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

Minutes

Board of Trustees' Board Meeting

A public meeting of the Board of Trustees was held on Monday, April 27, 2026, 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)

*- attended virtually via Teams

Student Trustees Present:
Rebecca Girolametto, Jace Krysko

Administrative Officials Present:
Patrick Eby, Gerald Foran, Shesh Maharaj, Paul Mendonça, 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, 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.

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1. Call to Order:
The Chair of the Board called the meeting to order at 6:04 p.m.

1.1 Opening Prayer & Memorials
Student Trustee Girolametto 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:

2026-47-- It was moved by Trustee Sikora and seconded by Trustee Weiler:
THAT the agenda for Monday, April 27, 2026, 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 arising from the Triple In Camera meeting of Monday, March 23, 2026, regarding HRS matters.

2026-48-- It was moved by Trustee Sikora and seconded by Trustee Doherty-Masters:
THAT the items for action arising from the Triple In Camera meeting of Monday, March 23, 2026, regarding HRS matters be now approved.
--- Carried by consensus

2. Consent Agenda: Director of Education (e.g. day-to-day operational matters from the Ministry of Education that the board is required to do)

3. Consent Agenda: Board of Trustees (Minutes of meetings)
3.1 Approval of Minutes of Regular and Special Meetings
3.1.1 Board of Trustees Minutes – Mar 23, 2026
3.2 CPIC Minutes – Jan 14, 2026
3.3 SEAC Minutes – Feb 4, 2026

2026-49-- It was moved by Trustee Weiler and seconded by Trustee Francis:
THAT the Consent Agenda: Board of Trustees and the recommendations contained therein be now approved.
--- Carried by consensus

4. Delegations

5. Advice from the CEO
5.1 Extended Day Update
Superintendent Mendonça introduced Ronda Roy, Manager of Operations for Extended Day, to present the Extended Day Update. The presentation reviewed operational changes such as using ECE Assistants to supervise and providing non-perishable snacks for the program. The board partnered with the Waterloo Region District School Board to conduct a joint Request for Proposal (RFP) for a potential new student registration and waitlist management platform. Additionally, a $1 daily fee increase was proposed, raising the fee to $35 per day. Trustees asked clarifying questions.

2026-50-- It was moved by Trustee Cuff and seconded by Trustee Weiler:
That the Board of Trustees approve the Extended Day Program daily fee increase of $1 as referenced in the report.
--- Carried by consensus

5.2 2025-2026 Estimates Budget Plan: Trustee Update #4
Superintendent Maharaj introduced Laura Isaac, Manager of Finance, to present the 2025-2026 Estimates Budget Plan: Trustee Update #4. The Ministry of Education has not yet released estimates, and the board is finalizing enrollment and staffing projections while awaiting further direction. Additionally, upcoming dates for budget submission processing were reviewed.
Trustees asked clarifying questions.

5.3 Director's Report
Director Varano presented the Director's report for the month of April. The report provided an overview of recent and upcoming activities, including school visits, partnerships with local institutions, and participation in professional development and community engagement events.

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

7. Reports From Board Committees/Task Forces
7.1 Student Trustee Update
Student Trustees Krysko and Girolametto 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 April.

8. Board Education (at the request of the Board)
8.1 Chair Kraft noted OCSTA Communications.

8.2 Chair's Report
Chair Kraft delivered the Chair's report for April.

9. Policy Discussion

10. Assurance of Successful Board Performance
10.1 Board Policy Review
10.1.1 Board Policy II 015 Ownership Linkage. Is there a need to review the Policy?
The Chair confirmed the review of Board Policy II 015 Ownership Linkage and confirmed compliance. The policy does not require review at the Governance Committee.

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

2026-51-- It was moved by Trustee Kraft and seconded by Trustee Weiler:
THAT the Board of Trustees reviewed Board Policy II 015 Ownership Linkage and find that the Board is in compliance.
--- Carried by consensus

10.1.2 Board Policy II 016 Trustee Meeting Attendance – Electronic and In Person. Is there a need to review the Policy?
Trustee Sikora confirmed the review of Board Policy II 016 Trustee Meeting Attendance – Electronic and In Person and confirmed compliance. The policy requires review at the Governance Committee.

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

2026-52-- It was moved by Trustee Sikora and seconded by Trustee Cuff:
THAT the Board of Trustees reviewed Board Policy II 016 Trustee Meeting Attendance – Electronic and In Person and find that the Board is in compliance.
--- Carried by consensus

10.1.3 Board Policy III 005 Monitoring and CEO Performance. Is there a need to review the Policy?
Vice-Chair Weiler confirmed the review of Board Policy III 005 Monitoring and CEO Performance and confirmed compliance. The policy does not require review at the Governance Committee.

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

2026-53-- It was moved by Trustee Weiler and seconded by Trustee Stanley:
THAT the Board of Trustees reviewed Board III 005 Monitoring and CEO Performance 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 004 – Treatment of Staff
Superintendent Pomfret presented on Board Policy IV 004 – Treatment of Staff and confirmed compliance. Chair Kraft requested a mover and seconder of the recommendation.

2026-54-- It was moved by Trustee Sikora and seconded by Trustee Francis:
That the Board accept this report indicating compliance with Board Policy IV 004 – Treatment of Staff.
--- Carried by consensus

11.1.2 Board Policy IV 006 – Legal Responsibilities & Liabilities
Superintendent Maharaj presented on Board Policy IV 006 – Legal Responsibilities & Liabilities and confirmed compliance. Trustee Stanley suggested that our Catholic partners be included in the list of organizations that management collaborates with, as per legislation. In response, Director Varano noted that the Diocese of Hamilton could be added and will explore this possibility further.
Chair Kraft requested a mover and seconder of the recommendation.

2026-55-- It was moved by Trustee Doherty-Masters and seconded by Trustee Cuff:
That the Board accept this report indicating compliance with Board Policy IV 006 – Legal Responsibilities & Liabilities for the 2025-2026 school year.
--- Carried by consensus

11.1.3 Board Policy IV 008 – Financial Conditions & Activities
Superintendent Maharaj presented on Board Policy IV 008 – Financial Conditions & Activities and confirmed compliance. Chair Kraft requested a mover and seconder of the recommendation.

2026-56-- It was moved by Trustee Francis and seconded by Trustee Weiler:
That the Board accept this report indicating compliance with Board Policy IV 008 – Financial Conditions & Activities for the 2025-2026 school year.
--- Carried by consensus

11.1.4 Board Policy IV 012 – Communication & Support to Board
Director Varano presented on Board Policy IV 012 – Communication & Support to Board and confirmed compliance. Trustees asked clarifying questions.
Chair Kraft requested a mover and seconder of the recommendation.

2026-57-- It was moved by Trustee Stanley and seconded by Trustee Sikora:
That the Board accept this report indicating compliance with Board Policy IV 012 – Communication & Support to Board.
--- Carried by consensus

12. Potential Agenda Items

13. Announcements
13.1 Upcoming Meetings/Events
Chair Kraft reviewed upcoming meetings and events. It was noted that the May SEAC meeting has been rescheduled to May 20, 2026.

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.

15. Adjournment – Confirm decisions made tonight.

15.1 The Recording Secretary confirmed decisions made tonight.

16. Closing Prayer

16.1 Closing prayer.

17. Motion to Adjourn

2026-58-- It was moved by Trustee Cuff and seconded by Francis:
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 7:28 p.m.

Renée Kraft
Chair of the Board

Secretary