

**AGENDA**  
**LONDON DISTRICT CATHOLIC SCHOOL BOARD**  
**THIRD MEETING OF THE 2017 BOARD – MONDAY, FEBRUARY 27, 2017 – 7:00 P.M.**  
**5200 WELLINGTON RD. S., LONDON N6E 3X8**

**A. 3. 17. CALL TO ORDER:** J. Jevnikar, Chair

**The Committee of the Whole In Camera meeting (Trustees Only) will be held starting at 6:00 p.m. in the Board Room at the Catholic Education Centre.**

**Declaration of Interest**

In order to avoid conflicts of interest any Trustee who has a direct or indirect pecuniary interest in an item of business on this agenda, or such an interest that was not previously declared, should declare it now by stating the number of the item and the nature of the interest.

**Recommendation:**

That the Board move into the Committee of the Whole in Camera.

**B. 3. COMMITTEE OF THE WHOLE IN CAMERA:**  
(W. Hall, Chair)

- (a). 17.** Contractual Matter I
- (b). 17.** Contractual Matter II
- (c). 17.** Contractual Matter III
- (d). 17.** Personnel Matter
- (e). 17.** Report on the Transfer and Appointment of Elementary Principals and Vice Principals

**C. 3. 17. ADJOURNMENT:**

**The Third Meeting of the 2017 Board of Trustees will be held starting at 7:00 p.m. in the Board Room, Catholic Education Centre.**

**A. 3. 17. CALL TO ORDER:** J. Jevnikar, Chair

**O'Canada:** Sung.

**OPENING PRAYER:**

“Prayer For Catholic Education”

O, HOLY SPIRIT, Source of truth and grace for those entrusted with the Christian development of children, enlighten our minds, strengthen our wills, and fill our hearts with generosity so that our homes, our parishes and our schools may cooperate effectively with You, and with one another in the mission of Catholic Education.

We make our Prayer through Christ, our Lord.

Amen

**Prayers are offered:**

- That we will allow the Spirit of God to move in us.
- That God will heal the wounds of division.
- That God will transform hearts and minds.

For the family of Jewel Fortier on the death of her husband, Bob. Jewel is a Student Data Information Administrator at St. Thomas Aquinas Catholic Secondary School.

**REGRETS:** Trustee M. Holmes

**B. 3. PUBLIC PRESENTATIONS AND DELEGATIONS:**

**(a). 17. Introduction of 2017-2018 Student Trustee**

At its December 5, 2016 meeting the Board of Trustees approved the nomination of Megan Fleming, from St. Joseph's Catholic High School for the position of Student Trustee for 2017-2018.

Director of Education, Linda Staudt and 2016-17 Student Trustee, Olivia Gudzewski will provide an introduction.

**(b). 17. Presentation from Arts and Culture Specialist High Skills Major – Saint André Bessette Catholic Secondary School – The Pledge**

This year The Pledge to End Bullying Committee decided to change the campaign and include vignettes that communicate The Pledge message. The London District Catholic School Board chose to create their own vignette. The Arts and Culture Specialist High Skills Major program from St. André Bessette created the vignette for this year's Pledge campaign. The vignette not only communicates The Pledge message, it also highlights the Board's mission and vision. The teachers and students involved in this project will be recognized, and the television vignette and corresponding radio message will be presented.

Superintendent of Education, Kathy Furlong will make a presentation.

**C. 3. ROUTINE MATTERS:**

**(a). 17.** Minutes of the Second Meeting of the 2017 Board held Monday, January 23, 2017 at 7:00 p.m. are enclosed for Board examination and approval.  
See Enclosure C.3.(a).17.

**Recommendation:**

That the Board of Trustees approve these minutes.

**D. 3. 17. REPORT OF THE COMMITTEE OF THE WHOLE IN CAMERA:**

**Recommendation:**

That the Board of Trustees approve the report.

**E. 3. ACTION ITEMS:**

**(a). 17. Reports of the Audit Committee**

Report of the meeting held on Wednesday, November 23, 2016 to consider: Review of Minutes of September 15, 2016 Meeting; Presentation of Year End Financial Statements; Report from External Auditors; In Camera Session with External Auditor; Update on Regional Internal Audit and Annual Report on the Audit Committee.  
See Enclosure E.3.(a).1.17.

Report of the meeting held on Thursday, February 9, 2017 to consider: Election of Audit Committee Chair for 2017; Review of Minutes of November 23, 2016; Presentation on Risk Assessment – PWC; Update on Internal Audit Plan 2016/2017; Annual Report of the 2015/2016 Audit Committee; Discussion re: Accumulated Surplus; Draft Management Letter from August

## E. 3. ACTION ITEMS (CONTINUED):

- (a). 17. **Reports of the Audit Committee (continued)**  
 31, 2016 Audit and In Camera Session from November 23, 2016 Audit Committee Meeting.  
See Enclosure E.3.(a).II.17.
- Superintendent of Education, Jacquie Davison and Committee and Board Chair, John Jevnikar will be available to answer questions arising from the report.
- Recommendation:**  
 That the Board of Trustees receive and file.
- (b). 17. **Report of the Special Education Advisory Committee**  
 Report of the meeting held on Tuesday, December 20, 2016 to consider: Business Arising from the Minutes; Chair's Report; Superintendent's Report; Program Items and Updates from Associations.  
See Enclosure E.3.(b).17.
- Superintendent of Education, Kelly Holbrough will be available to answer questions arising from the report.
- Recommendation:**  
 That the Board of Trustees receive and file.
- (c). 17. **Report of the Property and Planning Committee**  
 Report of the meeting held on Monday, February 13, 2017 to consider: Status Update on East London ARC; Planning for French Immersion Accommodation in the City of London; Saint André Bessette Parent Concerns and In Camera.  
See Enclosure E.3.(c).17.
- Superintendent of Education, Jacquie Davison and Committee Chair, Trustee Stephen Paul will be available to answer questions arising from the report.
- Recommendation:**  
 That the Board of Trustees receive and file.
- (d). 17. **Report of the Advisory Committee on Policy**  
 Report of the meeting held on Tuesday, February 14, 2017 to consider: Discussion Regarding Lock Down Procedures while Students are on Field Trips; Policies for Review and Policies for Second Reading.  
See Enclosure E.3.(d).17.
- Superintendent of Education, Jacquie Davison and Committee Chair, Trustee Linda Steel will be available to answer questions arising from the report.
- Recommendation:**  
 That the Board of Trustees receive and file.
- (e). 17. **Report of the Budget Committee**  
 Report of the meeting held on Monday, February 21, 2017 to consider: 2017/2018 Operating Budget Preparation and Receive the 2017/2018 Operating Budget Preparation Report.

**E. 3. ACTION ITEMS (CONTINUED):**

**(e). 17. Report of the Budget Committee**

See Enclosure E.3.(e).17.

Superintendent of Education, Jacquie Davison and Committee Chair, John Jevnikar will be available to answer questions arising from the report.

**Recommendation:**

That the Board of Trustees receive and file.

**(f). 17. Audit Committee Annual Report to the Board**

Under Ontario Regulation 361/10 the Audit Committee is to report to the Board on an annual basis. The attached report summarizes the Audit Committee's actions for the year ending August 31, 2016.

See Enclosure E.3.(f).17.

Superintendent of Education, Jacquie Davison and Committee Chair, John Jevnikar will be available to answer questions arising from the report.

**Recommendation:**

That the Board of Trustees receive and file.

**(g). 17. Director's Report – Faith and Learning**

The report will provide the Board of Trustees with a regular update with respect to Ministry of Education initiatives and Board Faith and Learning activities to support implementation of the Board's Improvement Plan for Student Achievement (BIPSA).

See Enclosure E.3.(g).17.

Director of Education, Linda Staudt, Superintendents of Education, Kelly Holbrough, Vince Romeo and Kathy Furlong and Superintendent of Business and Treasurer, Jacquie Davison will make a presentation.

**Recommendation:**

That the Board of Trustees receive and file.

**(h). 17. School Year Calendar 2017 - 2018**

The draft School Year Calendar for 2017 – 2018 is being presented to the Board for approval. The London District Catholic School Board School Year Calendar was vetted through representatives from the Program Department, ABP, APSSP, the Principals' & Vice Principals' Association of the LDCSB, CUPE, OECTA, and District School Council. All groups were given an opportunity to give input into the development of this calendar.

See Enclosure E.3.(h).17.

Superintendent of Human Resources, Jim Vair will make a brief presentation.

**Recommendation:**

That the Board of Trustees approve the School Year Calendar 2017-2018 for submission to the Ministry of Education.

**(i). 17. Revised Policy Code: D 2.1 – Fiscal Accountability**

At the meeting of the Policy Committee on Tuesday, February 14, 2017, Policy Code: D 2.1 – Fiscal Accountability was reviewed and recommended to the Board for first reading.

See Enclosure E.3.(i).17.

## E. 3. ACTION ITEMS (CONTINUED):

- (i). 17. **Revised Policy Code: D 2.1 – Fiscal Accountability (continued)**  
 Superintendent of Business and Treasurer, Jacquie Davison will be available to answer questions arising from the report.

**Recommendations:**

1. That the Board of Trustees give first reading to revised Policy Code: D 2.1 – Fiscal Accountability.
2. That revised Policy Code: D 2.1 – Fiscal Accountability be circulated to all schools, student cabinet, the District School Council/PIC and presidents of all employee union and professional groups for review and response by Thursday, April 13, 2017 to Superintendent of Business and Treasurer, Jacquie Davison for presentation at the regular Board meeting on Monday, April 24, 2017.

- (j). 17. **Revised Policy Code: G 1.06 – Utilization of Board Resources**  
 At the meeting of the Policy Committee on Tuesday, February 14, 2017, Policy Code: G 1.06 – Utilization of Board Resources was reviewed and recommended to the Board for first reading.  
See Enclosure E.3.(j).17.

Superintendent of Business and Treasurer, Jacquie Davison will be available to answer questions arising from the report.

**Recommendations:**

1. That the Board of Trustees give first reading to revised Policy Code: G 1.06 – Utilization of Board Resources.
2. That revised Policy Code: G 1.06 – Utilization of Board Resources be circulated to all schools, student cabinet, the District School Council/PIC and presidents of all employee union and professional groups for review and response by Thursday, April 13, 2017 to Superintendent of Business and Treasurer, Jacquie Davison for presentation at the regular Board meeting on Monday, April 24, 2017.

- (k). 17. **Revised Policy Code: K 1.1 – Smoking on Board Property**  
 At the meeting of the Policy Committee on Tuesday, February 14, 2017, Policy Code: K 1.1 – Smoking on Board Property was reviewed and recommended to the Board for first reading.  
See Enclosure E.3.(k).17.

Superintendent of Business and Treasurer, Jacquie Davison will be available to answer questions arising from the report.

**Recommendations:**

1. That the Board of Trustees give first reading to revised Policy Code: K 1.1 – Smoking on Board Property.
2. That revised Policy Code: K 1.1 – Smoking on Board Property be circulated to all schools, student cabinet, the District School Council/PIC and presidents of all employee union and professional groups for review and response by Thursday, April 13, 2017 to Superintendent of Business and Treasurer, Jacquie Davison for presentation at the regular Board meeting on Monday, April 24, 2017.

## E. 3. ACTION ITEMS (CONTINUED):

(l). 17.

**Revised Policy Code: K 3.1 – Community Use of Schools**

At the meeting of the Policy Committee on Tuesday, February 14, 2017, Policy Code: K 3.1 – Community Use of Schools was reviewed and recommended to the Board for first reading.

See Enclosure E.3.(l).17.

Superintendent of Business and Treasurer, Jacquie Davison will be available to answer questions arising from the report.

**Recommendations:**

1. That the Board of Trustees give first reading to revised Policy Code: K 3.1 - Community Use of Schools.
2. That revised Policy Code: K 3.1 - Community Use of Schools be circulated to all schools, student cabinet, the District School Council/PIC and presidents of all employee union and professional groups for review and response by Thursday, April 13, 2017 to Superintendent of Business and Treasurer, Jacquie Davison for presentation at the regular Board meeting on Monday, April 24, 2017.

(m). 17.

**Long Term Financing Bylaw**

Permanent financing of approved capital projects is provided by the Ontario Financing Authority as directed by the Ministry of Education. Annual principal and interest payments are made by the Board with grant money flowed by the Ministry for this purpose.

At this time the Board is requesting the permanent financing of the renovations at St. Anthony French Immersion Catholic Elementary School.  
See Enclosure E.3.(m).17.

Superintendent of Business and Treasurer, Jacquie Davison will make a brief presentation.

**Recommendation:**

That the Board approve bylaw D 5.13 to enter into a capital loan with the Ontario Financing Authority in the amount of \$1,965,384 and empower the Chair and Superintendent of Business to sign a loan agreement.

(n). 17.

**2017 Borrowing – Resolution to Borrow for Current Expenditures in 2017**

During the calendar year it may become necessary, from time to time, to borrow to meet expenditure obligations. Under provincial legislation, funds may be borrowed from any chartered bank, municipality or school board, within the geographic boundaries of the Board. These loans are made by note and are repaid as revenue is received.

See Enclosure E.3.(n).17.

Superintendent of Business and Treasurer, Jacquie Davison will make a brief presentation.

**Recommendation:**

That the London District Catholic School Board authorizes the Secretary of the Board to sign the resolution relating to 2017 borrowing.

## E. 3. ACTION ITEMS (CONTINUED):

**(o). 17. Transfer to Accumulated Surplus (Deficit)**

The Budget Committee met on Tuesday, February 21, 2017 and is making recommendations to the Board.

See Enclosure E.3.(o).17.

Superintendent of Business and Treasurer, Jacquie Davison will make a presentation.

**Recommendations:**

1. That the internally appropriated balance for School Renewal (\$2,351,440) and Property Insurance Claims (\$152,207) be transferred to the unappropriated surplus for August 31, 2017;
2. That the budget for 2017/2018 will be prepared based on the following parameters:
  - The budget shows an in year surplus of \$1 million which will establish the required contingency balance or contribute to the reduction of the accumulated deficit;
  - Reflect staffing required due to elementary enrolment increases; and
  - Address the need for additional resources in Special Education and ICTS.

**(p). 17. Staffing Report**

The attached report provides the Board with a summary of the number of positions/employees within each category/type of employee/position under four groupings: all active, permanent employees; current long term occasional or long term assignment employees; all permanent employees on leave of absence; and current casual employees (active) (excludes casual/occasional employees who may be on a casual/occasional list but who are on a leave of absence).

See Enclosure E.3.(p).17.

Superintendent of Human Resources and General Counsel, Jim Vair will make a presentation.

**Recommendation:**

That the Board of Trustees receive and file.

**Note: The Chair will ask for a motion to accept items (q) to (z) that are starred. If a trustee wishes to have a star removed (s)he may do so.**






**(q). 17. Field Trips Approved by the Director**

Centre for Lifelong Learning – Continuing Education – Gr. 9 and 10 students visiting Ottawa, Montreal, Canada and New York City, New York, USA departing on Saturday, July 8, 2017 and returning on Friday, July 14, 2017.  
See Enclosure E.3.(q).17. (Trustees Only)

**Recommendation:**

That the Board of Trustees receive and file.

## E. 3. ACTION ITEMS (CONTINUED):

- (r). 17. **Field Trips Approved by the Director**  
 Centre for Lifelong Learning – Travel for Credit – Gr. 11 and 12 students visiting Washington D.C., Boston, Massachusetts and New York City, New York, USA departing on Saturday, July 8, 2017 and returning on Friday, July 21, 2017.  
See Enclosure E.3.(r).17. (Trustees Only)
-  **Recommendation:**  
 That the Board of Trustees receive and file.
- (s). 17. **Revised Policy Code: A 3.8 – Religious Accommodation**  
 The revised policy was given first reading at the December 5, 2016 Board meeting and was subsequently circulated to stakeholders. No feedback on the policy was received.  
See Enclosure E.3.(s).17.
-  **Recommendation:**  
 That the Board of Trustees approve revised Policy Code: A 3.8 – Religious Accommodation, as presented, effective immediately.
- (t). 17. **Revised Policy Code: I 1.1 – Instructional and Educational Goals**  
 The revised policy was given first reading at the December 5, 2016 Board meeting and was subsequently circulated to stakeholders. No feedback on the policy was received.  
See Enclosure E.3.(t).17.
-  **Recommendation:**  
 That the Board of Trustees approve revised Policy Code: I 1.1 – Instructional and Educational Goals, as presented, effective immediately.
- (u). 17. **Revised Policy Code: I 1.2 – School Day**  
 The revised policy was given first reading at the December 5, 2016 Board meeting and was subsequently circulated to stakeholders. No feedback on the policy was received.  
See Enclosure E.3.(u).17.
-  **Recommendation:**  
 That the Board of Trustees approve revised Policy Code: I 1.2 – School Day, as presented, effective immediately.
- (v). 17. **Policy to Rescind - Policy Code: D 2.01 – Budget Procedures**  
 At the regular Policy Committee meeting on Tuesday, February 14, 2017, Policy Code: D 2.01 – Budget Procedures was reviewed and determined that it was no longer relevant or included items that were included in other policies of the Board.  
See Enclosure E.3.(v).17.
-  **Recommendation:**  
 That the Board of Trustees rescind Policy Code: D 2.01 – Budget Procedures effective immediately.



## E. 3. ACTION ITEMS (CONTINUED):

**(w). 17. Policy to Rescind - Policy Code: G 1.10 – Staff Selection and Recruitment**

At the regular Policy Committee meeting on Tuesday, February 14, 2017, Policy Code: G. 1.10 – Staff Selection and Recruitment was reviewed and determined that it was no longer relevant or included items that were included in other policies of the Board.

See Enclosure E.3.(w).17.

**Recommendation:**

That the Board of Trustees rescind Policy Code: G. 1.10 – Staff Selection and Recruitment effective immediately.

**(x). 17. Policy to Rescind - Policy Code: G 1.11 – Reimbursement for Use of Personal Vehicle**

At the regular Policy Committee meeting on Tuesday, February 14, 2017, Policy Code: G. 1.11 – Reimbursement for Use of Personal Vehicle was reviewed and determined that it was no longer relevant or included items that were included in other policies of the Board.

See Enclosure E.3.(x).17.

**Recommendation:**

That the Board of Trustees rescind Policy Code: G. 1.11 – Reimbursement for Use of Personal Vehicle effective immediately.

**(y). 17. Policy to Rescind - Policy Code: G 3.1 – Teaching Staff Assignment and Transfers**

At the regular Policy Committee meeting on Tuesday, February 14, 2017, Policy Code: G. 3.1 – Teaching Staff Assignment and Transfers was reviewed and determined that it was no longer relevant or included items that were included in other policies of the Board.

See Enclosure E.3.(y).17.

**Recommendation:**

That the Board of Trustees rescind Policy Code: G. 3.1 – Teaching Staff Assignment and Transfers effective immediately.

**(z). 17. Policy to Rescind - Policy Code: J 5.1 – Supervision of Students**

At the regular Policy Committee meeting on Tuesday, February 14, 2017, Policy Code: J 5.1 – Supervision of Students was reviewed and determined that it was no longer relevant or included items that were included in other policies of the Board.

See Enclosure E.3.(z).17.

**Recommendation:**

That the Board of Trustees rescind Policy Code: J 5.1 – Supervision of Students effective immediately.

## F. 3. FUTURE MEETINGS:

**(a). 17. Board Meetings:**

Monday, March 27 – 7:00 p.m.

Monday, April 24 – 7:00 p.m.

Tuesday, May 23 – 7:00 p.m.

Monday, June 26 – 7:00 p.m.

**F. 3. FUTURE MEETINGS (CONTINUED):**

- (b). 17. Committee Meetings:**
  - Labour Relations Committee** – At the call of the Chair.
  - Special Education Advisory Committee** – Tuesday, March 21 – 6:00 p.m., Catholic Education Centre.
  - London District Catholic School Council – Parent Involvement Committee** – At the call of the Chair.
  - Advisory Committee on Policy** – Tuesday, April 11 - 4:30 p.m., Catholic Education Centre.
  - Audit Committee** – At the call of the Chair.
  - Advisory Committee on Catholicity and Communication** – Tuesday, April 25 – 4:30 p.m., Catholic Education Centre.
  - Planning and Property Committee** – At the call of the Chair.
  - Budget Committee** – At the call of the Chair.
  - East London ARC** – 1<sup>st</sup> Public Meeting Date – Tuesday, February 28 – 7:00 p.m., John Paul II Catholic Secondary School.

**G. 3. 17. REPORTS IN PREPARATION:**

There are no reports in preparation.

Date Referred    Report Date

**H. 3. 17. QUESTIONS:**

**I. 3. 17. ADJOURNMENT:**

CLOSING PRAYER