

## **MINUTES OF THE REGULAR BOARD MEETING**

Date: June 19, 2018  
 Time: 7:30 pm  
 Location: Catholic Education Centre, Board Room  
 802 Drury Lane, Burlington, ON

Members Present: A. Danko D. Rabenda, Chair of the Board  
 A. Iantomasi J.M. Rowe  
 H. Karabela A. Quinn  
 P. Marai, Vice-Chair of the Board S. Trites  
 J. Michael

Student Trustees: C. Atrach I. Schwecht  
 A. Barbul

Senior Staff: C. Cipriano J. O'Hara  
 P. Dawson, Secretary of the Board T. Overholt  
 C. McGillicuddy T. Pinelli  
 R. Merrick A. Prkacin  
 R. Negoj J. Rowles

Also Present: J. Ammendolia, Watson & Associates Economists Ltd.  
 K. Boyd, President, Halton OECTA Secondary Unit  
 A. Campopiano, Research Analyst, Research and Development  
 J. Chanthavong, Manager, Budget and Capital, Financial Services  
 W. Charlebois, 2018-2019 Student Trustee  
 L. Collimore, Chief Officer, Research and Development  
 W. Elshof, Senior Manager, IT Services  
 D. Herrero, 2018-2019 Student Trustee  
 A. Capling, Manager, Accounting and Financial Reporting  
 A. Lofts, Senior Manager, Financial Services  
 N. March, President, Halton OECTA Elementary Unit  
 S. Mazza, 2018-2019 Student Trustee  
 J. McDonald, Research Officer, Research and Development  
 F. Thibeault, Senior Manager, Planning Services  
 B. Teichman, Overland LLP  
 Media

Recording Secretary: R. Di Pietro

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

The Chair called the meeting to order.

#### **1.1 Opening Prayer, National Anthem and Oath of Citizenship (C. Atrach)**

The meeting opened at 7:45 p.m. with a prayer led by C. Atrach.

**1.2 Motions Adopted In-Camera**

A motion regarding property was adopted in-camera.

**1.3 Information Received In-Camera**

The following information was received in-camera:

Retirements

Patricia Bourque, Serafina Col, Deborah Hartmann, Martin McNally and Mark-Anthony Sampson retiring effective June 30, 2018.

Department Head and Acting Department Heads.

Cailin Miziolek and Gary Laurin appointed as Department Head effective September 1, 2018 for a period of up to four (4) years. Karen Micallef-Grande and Melissa Moore-Broglio appointed as Acting Department Heads effective September 1, 2018 for a period of up to one (1) year.

Staff Assistant

Jennifer Peer appointed as Staff Assistant effective September 1, 2018 for a period of up to four (4) years.

Resignations

Karen Biggs resigned effective June 6, 2018. Tyler Seidenberg and Victoria Tinebra resigning effective June 30, 2018. Kimberley Watt resigning effective August 31, 2018.

Secondary Vice Principals

Marco Di Munzio, Wojtek Kubicki and Marisa Munro appointed as Secondary School Vice Principals effective September 1, 2018.

Elementary School Vice Principal

Judy Foster appointed as Elementary School Vice Principal effective September 1, 2018.

**2. Approval of the Agenda**

The Chair removed Action item 8.1 from the agenda.

**#172/18**

**Moved by:** J.M. Rowe

**Seconded by:** P. Marai

**RESOLVED**, that the agenda be approved as amended.

The Chair called for a vote on **#172/18** and it **UNANIMOUSLY CARRIED**.

**3. Declarations of Conflict of Interest**

There were no conflicts of interest declared.

**4. Presentations****4.1 2018 Education Development Charge (EDC) By-Law**

Staff explained that the Board is not able to approve the new EDC By-Law as instructed by the Ministry of Education. A letter has been sent to the Ministry from the Directors of

the both the Catholic and Public School Boards stressing the importance of having the by-law in place.

Watson & Associates Economists Ltd. is provided a presentation, which displayed that all requirements have been met.

To add political pressure, Trustees were asked to reach out to MPPs. Chairs of both Boards will be submitting a joint letter.

**5. Delegations**

There were no delegations.

**6. Approval of Minutes**

**6.1 Minutes of June 5, 2018 Regular Board Meeting  
#173/18**

**Moved by:** A. Iantomasi

**Seconded by:** J. Michael

**RESOLVED**, that the minutes of the June 5, 2018 Regular Board Meeting be approved.

The Chair called for a vote on **#173/18** and it **UNANIMOUSLY CARRIED**.

**7. Business Arising from Previous Meetings**

**7.1 Summary of Outstanding Items from Previous Meetings**

The Summary of Outstanding Items from Previous Meetings was received as information.

**8. Action Items**

**8.1 2018 Educational Development Charge (EDC) By-Law (R. Negoi)**

This agenda item was removed.

**8.2 2018-2019 Budget (A. Danko)**

**#174/18**

**Moved by:** A. Danko

**Seconded by:** P. Marai

**WHEREAS**, Ministry of Education guidelines are moving towards a requirement of 2% of Provincial Allocation to be maintained in the Operating (Working Funds) Reserve and;

**WHEREAS**, the Halton Catholic District School Board treasury is currently striving to achieve this target over the next five (5) – seven (7) years,

**BE IT RESOLVED THAT**, the Halton Catholic District School Board's 2018-19 budget estimates bring the operating Reserve to an amount of at least \$4,800,000. or about 1.2 % of the Halton Catholic District School Board's provincial allocation.

The Chair called for a vote on **#174/18**:

IN FAVOUR	OPPOSED
C. Atrach (non-binding)	A. Quinn
A. Barbul (non-binding)	
A. Danko	
A. Iantomasi	
H. Karabela	
P. Marai	
J. Michael	
J. M. Rowe	
I. Schwecht (non-binding)	
S. Trites	

The motion **CARRIED**.

**8.3 Policy I-40 Performance Appraisal of Director of Education (P. Marai)  
#175/18**

**Moved by:** P. Marai

**Seconded by:** A. Quinn

**RESOLVED**, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy I-40 Performance Appraisal of Director of Education, be approved as amended.

The Chair called for a vote on **#175/18** and it **UNANIMOUSLY CARRIED**.

**8.4 Policy II-38 Educational Research Surveys and Pilot Projects (P. Marai)  
#176/18**

**Moved by:** P. Marai

**Seconded by:** A. Iantomasi

**RESOLVED**, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy II-38 Educational Research – Surveys and Pilot Projects, name be changed to Policy II-38 Educational Research, and be approved, as amended.

The Chair called for a vote on **#176/18** and it **UNANIMOUSLY CARRIED**.

**8.5 Policy IV - 04 Loss or Damage to Personal Items (P. Marai)  
#177/18**

**Moved by:** P. Marai

**Seconded by:** H. Karabela

**RESOLVED**, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy IV-04 Loss or Damage to Personal Items, be approved as amended.

The Chair called for a vote on **#177/18** and it **UNANIMOUSLY CARRIED**.

**8.6 2018-19 Budget Estimates Final (R. Negoii)****#178/18****Moved by:** A. Danko**Seconded by:** A. Iantomasi**RESOLVED**, that the Halton Catholic District School Board approve the 2018-19 Budget Estimates in the amount of \$418,680,019.**#178/18 (AMENDMENT 1)****Moved by:** A. Danko**Seconded by:** P. Marai**RESOLVED**, that the Halton Catholic District School Board approve the 2018-19 Budget Estimates, excluding the administrative staff positions of the Human Rights and Equity Advisor and Financial Officer (Thomas Merton Centre for Continuing Education).

The Director explained that the *Human Rights and Equity Advisor* is a Ministry mandated position.

The Chair called for the vote on **#178/18 (AMENDMENT 1)**:

IN FAVOUR	OPPOSED
A. Danko	C. Atrach (non-binding)
H. Karabela	A. Barbul (non-binding)
S. Trites	A. Iantomasi
	P. Marai
	J. Michael
	A. Quinn
	J. M. Rowe
	I. Schwecht (non-binding)

The motion was **DEFEATED**.

**#178/18 (AMENDMENT 2)****Moved by:** J.M. Rowe**Seconded by:** A. Iantomasi**RESOLVED**, that the Halton Catholic District School Board approve the 2018-19 Budget Estimates and include all new initiatives as listed in table 4 of the June 19, 2018 Budget report.

The Chair called for the vote on **#178/18 (AMENDMENT 2)**:

IN FAVOUR	OPPOSED
C. Atrach (non-binding)	A. Danko
A. Barbul (non-binding)	H. Karabela
A. Iantomasi	P. Marai
J. Michael	A. Quinn
J. M. Rowe	S. Trites
I. Schwecht (non-binding)	

The motion was **DEFEATED**.

**#178/18 (AMENDMENT 3)**

**Moved by:** P. Marai

**Seconded by:** H. Karabela

**RESOLVED**, that the Halton Catholic District School Board approve the 2018-19 Budget Estimates, reducing the Financial Officer (Thomas Merton Centre for Continuing Education) to a funded 0.5 position.

A. Iantomasi stated her disappointment in reducing amounts on staff recommendations in the budget when large amounts of monies have been spent on legal matters such as Sanctity of Life and Trustee Determination and Distribution.

The Chair called for the vote on **#178/18 (AMENDMENT 3)**:

IN FAVOUR	OPPOSED
A. Barbul (non-binding)	C. Atrach (non-binding)
A. Danko	A. Iantomasi
H. Karabela	J. Michael
P. Marai	A. Quinn
S. Trites	D. Rabenda
	J. M. Rowe
	I. Schwecht (non-binding)

The motion was **DEFEATED**.

**#178/18 (AMENDMENT 4)**

**Moved by:** A. Danko

**Seconded by:** P. Marai

**RESOLVED**, that the Halton Catholic District School Board approve the 2018-19 Budget Estimates, and include new music equipment.

The Chair called for the vote on **#178/18 (AMENDMENT 4)** and it **UNANIMOUSLY CARRIED**.

**#178/18 (AMENDMENT 5)**

**Moved by:** A. Danko

**Seconded by:** A. Quinn

**RESOLVED**, that the Halton Catholic District School Board approve the 2018-19 Budget Estimates, and include the implementation of a new library system.

The Chair called for the vote on **#178/18 (AMENDMENT 5)** and it **UNANIMOUSLY CARRIED**.

**#178/18 (AMENDMENT 6)****Moved by:** J.M. Rowe**Seconded by:** A. Danko**RESOLVED**, that the Halton Catholic District School Board approve the 2018-19 Budget Estimates, and include the Electronic File Projects.The Chair called for the vote on **#178/18 (AMENDMENT 6)** and it **UNANIMOUSLY CARRIED**.**#178/18 (AMENDMENT 7)****Moved by:** A. Danko**Seconded by:** A. Iantomasi**RESOLVED**, that the Halton Catholic District School Board approve the 2018-19 Budget Estimates, and include additional Commissionaires for schools in need.The Chair called for the vote on **#178/18 (AMENDMENT 7)** and it **UNANIMOUSLY CARRIED**.**#178/18 (AMENDMENT 8)****Moved by:** A. Quinn**Seconded by:** A. Danko**RESOLVED**, that the Halton Catholic District School Board approve the 2018-19 Budget Estimates, excluding the 1.0 FTE Job Evaluation Officer (1 year contract) and adding to the operating surplus.The Chair called for the vote on **#178/18 (AMENDMENT 8)**:

IN FAVOUR	OPPOSED
A. Danko	C. Atrach (non-binding)
H. Karabela	A. Barbul (non-binding)
P. Marai	A. Iantomasi
A. Quinn	J. Michael
S. Trites	J. M. Rowe
	I. Schwecht (non-binding)

The motion **CARRIED**.**#178/18 (AS AMENDED)****Moved by:** A. Quinn**Seconded by:** A. Danko**RESOLVED**, that the Halton Catholic District School Board approve the 2018-19 Budget Estimates in the amount of \$418,962.019.The Chair called for the vote on **#178/18 (AS AMENDED)** and it **UNANIMOUSLY CARRIED**.

**8.7 2017-18 Year-End Audit Planning Report from KPMG (J.M. Rowe)**  
**#179/18**

**Moved by:** J. M. Rowe

**Seconded by:** P. Marai

**RESOLVED**, that the Halton Catholic District School Board approve the External Auditor's 2017-2018 Year-End Audit Planning Report.

The Chair called for a vote on **#179/18** and it **UNANIMOUSLY CARRIED**.

**8.8 2018-19 Internal Audit Plan (J.M. Rowe)**  
**#180/18**

**Moved by:** J.M. Rowe

**Seconded by:** S. Trites

**RESOLVED**, that the Halton Catholic District School Board accept the recommendation of the Audit Committee to approve the Internal Audit Plan for 2018-2019.

**RESOLVED**, that the Internal Audit Plan for 2018-2019 include the following audits:

- 1) Health and Safety, and
- 2) Privacy

The Chair called for a vote on **#180/18** and it **UNANIMOUSLY CARRIED**.

**9. Staff Reports**

**9.1 Stakeholder Feedback Regarding Policy V-04 Fundraising (T. Overholt)**

T. Overholt acknowledged the extensive work of the Research Department in gathering and compiling all the feedback. A summary of the report was provided.

Trustee Marai explained that Trustees now can take the summer to review all the feedback in order to discuss and make decisions at the September 11, 2018 Policy Committee meeting. Trustee Quinn requested that a Special Policy meeting take place over the summer in order that decisions are made before the start of the new school year.

**#181/18**

**Moved by:** A. Quinn

**Seconded by:** S. Trites

**RESOLVED**, that a Special Policy Meeting take place during the summer to be called by the Policy Chair.

The Chair called for a vote on **#181/18**:

IN FAVOUR	OPPOSED
A. Danko	C. Atrach (non-binding)
H. Karabela	A. Barbul (non-binding)
P. Marai	A. Iantomasi
A. Quinn	J. Michael
S. Trites	J. M. Rowe
	I. Schwecht (non-binding)



The motion **CARRIED**.

**10. Information Items**

**10.1 Student Trustees Update (C. Atrach)**

The 2017-2018 Student Trustees each provided a reflection on how the role and fellow Trustees have inspired them. Both the Chair and Director acknowledged the students for their tremendous work representing the students of the Board.

Student Trustees were excused from the meeting.

**10.2 School Educational Field Trips (T. Pinelli)**

School trips were provided as information.

**10.3 Construction Report - St. Scholastica CES (R. Merrick)**

The construction report was provided as information.

**10.4 Budget Report for September 1, 2017 to May 31, 2018 (R. Negoï)**

The percentages received/spent for the period from September 1, 2017 to May 31, 2018 are consistent with the prior year and fall within the expected range. Therefore, revenues and expenses to date appear reasonable and aligned with the revised budget.

Staff will continue to monitor and control expenses against the 2017-18 Revised Budget in order to achieve a balanced position for the 2017-18 Year-End.

**10.5 Capital Projects Report as at May 31, 2018 (R. Negoï)**

A summary totaling \$490.9 million of all Board approved projects since the capital funding model was changed significantly by the Ministry of Education in 1998 was provided.

Staff explained that an EDC deficit is the norm as they are recovered over a 15-year period.

**10.6 Audit Committee Report to the Board of Trustees (J.M. Rowe)**

In accordance with Ministry of Education guidelines, Trustees were provided an update on matters discussed at the ay 29, 2018 Audit Committee Meeting.

**10.7 Culture of Life Update (J. Rowles)**

The Culture of Life Committee is making preparations for the 2018-2019 school year. Plans are being made for a Pro-Life Education Day in the Fall of 2018 which will coincide with the Halton Alive Gala. In February 2019, a Diocesan Student Leadership Conference will take place in February and on May 9-10, 2019 students and staff from the Halton Catholic District School Board will participate in the 22<sup>nd</sup> Annual National March for Life in Ottawa where a March for Life Conference and Banquet will take place.

Trustee Karabela stated the goal is that every school have a separate pro-life club.

**11. Miscellaneous Information****11.1 Minutes of the November 16, 2017 Audit Committee Meeting**

Minutes of the November 16, 2017 Audit Committee meeting were provided as information.

**11.2 Minutes of the May 7, 2018 CPIC Meeting**

Minutes of the May 7, 2018 CPIC meeting were provided as information.

**11.3 Minutes of the May 8, 2018 Policy Committee Meeting**

Minutes of the May 8, 2018 Policy Committee meeting were provided as information.

**12. Correspondence****12.1 Local Planning Appeal Tribunal**

Correspondence was shared.

**12.2 C. Waddick**

Correspondence was shared.

**12.3 M. Lourenco**

Correspondence was shared.

**13. Open Question Period**

No questions were submitted.

**14. In Camera****#182/18**

**Moved by:** J.M. Rowe

**Seconded by:** A. Danko

**RESOLVED**, that the meeting move back in-camera.

The Chair called for a vote on **#182/18** and it **UNANIMOUSLY CARRIED**.

The meeting moved back in-camera at 10:00 p.m.

The meeting moved out of in-camera at 10:35 p.m.

**15. Resolution re Absentees**

There were no absentees.

**16. Adjournment and Closing Prayer (A. Danko)****#183/18**

**Moved by:** A. Danko

**Seconded by:** S. Trites

**RESOLVED**, that the meeting adjourn.

The Chair called for a vote on **#183/18** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 10:35 p.m. with a prayer led by Trustee Danko.

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Secretary of the Board

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Chair