

## MINUTES OF THE REGULAR BOARD MEETING

Date: October 16, 2018  
Time: 7:30 pm  
Location: Catholic Education Centre, Board Room  
802 Drury Lane, Burlington, ON

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

Members Excused: S. Trites

Student Trustees: W. Charlebois S. Mazza  
D. Herrero

Senior Staff: S. Balogh R. Negoï  
C. Cipriano J. O'Hara  
P. Daly, Secretary of the Board T. Pinelli  
C. McGillicuddy A. Prkacin  
R. Merrick J. Rowles  
L. Naar

Also Present: L. Keating, Acting Chief Research Officer  
A. Lofts, Senior Manager, Financial Services  
N. March, President, Halton OECTA Elementary  
S. Peesker, Metroland Media  
A. Swinden, Manager, Strategic Communications Services  
F. Thibeault, Senior Manager, Planning Services  
D. Tkalcic, Manager, Purchasing Services

Recording Secretary: R. Di Pietro

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### 1. Call to Order

The Chair called the meeting to order.

#### 1.1 Opening Prayer, National Anthem and Oath of Citizenship (W. Charlebois)

The meeting opened at 7:30 p.m. with a prayer led by W. Charlebois.

#### 1.2 Motions Adopted In-Camera

A motion regarding personnel was adopted in-camera.

**1.3 Information Received In-Camera**

The following information was received in-camera:

Retirement

Carmelo Esposto retired effective September 30, 2018.

Hiring

Jennifer Sattin hired as a probationary teacher effective October 4, 2018.

Acting Elementary and Secondary Principals

John Langill appointed as Acting Elementary Principal effective October 15, 2018 with an end date to be determined. John Quinlan appointed as Acting Secondary Principal effective October 11, 2018 with an end date to be determined.

**2. Approval of the Agenda**

The following was added to the agenda:

10.13 Notice of Motion - Transparency & Accountability in Executive Compensation (P. Marai)

**#213/18**

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

**Seconded by:** A. Quinn

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

The Chair called for a vote on **#213/18** and it **UNANIMOUSLY CARRIED**.

**3. Declarations of Conflict of Interest**

There were no conflicts on interest declared.

**4. Presentations**

There were no presentations.

**5. Delegations**

There were no delegations.

**6. Approval of Minutes**

**6.1 Minutes of the October 2, 2018 Regular Board Meeting**

**#214/18**

**Moved by:**

**Seconded by:**

**RESOLVED**, that the minutes of the October 2, 2018 Regular Board Meeting be approved.

The Chair called for a vote on **#214/18** 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 Policy I-24 Fraud Management (P. Marai)****#215/18****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 I-24 Fraud Management, be approved as amended.The Chair called for a vote on **#215/18** and it **UNANIMOUSLY CARRIED**.**8.2 Policy I-35 Trustee Honoraria (P. Marai)****#216/18****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-35 Trustee Honoraria, be approved as amended.The Chair called for a vote on **#216/18** and it **UNANIMOUSLY CARRIED**.**8.3 Policy I-45 Transparency and Accountability in Executive Compensation (P. Marai)****#217/18****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 I-45 Transparency and Accountability in Executive Compensation, be approved at second reading.The Chair called for a vote on **#217/18** and it **UNANIMOUSLY CARRIED**.**8.4 Policy II-49 English as a Second Language and English Literacy Development Programs and Services (P. Marai)****#218/18****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-49 English as a Second Language (ESL) & English Literacy Development (ELD) Programs and Services, be approved as amended.The Chair called for a vote on **#218/18** and it **UNANIMOUSLY CARRIED**.**8.5 Policy II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students (P. Marai)****#219/18****Moved by:** P. Marai**Seconded by:** J. Michael

**RESOLVED**, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy II-50 Prior Learning Assessment and Recognition (PLAR) for Day School Students, be approved as amended.

The Chair called for a vote on **#219/18** and it **UNANIMOUSLY CARRIED**

**8.6 Revised 2018-19 Internal Audit Plan (R. Negoi)**  
**#220/18**

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

**Seconded by:** A. Iantomasi

**RESOLVED**, that the Halton Catholic District School Board accept the recommendation of the Audit Committee to approve the Revised 2018-19 Internal Audit Plan.

**RESOLVED**, that the Internal Audit Plan for 218-19 include the following Audits:

- 1) Health and Safety; and
- 2) Efficiency Review of Printing Services

The Chair called for a vote on **#220/18** and it **UNANIMOUSLY CARRIED**

**9. Staff Reports**

There were no staff reports.

**10. Information Items**

**10.1 Student Trustees Update (W. Charlebois)**

Student Trustee Charlebois provided the following updates:

- On October 18, 2018, a senator from each Secondary School will be attending the Student Leadership Conference.
- See The Problem, Be the Solution anti bullying campaign is underway.
- Work with international students continues.
- Senate has a goal to visit the elementary schools to seek student input.

**10.2 School Educational Field Trips (L. Naar)**

School trips were provided as information.

**10.3 2017-2018 EQAO and OSSLT Results (A. Prkacin, C. McGillicuddy, L. Keating)**

Trustees were provided a summary of the results on the EQAO Assessment of i) Reading, Writing and Mathematics in Grade 3 and 6 ii) Academic and Applied Mathematics in Grade 9 and iii) on the Ontario Secondary School Literacy Test (OSSLT) as part of the ongoing monitoring of student achievement. Also highlighted was the Mathematics Action Plan, developed in response to the Ministry's Renewed Math Strategy.

Staff explained that the Math Makes Sense textbook is one of many approved resources. The Fundamentals of Math are being met through the curriculum math document which is still in place.

**10.4 Long-Term Facility Renewal Strategy (R. Merrick)**

The Board has a number of facilities that are reaching an age and condition where facility renewal work is warranted. The Long-Term Facility Renewal Strategy seeks to forecast future capital allocations and earmark funds for the Board's facility renewal priorities. A 5-year plan for renewal works was presented, which outlines proposed renewal projects between 2019-2023. Board-wide programming improvements, contingency funds and emergency reserve are also considered in the plan. Using the current best estimates for project costing, it is expected that the Board will have sufficient capital funds to complete the required renewal work. The proposed strategy is a guideline that is reliant upon future capital allocations and project cost best estimates, and is likely to be amended as funding is realized, cost estimates are refined and projects are completed.

The Long-Term Facility Renewal Strategy aligns with the Board's Long-Term Capital Plan and balances new construction projects with renewal plans.

A request was made that staff consider investing in Holy Family Catholic Elementary School through renewal and programming to assist with enrolment.

**10.5 Summer 2018 Facility Renewal Cost Reconciliation (R. Merrick)**

Staff completed several facility renewal projects during the 2018 summer break. The cost to complete the 2018 facility renewal projects was approximately \$9.9 million. Funding to complete the projects was allocated from available capital funding and the capital reserve. The projects will help to maintain the Board's facility condition index (FCI) as one of the best in the province and ensure a safe and comfortable learning environment for students and staff.

**10.6 2017-18 School Year Waste Generation Report (R. Merrick)**

In May and June 2018, a solid, non-hazardous waste audit was conducted at each of the Board's educational facilities as well as at the Catholic Education Centre.

The 2018 Waste Audits show that the Board's overall Diversion Rate is 62%. The Board is meeting the Halton Region target for waste diversion, which is also 62%.

Throughout the 2018-19 school year, the Board will continue to upgrade waste management infrastructure, promote the proper waste diversion practices, and focus on the importance of waste reduction when communicating with the schools.

**10.7 Construction Report - St. Mark Catholic Elementary School (R. Merrick)**

An update on the construction at St. Mark Catholic Elementary School was provided.

**10.8 Construction Report - St. Scholastica Catholic Elementary School (R. Merrick)**

An update on the construction at St. Scholastica Catholic Elementary School was provided.

**10.9 Municipal Elections Act - Audit Compliance Committee (R. Negoï)**

As per subsection 88.37 (1) of the Municipal Elections Act, the Board has established its Compliance Audit Committee for the 2018 Municipal Elections. The Committee is comprised of five (5) individuals, with an array of backgrounds, including a former

Director of Education for the Board, two (2) external members of the Audit Committee, and two Catholic Parent Involvement Committee Co-Chairs.

**10.10 Procurement Activities Update (R. Negoï)**

An update was provided on the procurement activities and the purchase of goods and services undertaken throughout the year and informed of future procurement initiatives.

**10.11 Trustee Honoraria (R. Negoï)**

Information regarding the calculation and payment of the trustee honoraria was provided. The trustee honoraria calculation will take effect on December 1, 2018, until November 30, 2019. The amounts will be posted on the Board's website.

**10.12 Supporting Optional French Programming (P. Daly)**

Staff reviewed the optimal program delivery strategy, program school locations, and elementary family of schools networks for the two (2) optional French programs, to ensure their long-term sustainability, as well as all the sustainability of other programs offered to the pupils of the Board.

The results of the work completed by staff has had the effect of better positioning the programs for long-term sustainability, as well as stability. It is expected that the new locations and distribution model implemented for the 2019-2020 school year will be a long-term solution.

Parents will be notified of these changes in the month of November, as communications reminding parents of the French Program registration for both Early French and Extended French will be opening soon.

Staff confirmed the following:

- Challenges with filling Long Term Occasional Teachers and leaves continues to be a challenge
- Plan is in place for secondary immersion
- Schools chosen because of sustainable enrolment

**10.13 Notice of Motion - Transparency & Accountability in Executive Compensation (P. Marai)**

***WHEREAS**, the Halton Catholic District School Board (HCDSB) encourages practices that attract, retain, and reward high-performing employees who are effective at implementing the goals set out in the Board's strategic plan;*

***WHEREAS**, the HCDSB is cognizant of our responsibility to set reasonable executive compensation limits that are fiscally responsible and respect ratepayers;*

***WHEREAS**, the HCDSB recognizes the necessity of keeping executive compensation transparent;*

***WHEREAS**, the HCDSB believes executives must be held accountable for implementing the strategic plan of the Board;*

***BE IT RESOLVED THAT**, the following types of compensation are ineligible:*

1. *Signing bonuses*
2. *Retention bonuses*
3. *Housing allowances*
4. *Car allowances*

**AND THAT,** *changes to the executive compensation envelope shall go out for public consultation,*

*changes to the executive compensation envelope shall be approved by the Board,*

*the distribution of the executive compensation envelope, shall be approved by the Board before being implemented by the Director of Education,*

**AND THAT,** *though the Director is solely responsible for the hiring of all superintendents, contracts will be approved by Trustees before being signed,*

*the contract of the Director of Education shall be approved by Trustees before being signed,*

**AND THAT,** *the HCDSB may implement a salary grid for executives,*

*the salary grid shall be approved by Trustees before being implemented,*

*the annual movements on the salary grid shall be reviewed and approved by the Board once a year, on the recommendation of the director, only after the completion of the performance appraisal of all executives,*

**AND THAT,** *the Director will draft objectives for each superintendent on an annual basis, in line with the goals and objectives of the strategic plan. The Director will submit these objectives to the Board by the last meeting of each school year for approval by the Board,*

*the Board will draft objectives for the Director on an annual basis, in line with the goals and objectives of the strategic plan. The Board will approve these objectives at the last meeting of each school year,*

**AND THAT,** *the Director shall review the performance of superintendents, and shall submit a written formal in-camera report to Trustees, that outlines superintendent's performance against their objectives. This will come to Trustees as an action item for approval by the last meeting of each school year,*

*the Board shall review the performance of the Director that outlines the Director's performance against his/her objectives. This will come to Trustees as an action item for approval by the last meeting of each school year,*

**AND THAT,** *the HCDSB will post all executive compensation on the public website by August 31 under a section entitled "Executive Compensation",*

*Trustees will be given a report on The Public Sector Salary Disclosure List, before it is submitted to the province.*

**11. Miscellaneous Information**

**11.1 Minutes of the September 11, 2018 Policy Committee Meeting**

Minutes of the September 11, 2018 Policy Committee were provided as information.

**12. Correspondence**

**12.1 D. Harvey**

Correspondence from D. Harvey was shared.

**12.2 T. Murphy**

Correspondence from T. Murphy was shared.

**13. Open Question Period**

No questions were submitted.

**14. In Camera**

There was no follow up in-camera session.

**15. Resolution re Absentees**

**#221/18**

**Moved by:** A. Quinn

**Seconded by:** A. Iantomasi

**RESOLVED**, that Trustee Trites be excused from the meeting.

The Chair called for a vote on **#221/18** and it **UNANIMOUSLY CARRIED**.

**16. Adjournment and Closing Prayer (J. Michael)**

**#222/18**

**Moved by:** J. Michael

**Seconded by:** H. Karabela

**RESOLVED**, that the meeting adjourn.

The Chair called for a vote on **#222/18** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 8:26 p.m. with a prayer led by J. Michael.

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Secretary of the Board

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Chair