Committee of the Whole Board*;
- 5.1.2 the individual or group must indicate to the Secretary of the *Board* the name of the individual(s) who will appear as a delegation.
- 5.1.3 the individual(s) speaking for the delegation must provide the Secretary of the *Board* with an electronic copy or written copy of the presentation for inclusion in the agenda package by 9:00 a.m. on the Thursday prior to the *Meeting* or the delegation will not be accepted for the upcoming agenda. The presentation will appear as part of the support material for the *Meeting* at which the presentation is made.
- 5.1.4 the Chair of the *Meeting* at which the delegation appears will recognize only the spokesperson as the representative of any group delegation.
- 5.1.5 a delegation will be accorded ten minutes in order to make its presentation before the *Board*.
- 5.1.6 Board Members may ask questions of clarification of the delegation.

- 5.1.7 Delegates will receive a response from the appropriate party within 48 hours after their presentation.
- 5.1.8 where there are multiple delegations on the same topic, the Chair of the *Meeting* may require that presentations be combined or reduce the time of the presentations.
- 5.1.9 where a matter presented by a delegation deals with a topic that should properly be considered by the *Committee of the Whole Board – In Camera*, the Chair of the *Meeting* shall direct that the matter be discussed in *Committee of the Whole Board – In Camera*.
- 5.1.10 the Chair of the *Meeting* may terminate a presentation that deviates materially from the topic of the presentation.
- 5.1.11 the spokesperson(s) for a delegation shall refrain from the use of abusive or derogatory language at all times including written and oral remarks; and the Chair of the *Meeting* may expel or exclude from any *Meeting* any person(s) who engage in this or any other form of improper conduct.
- 5.1.12 each delegation, at the time of registration with the Secretary of the *Board*, shall receive a copy of this Section of the By-law.
- 5.1.13 since a *Trustee* is permitted to place a matter on the Agenda under Section 3.17, and is permitted to make inquiries under Section 3.18, a *Trustee* shall not be permitted to appear before the *Board* as a delegation.
- 5.1.14 with respect to delegations from Board employees, where the submission is, or relates to, a matter:
  - 5.1.14.1 that is personal to the speaker, there shall be no special restrictions;
  - 5.1.14.2 that is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.
- 5.1.15 Delegations concerning accommodation and/or boundary review will not be heard at the Board meeting at which the final decision will be made.

## ARTICLE 6 COMMITTEES/TASK FORCES

### 6.1 BOARD May Establish COMMITTEES/TASK FORCES

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

### 6.2 Membership and Mandate

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

- 6.2.1 A *Committee/Task Force* instituted by the *Board* through *Board Policy* shall function according to the other provisions of the *Board By-laws* with necessary modifications;

- 6.2.2 each *Trustee* shall be expected to serve on at least one *Committee/Task Force*;
- 6.2.3 the chair of a *Committee/Task Force*, if not elected annually by the committee, shall be appointed by the *Board Chair*;
- 6.2.4 no *Trustee* shall be a member of a *Committee/Task Force* where the *Trustee* has or is likely to have a *Conflict of Interest*.

## **ARTICLE 7 OFFICERS**

### **7.1 Officers Named**

The Officers of the *Board* shall be:

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

### **7.2 Duties of the CHAIR**

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

- 7.2.1 preside at all *Meetings* of the *Board* and conduct them according to the By-laws;
- 7.2.2 be a signing officer of the *Board* as prescribed in the By-laws;
- 7.2.3 approve the draft agenda of *Board Meetings*;
- 7.2.4 be a member *ex-officio* of all *Board Committees*;
- 7.2.5 perform all other functions customarily performed by a Chair of a School Board, and those expressly delegated to the *Chair* by the *Board*;

and may:

- 7.2.6 call special *Meetings* of the *Board*; and
- 7.2.7 issue statements to the public media on behalf of the *Board*.

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

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

- 7.3.1 in the absence of the *Chair*, or in the event of the inability of the *Chair* to act, assume any or all of the duties of the *Chair*, except those which are precluded by law, By-law or regulation; and whenever the *Vice-Chair* assumes any duty of the *Chair*, the absence or inability to act of the *Chair* shall be conclusively presumed;
- 7.3.2 be a signing officer of the *Board* as prescribed in the By-laws;

- 7.3.3 normally, preside at all *Meetings* of the *Committee of the Whole Board – In Camera* and conduct them according to the By-law; and
- 7.3.4 perform all other functions customarily performed by a Vice-Chair of a School Board, and those expressly delegated to the *Vice-Chair* by the *Board*.

#### **7.4 Duties of CEO**

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

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

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

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

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

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

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

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

## **7.7 Removal of Officers**

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

# **ARTICLE 8 TRUSTEE VACANCY**

## **8.1 Vacancy Filled by Appointment**

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

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

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

## **8.3 Process to Fill Vacancy**

Trustees have the discretion to decide the process which will be used to fill the vacancy. They may appoint a qualified individual of their choosing or request applications. Should Trustees decide to accept applications from the public, the process shall be governed as outlined below.

- 8.3.1 The Secretary of the *Board* shall advertise the office, qualifications and deadlines in a newspaper having circulation in the area to be represented and in the parishes located in the area.
- 8.3.2 A committee (consisting of staff and at least two trustees) established by the board shall review the qualifications of all applicants and report to the board.
- 8.3.3 Qualified applicants will be interviewed by the *Committee of the Whole Board* open to the public at a date and time determined by the *Chair* in consultation with the Secretary.

#### **8.4 Selection of Candidate**

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

#### **8.5 Appointee To Take Office**

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

### **ARTICLE 9 EXECUTION OF DOCUMENTS**

#### **9.1 BOARD Seal**

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

#### **9.2 Seal Record**

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

#### **9.3 Signing Authorities**

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

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

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

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

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

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

Governance Chair will ensure that every By-Law and Policy upon adoption or revision is properly posted to the website.

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

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

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

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

## **9.8 Endorsement for Deposit**

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

## **9.9 Signatures by Reproduction**

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

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

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

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

- 10.1.1 written notice proposing the policy or amendment, that has not been vetted at Governance Committee, shall have been given at a *Meeting* held prior to the later *Meeting*;
- 10.1.2 the text and a brief statement of intended purpose of the policy or amendment shall have been included in the notice;
- 10.1.3 the text of the policy or amendment as so enacted is substantially the same as the text set out in the notice.

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

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

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

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

## **11.1 Amendment After Notice**

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



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

## **11.2 No Amendment Without Notice**

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

## **11.3 Reading**

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



**Number: II 006**  
**Subject: Celebration of Excellence**

**Approval Date:** September 29, 2008  
**Effective Date:** September 29, 2008  
**Revised:** January 27, 2020, March 27, 2023

### ACCESSIBILITY:

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

### POLICY STATEMENT:

As a Board that appreciates and recognizes the achievements of our staff and students and the contributions made by stakeholders in our Catholic education system, we wish to foster a culture of celebration of excellence.

Accordingly, the following Board of Trustees awards will be presented annually:

1. **The Chair's Award:** presented to a person or persons in the school system who has contributed significantly to Catholic Education. It is given annually in recognition of outstanding contribution made to the Catholic school system serving the students, staff and greater community of Waterloo region or to the betterment of Catholic Education in Ontario in general. Awarded at the Staff Recognition event. Nominations will be retained for 3 years. This does not preclude anyone from being re-nominated in any given year.
2. **The Community Partner Award:** presented annually in recognition of outstanding contribution made by a community partner or agency to the Catholic school system serving the students, staff and greater community of Waterloo Region. Awarded at the Staff Recognition event. Nominations will be retained for 3 years. This does not preclude anyone from being re-nominated in any given year.
3. **The Pope Francis Award:** for Ecological Leadership is presented annually to a staff person or persons in the school system who actively demonstrates a love for creation and care for the planet in their interactions – people who initiate or lead environmental projects of all kinds. It is awarded at the staff recognition event and at a subsequent school presentation. Nominations will be retained for 3 years. This does not preclude anyone from being re-nominated in any given year.
4. **The Distinguished Graduate Award:** presented to a graduate of more than 10 years from our school system who has demonstrated outstanding examples of the Ontario Catholic School Graduate Expectations. Awarded at the graduation exercises of the recipient's Secondary School or other appropriate public venue. Nominations will be retained for 3 years. This does not preclude anyone from being re-nominated in any given year.



5. **The John Sweeney Scholarship:** presented in recognition of John Sweeney's Catholic leadership and his contribution to our system, our community and our province. Presented to a graduate attending St. Jerome's University who demonstrates academic excellence, the qualities such as perseverance, loyalty, integrity, commitment and a balanced involvement in their school, church and civic community. Awarded at the graduation exercises of the recipient's Secondary School.
6. **The Student Trustee Award:** presented to a student trustee who has fulfilled the one year commitment to the term of office. Awarded at the graduation exercises of the student trustee's Secondary School.
7. **Student Excellence Award:** Presented at each secondary school graduation to recognize student excellence for students destined for University, College, **Apprenticeship** and the World of Work.
8. **On-going recognition:** Trustees will support and recognize achievement at any of the school sites within the system through letters of congratulations, presentations or public acknowledgement as appropriate.



## **Number: II 003**

### **Subject: Board Job Description**

**Approval Date:** September 29, 2008  
**Effective Date:** September 29, 2008  
**Revised:** April 26, 2010; January 30, 2012; February 26, 2018, June 15, 2020

#### **ACCESSIBILITY:**

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#### **POLICY STATEMENT:**

The responsibility of the Board is to serve as Trustees for the Catholic school ratepayers of Waterloo Region in determining and ensuring appropriate organizational performance within the legal requirements of the Province of Ontario. The Board will plan and establish its priorities and the work to be completed at the first Committee of the Whole Board meeting of the new school year in September, concentrating its efforts on:

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



6. The priorities of the Board will be set in September, with progress of the work of the Board reviewed in January and a report prepared and brought to June board meeting, of each school year.
7. Continuous improvement including a self-evaluation every year, to be presented at the May board meeting.



**Number: I 001**

**Subject: Ends**

**Approval Date:** September 2, 2008  
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## **ACCESSIBILITY:**

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## **POLICY STATEMENT:**

In a policy governance model, “ends statements” act as guiding principles that will lead us to our preferred future as a system. On behalf of the Catholic ratepayers of Waterloo Region and, in part under its duties as a Board under Section 169.1 of the Education Act and Regulations, as well as at a justifiable use of government and community resources, the WCDSB will create, implement and monitor a multi-year strategic plan that ensures – via the Director of Education – the Board acts responsibly to ensure learners achieve their fullest potential in learning communities that are a living experience of Catholic faith.

## **Heart of the Community:**

Our schools are heart of the community:

- I. When faith practice is integrated into the daily lives of our students as members of their school community,
- II. When they have the knowledge of the history, and regular experiences with, the values, doctrines and social justice imperatives of the Catholic faith,
- III. When they are contributors to society, dedicated to the common good and,
- IV. When all are included, welcomed, cared for, respected, and treated with dignity in invitational learning environments that help every student fully utilize their unique gifts while meeting their individual spiritual, physical, learning and/or emotional needs.

## **Success for Each:**

We create the conditions for success for our students by knowing our students, knowing our staff and doing what matters.

Our students achieve academic success:

- I. When given the necessary supports to work to their highest level of ability,
- II. When they have the knowledge, skills and confidence to pursue their desired career and life paths and,
- III. When they are prepared for the challenges and opportunities of an ever-changing world that demands a diverse skill set as well as a broad social conscience aligned with our Catholic values and,
- IV. When they meet the Ontario Catholic Schools Graduate Expectations.



### **We Create A Place for All:**

When our schools, system departments, processes and policies reflect our belief that students deserve the best programs, delivered by well-prepared staff who are supported in their professional learning. Our schools will be supported in this by a strategic plan that includes processes whereby:

- I. WCDSB school and system initiatives are monitored through ongoing internal and external assessment measures to ensure students are learning at their highest possible level of achievement through programming that meets their individual learning needs, spiritual needs and learning styles and
- II. When all WCDSB departments are held to the highest standards through periodic external reviews to ensure the Board meets its financial and legal obligations to its employees, the Ministry of Education and its ratepayers.

Monitoring will happen throughout the year, but more formally in December of each year.



**Date:** February 26, 2024  
**To:** Board of Trustees  
**From:** Chair of the Board  
**Subject:** Chair'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 **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)**

N/A

**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

**Alignment to the MYSP:**

☒ **Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☐ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☐ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☐ The relationship between home, parish and school is strengthened.

☒ **Strengthen to Become**

- ☐ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.





### **Background/Comments:**

As we enter the season of Lent, it is a time for self-reflection and to participate in prayer, fasting and almsgiving.

### **Calendar Activities**

Several discussions with Director Dowling and Vice-Chair Cuff

January 24 – SAL meeting at Resurrection

January 24 – CPIC meeting

January 31 – Audit Committee meeting

February 6 – Ministry of Education bi-weekly teleconference

February 7 – Student Trustee Elections

February 7 - Special Education Advisory Committee

February 9 – Black History Meets Heritage Assembly at St. Peter school

February 12 – Committee of the Whole

February 14 – Ash Wednesday Mass at Christ The King

February 14 – Meeting with MPP Aislinn Clancy to advocate for Board issues

February 26 – Board of Trustee Meeting

### **Recommendation:**

This report is for the information of the Board.

**Prepared/Reviewed By:** Robert Sikora  
Chair of the Board

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





**Date:** February 26, 2024  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Board Policy IV 002 - Treatment of Public

**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 002**
- ☐ 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 002](#)

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

Education Act Section 169.1

Education that Works for You: A new vision for education in Ontario (March 2019)

Communication Guidelines for Staff and Parents APC 001

**Alignment to the MYSP:**

**☒ Awaken to Belong**

- ☐ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

**☒ Ignite to Believe**

- ☐ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☒ The relationship between home, parish and school is strengthened.

**☒ Strengthen to Become**

- ☐ Every student reaches their full potential.
- ☐ Staff see their impact on student achievement.
- ☒ Are engaged as active partners in our students' Catholic education journey.



## Background/Comments:

### IV 002 Policy states:

With respect to interactions with the public, the CEO shall not cause or allow conditions, procedures, actions, or decisions that are undignified, unprofessional, or contrary to the preservation and promotion of Catholic values and teachings and to a positive image of the Board.

### CEO Interpretation:

This policy signals that the CEO must ensure that no reputational damage comes to the Board in the broader community and that in particular, that the direction given to our school staff, students and communities should be consistent with and informed by our Catholic values so that the WCDSB is not cast in a negative light within the region or the province.

- a) The Board regularly consults with the Vicar of Catholic Education and the Diocese of Hamilton on issues that arise where there is need for guidance to ensure compliance with the teachings and traditions of the Catholic Church.
- b) The current MYSP has a goal connected to analytics related to increased parent engagement. Our CPIC Parent Commissioning was held again this year, along with the return of the CSAC Onboarding session. Both sessions were in person and were well attended. School CSAC's shared their proposals with CPIC for local Parent Reaching Out Grants (PRO).
- c) Within the WCDSB Administrative Procedures there is a Communication Guideline for Parents and Staff, that ensures that feedback and information to stakeholders is timely, and shared in a clear, concise and easily followed manner ([APC 001](#)). During this school year regular communications have been shared with both staff and with parents as necessary, most recently regarding WCDSB's response to the solar eclipse on April 8. We work to ensure that our public facing website is always current, containing the CEO's communications and all other relevant updates.
- d) Currently the CEO is working with the Sr. Manager of Equity and the Superintendents of Learning responsible for Equity and Indigenous to connect with community groups supporting our students and families who have been traditionally marginalized.
- e) The CEO supports the Board of Trustees Linkages Committee in their efforts to bring community leaders into the board for special functions that celebrate our presence in the community, e.g., Community Leaders' Breakfast.
- f) The CEO chairs the Board's FACE committee which oversees three sub-committees related to communications, political advocacy and School-Parish relationships. Within the meeting the cause of Catholic education and constructive ideas are generated which will enhance the reputation of the board as a representative of the Catholic community in Waterloo Region.
- g) The Superintendent of Learning responsible for Faith Development and our Religious Education Consultant attend meetings with our Catholic Consortium partners to ensure fulsome discussion of the topics of the day and to ensure best practices are followed, and decisions are consistent with our Catholic Church Teachings.
- h) The CEO meets two times a year with the Bishop of the Diocese and other Directors of Education of the Diocese to ensure alignment and discussion regarding any challenges in relations to our Catholic Teaching, and to share promising practices.
- i) The CEO and other members of the Board team, work in close partnership with the Board's Faith Animator to ensure a strong parish relationship, and to discuss issues of concern within our Waterloo Catholic region.



- j) The CEO and/or superintendent designate attend Regional Deanery Meetings three times a year. Reciprocal knowledge sharing is a feature of these meetings, with Waterloo Catholic regularly providing updates to the group.
- k) To ensure that the reputation of the Board is protected and decisions are well informed, the CEO regularly shares all memos and directives from the Ontario Catholic School Trustees Association, sharing best practices or recommendations for prudent decision-making, faithful to the traditions of the Catholic Church.

**Recommendation:**

That the Board accept this report indicating compliance with Policy IV 002 - Treatment of Public.

**Prepared/Reviewed By:** Tyrone Dowling  
Director of Education

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





**Date:** February 27, 2023  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Board Policy IV 003 - Treatment of Students

**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 003**
- ☐ 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 003](#)

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

Education Act Section 169.1

Achieving Excellence: A Renewed Vision for Education in Ontario

APs: APH 004, APH 005, APH 028, APH 027, APH 015, APH 021, APH013, APH 026, APH 029, APH022, APH 008, APH 012, APH 016, APH 001, APH 002, APH 017, APH 019, and APH 010

**Alignment to the MYSP:**

**☒ Awaken to Belong**

- ☒ Every student can see themselves reflected in their learning.
- ☐ Staff experiences a positive, healthy, and inclusive workplace.
- ☐ Are aware of and/or use the available resources to assist in navigation of the school system.

**☒ Ignite to Believe**

- ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☐ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☐ The relationship between home, parish and school is strengthened.

**☒ Strengthen to Become**

- ☒ Every student reaches their full potential.



- ☐ Staff see their impact on student achievement.
- ☐ Are engaged as active partners in our students' Catholic education journey.

## Background/Comments:

### IV 003 Policy states:

In addition to all of the policy direction that applies to the public, with respect to interactions with students, the CEO shall not cause or allow conditions, procedures, actions, or decisions that are unsafe, or unhealthy or inherently inequitable.

### CEO Interpretation:

This policy indicates that the CEO must ensure that consistent with the policy on the treatment of public, that there should be no reputational damage to the Board in the broader community and that in particular, that the direction given to our school staff, students and communities should be consistent with and informed by our Catholic values so that the WCDSB is not cast in a negative light within the region or the province. It indicates to me as CEO that we have to ensure our schools are places where all children can excel and be treated fairly regardless of their background or identity, while also having the confidence that they will not come to any harm.

- a) In addition to all those measures which ensure compliance with [IV 002](#) (found in items b-l below), the following would also be offered as evidence of compliance:
  - i. The CEO has ensured that data related to student outcomes is available in a timely, accurate and detailed platform. Within the Multi-Year Strategic Plan, each of the 9 goals have been operationalized across 30 indicators and are updated monthly on our Board website for transparency and accountability. In addition to public reporting, our internal reporting for Board leaders are beginning to include student outcomes (e.g., graduation, achievement, well-being, suspensions, etc.) across various sub-groups of students (e.g., student census).
  - ii. System and school leaders are currently analyzing our trends and patterns from Semester 1 (e.g., credit accumulation, enrollment across pathways and achievement). System and school leaders are participating in regular and recurring professional learning opportunities to access, understand and program from the disaggregated data, utilizing the results of the Student Census administered in the fall of 2021 joined to student outcome data from the 2021-2022 school year. Leveraging these data sets and reports will support our evidence-based practices when programming for individuals, sub-groups and/or large groups of students. In addition, this will allow for a more in-depth consideration of potential biases or impediments to the full success of all students at the local level. This continued census work will assist in ensuring that WCDSB continues to improve in meeting the needs of its diverse and evolving population.
  - iii. The welfare of students is governed by a number of Administrative Procedures dealing with Health and Safety, including but not limited to:
    - APH 004 [APH004-MedAdminUnder18](#)
    - APH 005 [APH005-Anaphylaxis](#)
    - APH 028 [APH028-00\\_AsthmaRyansLaw](#)
    - APH 027 [APH027-00\\_Concussion](#)
    - APH 015 [APH015-00\\_-DiabetesManagement](#)
    - APH 021 [APH021-00-ElemSchFoodNutrition](#)
    - APH013 [APH013-00\\_EmergencyPlanning](#)
    - APH 026 [APH026-00\\_InfectiousDiseasesPrevention](#)



- APH 029 [APH029-00\\_CalmingRoomsProactiveSelfRegulation](#)
- APH022 [APH022-00-LockdownsHoldSecureShelterinPlace](#)
- APH 008 [APH008-00\\_InclementWeather](#)
- APH 012 [APH012-00\\_PhysicalContainmentofStudents](#)
- APH 016 [APH016Play Structures](#)
- APH 001 [APH001-00\\_SafeArrivalsDeparture](#)
- APH 002 [APH002-00\\_SchoolAccidents](#)
- APH 017 [APH017-00\\_SchoolFoodNutrition](#)
- APH 019 [APH019-00\\_SuicideDepressionSelfHarm](#)
- APH 010 [APH010-00\\_ViolentIncidentRecordkeeping](#)

These APs are listed as evidence that the safety of our children is purposeful in the administrative procedures by which are schools are bound.

- iv. There is an Equity Diversity Inclusion Committee comprised of educators and staff who are offering a critical eye and guidance regarding the advancement of equitable practices in the WCDSB.
  - v. There is an Indigenous Education Advisory Council comprised of staff, Knowledge Keepers and Elders. We are reviewing the alignment to the WCDSB Wellness Strategy of both this committee and council. Additionally, there is an Indigenous Student group comprised of students from within the system.
  - vi. The WCDSB hired an Equity Systems Navigator and a Human Resource and Equity Officer a year ago, who have been tasked in guiding the work of equity in the culture of our board, and more directly the impact on our student population. This school year a Graduation Coach for Black Students and a Indigenous Support Worker for Students have been hired to assist students to access services and supports aiming to increase the number of Black and Indigenous students graduating.
  - vii. There are 2 student Trustees who have opportunity to share the voice of students within the Boardroom but also in a variety of forums throughout the WCDSB. There is also an active Student Senate which provides students a forum for discussion and advancement of their thoughts and opinions
- b) The Board regularly consults with the Vicar of Catholic Education and the Diocese of Hamilton on issues that arise where there is need for guidance to ensure compliance with the teachings and traditions of the Catholic Church.
  - c) The current MYSP has a goal connected to analytics related to increased parent engagement. Our CPIC Parent Commissioning was held again this year, along with the return of the CSAC Onboarding session. Both sessions were in person and were well attended. School CSAC's shared their proposals with CPIC for local Parent Reaching Out Grants (PRO).
  - d) Within the WCDSB Administrative Procedures there is a Communication Guideline for Parents and Staff, that ensures that feedback and information to stakeholders is timely, and shared in a clear, concise and easily followed manner ([APC 001](#)). During this school year regular communications have been shared with both staff and with parents as necessary, most recently regarding WCDSB's response to the solar eclipse on April 8. We work to ensure that our public facing website is always current, containing the CEO's communications and all other relevant updates.
  - e) Currently the CEO is working with the Sr. Manager of Equity and the Superintendents of Learning responsible for Equity and Indigenous to connect with community groups supporting our marginalized students and families.
  - f) The CEO supports the Board of Trustees Linkages Committee in their efforts to bring community leaders into the board for special functions that celebrate our presence in the community, e.g., Community Leaders' Breakfast.
  - g) The CEO chairs the Board's FACE committee which oversees three sub-committees related to communications, political advocacy and School-Parish relationships. Within the meeting the cause of Catholic education and constructive ideas are generated which will enhance the reputation of the board as a representative of the Catholic community in Waterloo Region.



- h) The Superintendent of Faith Development and our Religious Education Consultant attend meetings with our Catholic Consortium partners to ensure fulsome discussion of the topics of the day and to ensure best practices are followed, and decisions are consistent with our Catholic Church Teachings.
- i) The CEO meets two times a year with the Bishop of the Diocese and other Directors of Education of the Diocese to ensure alignment and discussion regarding any challenges in relations to our Catholic Teaching, and to share promising practices.
- j) The CEO and other members of the Board team, work in close partnership with the Board's Faith Animator to ensure a strong parish relationship, and to discuss issues of concern within our Waterloo Catholic region.
- k) The CEO and/or superintendent designate attend Regional Deanery Meetings three times a year. Reciprocal knowledge sharing is a feature of these meetings, with Waterloo Catholic regularly providing updates to the group.
- l) To ensure that the reputation of the Board is protected and decisions are well informed, the CEO regularly shares all memos and directives from the Ontario Catholic School Trustees Association, sharing best practices or recommendations for prudent decision-making, faithful to the traditions of the Catholic Church.

### **Recommendation:**

That the Board accept this report indicating compliance with Policy IV 003 - Treatment of Students.

**Prepared/Reviewed By:** Tyrone Dowling  
Director of Education

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.







**Date:** February 26, 2024  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Board Policy IV 011 - Emergency CEO Replacement

**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 011**
- ☐ 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 011 - Emergency CEO Replacement instructs the Director of Education “to have procedures to assure operational and administrative continuity for a minimum of thirty days.”

The following report outlines a variety of procedures that are in place to assure operational and administrative continuity at Waterloo Catholic District School Board in the event of the sudden loss of the CEO. It should be accessed and followed in such an eventuality.

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

Policy 1 001 Ends  
Policy IV 011 Emergency CEO Replacement  
Policy IV 012 Communication to Board

**Alignment to the MYSP:**

☒ **Awaken to Belong**

- ☒ Every student can see themselves reflected in their learning.
- ☒ Staff experiences a positive, healthy, and inclusive workplace.
- ☒ Are aware of and/or use the available resources to assist in navigation of the school system.

☒ **Ignite to Believe**

- ☒ Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- ☒ Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- ☒ The relationship between home, parish and school is strengthened.



**☒ Strengthen to Become**

- ☒ Every student reaches their full potential.
- ☒ Staff see their impact on student achievement.
- ☒ Are engaged as active partners in our students' Catholic education journey.

**Background/Comments:**

**IV 011 Policy states:**

In order to protect the board from sudden loss of CEO services, the CEO may not have fewer than two other designees familiar with board and CEO issues and processes. Accordingly, without limiting the scope of the foregoing, the CEO shall not fail to have procedures to assure administrative and operational continuity for a minimum of thirty days.

**CEO Interpretation:**

This policy indicates that the CEO must have contingency plans in the eventuality that he is not able to carry out his duties. The policy notes that there should be a minimum of 2 people who could carry out the CEO's duties, that how they would assume those duties are understood and that the replacement should be able to do so for no shorter than 30 days.

**A) Overriding Policy/Contractual Language**

The personal services contract of the Director of Education provides that "In the event of any substantial absence by the Employee due to illness or injury, the Board may appoint an Acting Director of Education and Secretary to the Board until the Employee returns to active employment or this Agreement and the employment of the Employee terminate, whichever happens first."

When the Director of Education is absent for a period not exceeding thirty calendar days the current personal services contract of the Director of Education is silent.

Policy IV 011 "Emergency CEO Replacement" provides that "In order to protect the board from the sudden loss of CEO services, the CEO may not have fewer than two other designees familiar with the board and CEO issues and processes. Accordingly, the CEO shall not:

1. Fail to have procedures to assure administrative and operation continuity for a minimum of thirty days."

**B) Scenarios**

There are several scenarios that can unfold where the system requires operational and administrative continuity and would not be in the position to have the services of the Director of Education for a period of time. These scenarios are:

1. The Director is out of the Province or Country for the day or a number of consecutive days;
2. The Director is ill, hospitalized or otherwise not able to be at work;
3. The Director has resigned;
4. The Director has died.

**1. When the Director of Education is out of the Province or Country**



When the Director of Education is out of the Province or Country, the position of Acting Director of Education is assigned according to the following rotation and/or availability (listed alphabetically):

- |  |                   |
|--|-------------------|
| a) Superintendent of Learning                        | (Gerald Foran)    |
| b) Exec Superintendent of Corporate Services and CFO | (Shesh Maharaj)   |
| c) Superintendent of Learning                        | (Paul Mendonca)   |
| d) Superintendent of Learning                        | (Judy Merkel)     |
| e) Superintendent of Human Resources                 | (Kerry Pomfret)   |
| f) Superintendent of Learning                        | (Jennifer Ritsma) |
| g) Superintendent of Learning                        | (Annalisa Varano) |

An email is sent to the members of Senior Administration, including the Senior Manager of Communications and the Executive Administrative Assistants indicating that the Director of Education will be out of the Province or Country, the duration of the time away and who is in charge.

## **2. When the Director of Education is ill, hospitalized, incapacitated or otherwise not able to be at work**

The designated Superintendent of Learning, Corporate Services or Human Resources assumes the role of Director of Education and Secretary of the Board for a period not exceeding thirty calendar days as outlined in part A above (Policy IV 011). The Chair of the Board would call a meeting of the Board of Trustees prior to the thirtieth day and would approve the continuation of the Superintendent in the Acting Director of Education role or name another Supervisory Officer to the Acting Director of Education role for a period specified by the Board until the return to work of the Director of Education.

## **3. When the Director of Education has resigned**

If there is a period between the effective date of the resignation of the current Director of Education and when a new Director of Education is appointed, it would be appropriate for the Board of Trustees to appoint an Acting Director of Education until such times as a search process has resulted in the Board of Trustees appointing a new Director of Education. If the current Director of Education remains in office until the new Director of Education is appointed there is no need to action this item.

## **4. When the Director of Education has died**

There are two sub-scenarios:

- a) Immediate action until the Board of Trustees can meet, and,
- b) Action after the Board of Trustees has met.

### **a) Immediate action until the Board of Trustees can meet:**

In the time immediately after the knowledge of the Director's death is known, the designated Superintendent will be in charge as Acting Director of Education and Secretary of the Board. The Acting Director will co-ordinate and manage all the affairs of the system with the first responsibility being calling the Board Chair who, in turn, shall call the Board to meet in emergency session as soon as possible.

### **b) Action after the Board of Trustees has met:**

The Board of Trustees will meet and determine if the Acting Director of Education appointed under 4 (a) above shall remain in that role or whether another Supervisory Officer shall be appointed Acting Director of Education and Secretary of the Board until such time as the Board of Trustees can implement a search process and appoint a new Director of Education.



**Recommendation:**

Part 1 of this report will be implemented by the CEO when the Director is out of the Province or Country.  
Part 2 through 4 will be implemented as indicated.

That this report be accepted as evidence of compliance with Policy IV 011 - Emergency CEO Replacement.

**Prepared/Reviewed By:** Tyrone Dowling  
Director of Education

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.

