



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

A public meeting of the Board of Trustees was held on Monday, June 23, 2025, at 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener.

**Trustees Present:**

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

\*-arrived at 6:21 p.m.

**Student Trustees Present:**

Matteo Leone\*

**Administrative Officials Present:**

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

**Special Resources For The Meeting:**

**Regrets:** Allison-Hannah Berwick, Gerald Foran

**Recorder:**

Stephanie Medeiros, Executive Administrative Assistant

NOTE ON VOTING: Under Board by-law 4.7, 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. Under Board by-law 4.11 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.

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

The Chair of the Board called the meeting to order at 6:12 p.m.

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

Trustee Guerin led prayer.

#### **1.2 Territorial Acknowledgment**

Territorial Acknowledgement declared by Chair Kraft.

#### **1.3 Approval of Agenda**

Chair Kraft motioned for approval of the agenda with the following amendments:

- Item 5.1 is for information, not approval
- Move item 7.3 up after section 3.

**2025-116-- It was moved by Trustee Sikora and seconded by Trustee Weiler:**

**THAT the agenda for Monday, June 23, 2025, 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

Items for action arising from the Double In Camera meetings of Monday, May 26, 2025, and Monday, June 16, 2025, regarding Trustee matters.

Items for action arising from the Triple In Camera meeting of Monday, June 16, 2025, regarding HRS matters.

~~Items for action arising from the Triple In Camera meeting of Monday, June 23, 2025, regarding HRS matters.~~

Chair Kraft requested a mover and seconder to approve the items for action from the Triple and Double In Camera meetings.

**2025-117-- It was moved by Trustee Stanley and seconded by Trustee Guerin:**

**THAT the items for action arising from the Double In Camera meetings of Monday, May 26, 2025, and Monday, June 16, 2025, and the Triple In Camera meeting of Monday, June 16, 2025, and Monday, June 23, 2025, regarding HRS matters be now approved.**

**---Carried by consensus**

Vice-Chair Weiler asked if the Triple In Camera meeting from Monday, June 23, 2025, should be removed from the approval as the meeting was recessed and not adjourned. Chair Kraft approved removing this item from the agenda.

**2025-118-- It was moved by Trustee Stanley and seconded by Trustee Guerin**

**To amend item 1.5 to remove the Items for action arising from the Triple In Camera meeting of Monday, June 23, 2025, regarding HRS 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)**

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

3.1.1 Board of Trustees Minutes – Apr 28, 2025

3.1.2 Special Board of Trustees Minutes – Jun 16, 2025

3.2 Audit Minutes – Mar 26, 2025

3.3 SEAC Minutes – April 2, 2025

3.4 SEAC Minutes – May 21, 2025

3.5 CPIC Minutes – April 23, 2025

3.6 Director's Report

3.7 Governance Minutes – Mar 17, 2025

3.8 Governance Minutes – May 20, 2025 (Approval of Minutes)

3.9 Governance Minutes – May 20, 2025 (Approval of recommendations)

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

**2025-119-- It was moved by Trustee Sikora and seconded by Trustee Guerin:**

**THAT the Consent Agenda: Board of Trustees and the recommendations contained therein be now approved.**

**--- Carried by consensus**

Vice-Chair Weiler noted separate approval is needed from the Governance Committee. Vice-Chair Weiler reviewed the details of the Governance Committee minutes of May 20th, 2025, and made an amendment to the minutes to change the approval date of the II 007 Board Members' Code of Conduct from June 23, 2025 to September 2025 meeting as changes to the policy are still in progress.

Vice-Chair Weiler motioned for approval of recommendations from May 20<sup>th</sup>, 2025, Governance Committee minutes.

**2025-120-- It was moved by Trustee Weiler and seconded by Trustee Guerin:**

**THAT the Governance Committee approve the Governance minutes from May 20<sup>th</sup>, 2025, as amended.**

**--- Carried by consensus**

Chair Kraft motioned for approval of recommendations from May 20<sup>th</sup>, 2025, Governance Committee meeting from the Board of Trustees.

**2025-121-- It was moved by Trustee Doherty-Masters and seconded by Trustee Cuff:  
That the consent agenda be amended to approve items 3.1 to 3.7.  
--- Carried by consensus**

**2025-122-- It was moved by Trustee Francis and seconded by Trustee Sikora:  
THAT the Board of Trustees approve the recommendations of the Governance minutes from May 20<sup>th</sup>, 2025.  
--- Carried by consensus**

Moved to item 7.3 of the agenda.

#### **4. Delegations**

#### **5. Advice from the CEO**

##### **5.1 Interim Financial Report #3**

Superintendent Maharaj introduced Laura Isaac, Senior Manager of Financial Services to present the Interim Financial Report #3. The presentation reviewed the Dashboard report as well as enrollment, staffing, expenditures and revenue summaries. Trustees asked clarifying questions.

##### **5.2 Math Action Achievement Plan (MAAP)**

Superintendent Ritsma introduced Petra LeDuc, the Board Math Lead Coordinator, who presented the Math Action Achievement Plan. The presentation highlighted key initiatives across the board and outlined upcoming steps, including exit assessments and the 2025-2026 board identified schools. Trustees asked clarifying questions.

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

#### **7. Reports From Board Committees/Task Forces**

##### **7.1 Student Trustee Update**

Student Trustee Leone 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 June.

##### **7.2 CPIC Committee Presentation**

Superintendent Merkel presented the CPIC Committee Presentation and gave a high-level overview of the activities and initiatives of CPIC from the 2024-2025 school year. Trustees asked clarifying questions.

##### **7.3 SEAC Committee Presentation**

Dr. Laura Shoemaker, the Chair of the SEAC Committee, delivered a presentation summarizing the committee's achievements over the past year and emphasized the acquisition of sacramental kits funded through the Pro Grant.

##### **7.4 Linkages Committee Annual Report**

Trustee Sikora reviewed the Linkage Committee Annual Report for the 2024-2025 school year. The report summarized the committee's work and plans going forward.

##### **7.5 Pastoral Committee Annual Report**

Trustee Guerin reviewed the Pastoral Committee Annual Report for the 2024-2025 school year. The report summarized committee work and plans going forward.

##### **7.6 Governance Committee Annual Report**

Vice-Chair Weiler reviewed the Governance Committee Annual Report for the 2024-2025 school year. The report summarized committee work and plans going forward with a focus on Professional Development for governance and policy management.

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

**8.1** Chair Kraft noted OCSTA Communications highlighting a reminder for the mandatory OCSTA training sessions.

##### **8.2 Chair's Report**

Chair Kraft delivered the Chair's report for June, highlighting the events in which Trustees engaged in across the Region.

## **9. Policy Discussion**

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

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

##### **10.1.1 Board Policy II 001 Global Governance Commitment. Is there a need to review the Policy?**

Trustees confirmed the review of Board Policy II 001 Global Governance Commitment and confirmed compliance. The policy does not require review at the Governance Committee.

Chair Kraft called for a mover and seconder to affirm compliance.

**2025-123-- It was moved by Trustee Stanley and seconded by Trustee Francis:**

**THAT the Board of Trustees reviewed Board Policy II 001 Global Governance Commitment and find that the Board is in compliance.**

**--- Carried by consensus**

##### **10.1.2 Board Policy II 009 Board Committee Principles. Is there a need to review the Policy?**

Trustee Stanley confirmed review of Board Policy II 009 Board Committee Principles and confirmed compliance. Recommendation that the policy requires review at Governance Committee as there is a need to correct wording of a sentence in item 5 to provide clarity.

Chair Kraft called for a mover and seconder to affirm compliance.

**2025-124-- It was moved by Trustee Stanley and seconded by Trustee Phillips:**

**THAT the Board of Trustees reviewed Board Policy II 009 Board Committee Principles and find that the Board is in compliance.**

**--- Carried by consensus**

##### **10.1.3 Board Policy II 010 Board Committee Structure. Is there a need to review the Policy?**

Trustee Francis confirmed review of Board Policy II 010 Board Committee Structure and confirmed compliance.

The policy does not require review at the Governance Committee.

Chair Kraft called for a mover and seconder to affirm compliance.

**2025-125-- It was moved by Trustee Francis and seconded by Trustee Phillips:**

**THAT the Board of Trustees reviewed Board Policy II 010 Board Committee Structure and find that the Board is in compliance.**

**--- Carried by consensus**

#### **10.2 II 016 Trustee Meeting Attendance – Electronic & In Person**

Vice-Chair Weiler noted that the amendments have been made to policy II 016 Trustee Meeting Attendance – Electronic & In Person to ensure compliance with the legislative updates required by the Ministry.

**2025-126-- It was moved by Trustee Weiler and seconded by Trustee Sikora:**

**That the Board of Trustees approve the changes to policy II 016 Trustee Meeting Attendance – Electronic & In Person**

**--- Carried by consensus**

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

#### **11.1.1 Monitoring Report IV 001 – General Executive Limitation**

Director Dowling presented on Board Policy IV 001 – General Executive Limitation and confirmed compliance.

Chair Kraft called for a mover and seconder of the recommendation.

**2025-127-- It was moved by Trustee Guerin and seconded by Trustee Weiler:**

**That the Board accept this report indicating compliance with General Executive Limitation Policy IV 001 for the 2024-2025 school year.**

**--- Carried by consensus**

### **11.1.2 Monitoring Report IV 007 Financial Planning/Budgeting**

Superintendent Maharaj presented on Board Policy IV 007 Financial Planning/Budgeting and confirmed compliance. Chair Kraft opened the floor to discussion. Chair Kraft requested a mover and seconder of the recommendation.

**2025-128-- It was moved by Trustee Weiler and seconded by Trustee Stanley:**

- 1. That the Board of Trustees accept this report as providing evidence that the CEO is compliant with Board Policy IV007 "Financial Planning/Budgeting".**
- 2. That the Board of Trustees approve an operating budget of \$418,479,620 for the 2025-26 school year as presented to the Board.**
- 3. That the Board of Trustees approve a capital budget of \$27,707,386 for the 2025-26 school year as presented to the Board.**
- 4. That the Board of Trustees direct Administration to file this balanced budget with the Ministry of Education before the deadline of June 30, 2025.**

**---Carried by consensus**

Recommendation from Superintendent Maharaj to refer this policy to the Governance Committee to update various clauses.

### **12. Potential Agenda Items**

#### **12.1 Student Trustee Acknowledgement**

Trustee Phillips and Vice-Chair Weiler thanked and recognized Student Trustees Matteo Leone and Allison Berwick for their efforts this school year and awarded them with a plaque.

### **13. Announcements**

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

Chair Kraft reviewed upcoming meetings and events.

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

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

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

**14.1** Chair Kraft noted upcoming agenda items are pending for the new school year.

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

**15.1** The Recording Secretary confirmed decisions made tonight.

**15.2** Trustees move into a Double In Camera meeting

**2025-129-- It was moved by Trustee Stanley and seconded by Phillips:**

**That the Board of Trustees move into a Double In Camera meeting.**

**---Carried by consensus**

The Trustees moved into a Double In Camera meeting at 7:49 p.m.

The Trustees moved back into the public meeting at 9:13 p.m.

**2025-130-- It was moved by Trustee Cuff and seconded by Weiler:**

**That motions be accepted from the floor.**

**---Carried by consensus**

**2025-131-- It was moved by Trustee Sikora and seconded by Cuff:**

**THAT the items for action arising from the Triple In Camera meeting of Monday, June 23, 2025, regarding HRS matters be now approved.**

**---Carried by consensus**

### **16. Closing Prayer**

**16.1** Closing prayer.

**17. Motion to Adjourn**

**2025-132-- It was moved by Trustee Cuff and seconded by Guerin:**

**THAT the meeting be now adjourned. The meeting was adjourned by consensus at 9:19 p.m.**



Chair of the Board



Secretary