

SEPTEMBER 18, 2023

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Boardroom, Building 2, 51 Ardelt Avenue, Kitchener, Ontario, on **Monday, September 18, 2023, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Staff Follow Up

Policy and Governance

Reports

01 Bank Borrowing Resolution

N. Landry

05 2024 Board Retirement Celebration

Chairperson

Board Reports

07 2023 Trustee Self-Evaluation Report

Committee

14 Motion: Indoor Air Quality Ad Hoc Committee

Trustee C. Watson

Question Period (*10 minutes*)

Future Agenda Items (*Notices of Motion to be referred to Agenda Development Committee*)

Adjournment

Questions relating to this agenda should be directed to
Stephanie Reidel, Manager of Corporate Services
519-570-0003, ext. 4336, or Stephanie_Reidel@wrdsb.ca



Report to Committee of the Whole

September 18, 2023

Subject: Bank Borrowing Resolution

Recommendation

That the Waterloo Region District School Board adopt the Resolution, as outlined in Appendix A of the Bank Borrowing Resolution report to Trustees, authorizing the borrowing of money to meet current expenditures of the Waterloo Region District School Board for fiscal year 2024.

Status

The growth in the overall budget over the last number of years, combined with the extensive capital and maintenance program being undertaken by the WRDSB, has increased the short-term cash flow needs of the board. As such, staff are recommending that the borrowing limit be maintained at \$65M to ensure we have sufficient liquidity to meet our short-term needs; this request is supported by the cash flow summary provided in Appendix B.

Background

In the normal course of business, the Waterloo Region District School Board (WRDSB) borrows money to meet its operating expenditures. This is necessary because of timing differences between our collection of revenues from municipalities and the province, and our payment schedules for the expenditures of the WRDSB.

The Education Act (subsection 243) allows borrowing up to the uncollected amount of revenues of the Board. The borrowing limit for the 2022-23 school year was increased to \$65M; previously it was set at \$50M.

Financial implications

The annual budget includes an amount to provide for the anticipated interest costs incurred as a result of short-term borrowing; for the 2023-24 school year, that amount has been budgeted at \$300,000.

Communications

A certified copy of the Board Resolution will be forwarded to CIBC.

Prepared by: Nick Landry, Superintendent, Business Services & Treasurer of the Board

Miruna Armellini, Controller, Financial Services

in consultation with Leadership Council

Resolution

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE WATERLOO REGION DISTRICT SCHOOL BOARD (the “Board”)

A. In accordance with subsection 243(1) of the Education Quality Improvement Act (the “Act”), the Board considers it necessary to borrow the amount of up to \$65,000,000.00 to meet, until current revenue has been received, the current expenditures of the Board for their fiscal year 2024.

B. Pursuant to subsection 243(3) of the Act, the total amount borrowed pursuant to this resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the fiscal year.

C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.

D. The amount borrowed for current expenditures is within the Board’s Debt to Financial Obligation Limit as established by the Ministry of Education.

BE IT RESOLVED THAT:

1. The Chairperson or Vice-Chairperson and the Treasurer are authorized on behalf of the Board to borrow from time to time from Canadian Imperial Bank of Commerce (“CIBC”) a sum or sums not exceeding in the aggregate of \$65,000,000.00 to meet, until current revenue is collected, the current expenditures of the Board for the year (including the amounts required for the purposes mentioned in subsection 243 (1) and 243 (2) of the Act) plus interest at a rate to be agreed upon from time to time with CIBC.

2. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the monies collected or received in respect of the current revenues of the Board.

3. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the

uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year, less any current revenue already collected.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the Board in the Province of Ontario, duly passed at a meeting of the Board and that this Resolution is in full force and effect.

Dated this 18th day of September, 2023.

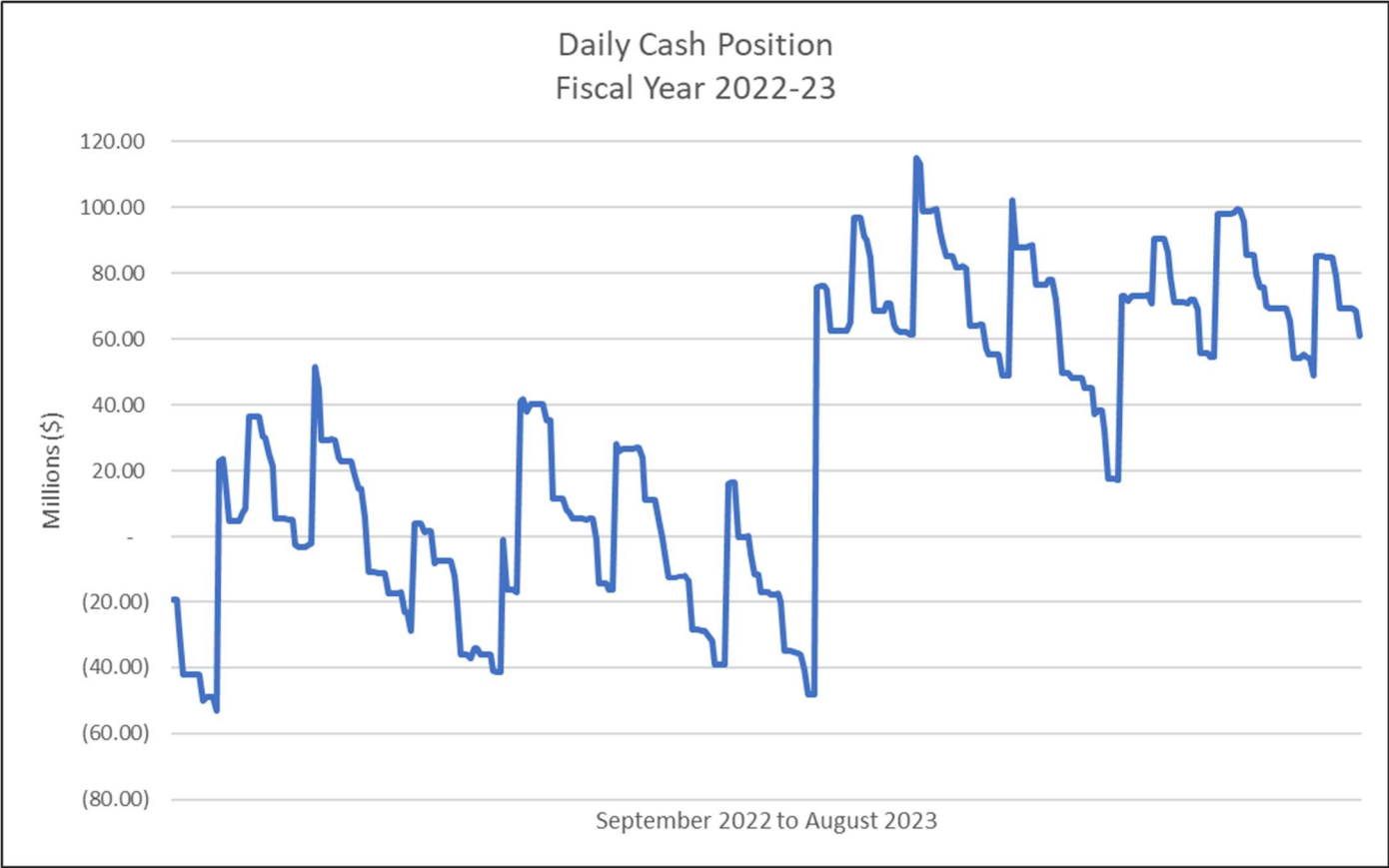
Waterloo Region District School Board

Per: _____
Chairperson or Vice-Chairperson

Treasurer

Daily Net Cash Position

September 1, 2022, to August 31, 2023



Report to Committee of the Whole

September 18, 2023

Subject: 2024 Board Retirement Celebration

Recommendation

That the Waterloo Region District School Board (WRDSB) approve celebrating 2023-24 WRDSB retirees through a reception, in June 2024, based on the success of the June 6, 2023 Retirement Celebration event; and

That a small catalogue of gifts once again be provided to the 2023-24 retirees to choose from, including the option to donate the value (of the clock) to either Nutrition for Learning, Food4Kids or WEFI, to acknowledge their service to the board.

Status

Feedback from retirees, trustees and staff who attended the reception on June 6, 2023, was overwhelmingly positive. Guests appreciated the more relaxed format allowing them the opportunity to mingle and visit with one another, resulting in a more social and enjoyable event.

Retirees were still honoured during the “formal remarks” portion of the evening by being called to the stage to receive their gift and be congratulated by the trustees who were present.

The selection of gifts was also appreciated, allowing each retiree to choose the gift of their preference. The option to donate the equivalent value of the mantle clock (previous gift to retirees) also remained a popular option with 24% of retirees choosing to donate rather than receive a gift.

[Board Policy 3008 - Recognition of Retiring Employees](#) will require updating if Trustees choose to offer a reception going forward.

Background

For the 2020 through 2022 retirees, due to the ongoing COVID-19 pandemic and health and safety considerations, the Board of Trustees approved celebrating WRDSB retirees by making a donation on their behalf to address the food insecurity in our region or to support students through WEFI - WCSSAA Student Athletic Assistance; and provided a mantle clock as a gift to acknowledge their service to the board. Retirees were also given the option to donate the value of the clock to one of these charities rather than receive a mantle clock.

Prior to 2020, the Board of Trustees hosted a banquet dinner for retirees and provided a mantle clock as a gift to acknowledge their service to the board.

On January 23, 2023, taking into account the current climate, including fiscal responsibility and the cost of inflation, the Board of Trustees voted to offer a retirement reception versus a formal dinner to honour the 2022-23 retirees.

Financial implications

The expenses associated with the recommendation above are within the 2024 budget approved by the Board of Trustees in June 2023.

Communications

Information will be communicated to retirees by the Administrative Assistant to the Chairperson and Trustees of the Board following Board approval. It will also be shared with Human Resources staff.

Prepared by: Elaine Burns, Executive Assistant to the Director of Education,
Heather McKinna, Administrative Assistant to Chairperson and Trustees of the Board,
Stephanie Reidel, Manager of Corporate Services,
on behalf of Joanne Weston, Chairperson of the Board
in consultation with Leadership Council.



Report to Board

September 18, 2023

Subject: Trustee Self-Evaluation 2023

Recommendation

This report is provided for information.

Status

Between June 23-30, 2023 Trustees were invited to complete a self-evaluation survey as an opportunity to share their experiences and communicate their needs to each other. This survey was voluntary and respondents could skip any question they did not want to answer.

6 out of 11 WRDSB Trustees and Student Trustees participated in the Self-evaluation. The responses can be found in Appendix A.

Background

The Waterloo Region District School Board Policy G400 (Board of Trustees Planning Cycle and Evaluations) provides for the following:

3.1.4 An annual performance self-assessment of the Board of Trustees, augmented by broader input at the discretion of the Board of Trustees.

Trustees currently have an Ad Hoc Committee designated to review this process. The Committee consisted of Trustees S. Piatkowski and M. Waseem. The survey was designed in consultation with the WRDSB's Research and Evidence-Based Practice Department.

Financial implications

There are no known financial implications at this time.

Communications

No further communication is required at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services, on behalf of the Ad Hoc Trustee Self-Evaluation Committee.

Trustee Self-Evaluation - Spring 2023 Report

Between June 23-30 2023 Trustees were invited to complete a self-evaluation survey as an opportunity to share their experiences and communicate their needs to each other. This survey was voluntary and respondents could skip any question they did not want to answer.

6 out of 11 WRDSB Trustees participated in the Self-evaluation. Below are the responses they provided.

Relationships Among Trustees

1 - Please rate your level of agreement for the following statements about the Board of Trustees as a whole group. The Board of Trustees....

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
	%	Count	%	Count	%	Count	%	Count	%	Count	
Practices active listening (Active listening is a way of listening and responding to another person that improves mutual understanding)	50.0%	3	17.0%	1	0%	0	0%	0	33.0%	2	6
Respects the opinions of others while working to reach a consensus	50.0%	3	17.0%	1	0%	0	0%	0	33.0%	2	6
Makes room at the board table so that divergent views can be heard	50.0%	3	17.0%	1	0%	0	0%	0	33.0%	2	6
Supports an open and encouraging approach to sharing their views	17.0%	1	17.0%	1	17.0%	1	.0%	0	33.0%	2	6
Works together to promote positive interactions amongst themselves	33.0%	2	33.0%	2	0%	0	0%	0	33.0%	2	6
Works together to address negative interactions amongst themselves	33.0%	2	33.0%	2	0%	0	0%	0	33.0%	2	6
Has an understanding of acceptable and unacceptable behaviour	17.0%	1	33.0%	2	0%	0	17.0%	1	33.0%	2	6

Additional Comments about “Relationships between Trustees” (themes):

- The Board is experiencing polarization that exists in the broader society
- Lack of a common understanding of the role of a Trustee
- There is a lack of mutual respect

Relationships With Other Stakeholders

2 - Please rate your level of agreement for the following statements about the Board of Trustees as a whole group. The Board of Trustees....

The community

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
	%	Count	%	Count	%	Count	%	Count	%	Count	
Understands the importance of gathering feedback from the community	67.0%	4	0%	0	0%	0	0%	0	33.0%	2	6
Establishes appropriate processes for gathering community input	67.0%	4	0%	0	0%	0	16.0%	1	16.0%	1	6
Engages communities in ongoing conversations	67.0%	4	0%	0	0%	0	16.0%	1	16.0%	1	6

The student voice from system

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
	%	Count	%	Count	%	Count	%	Count	%	Count	
Makes deliberate efforts to actively seek out student voice from throughout the system (e.g., attending a student performance, engaging with student groups, touring a school, walking with students to school)	50.0%	3	17.0%	1	17.0%	1	0%	0	17.0%	1	6
Makes deliberate efforts to incorporate student voice from throughout the system	67.0%	4	0%	0	33.0%	2	0%	0	0%	0	6

Staff

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
	%	Count	%	Count	%	Count	%	Count	%	Count	
Ensuring the Director of Education is meeting their duties (e.g., effectively implementing the policies of the board)	67.0%	4	0%	0	0%	0	0%	0	33.0%	2	6
Engages in respectful, cooperative and collaborative interactions with staff	67.0%	4	0%	0	0%	0	33.0%	2	0%	0	6
Ensures there are mechanisms in place to recognize and celebrate students, staff, community members and volunteers	67.0%	4	0%	0	33.0%	2	0%	0	0%	0	6

Other

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
	%	Count	%	Count	%	Count	%	Count	%	Count	
Protects and promotes Human Rights and ensures Equity while focused on student achievement and well-being	67.0%	4	0%	0	0%	0	0%	0	33.0%	2	6
Are accountable to all members of the community, not just those in the area in which they were elected	50.0%	3	17.0%	1	0%	0	0%	0	33.0%	2	6
Ensures there are mechanisms in place to recognize and celebrate students, staff, community members and volunteers	67.0%	4	0%	0	33.0%	2	0%	0	0%	0	6

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
	%	Count	%	Count	%	Count	%	Count	%	Count	
Ensures that local municipal, provincial and federal politicians understand local issues and needs, and encourages them to make education a high priority	67.0%	4	17.0%	1	17.0%	1	0%	0	0%	0	6

Additional Comments about “Relationships with other stakeholders” (themes):

- Community members have a variety of ways to connect with Trustees
- WRDSB keeps local, municipal, provincial and federal politicians aware of education related issues
- Ministry of Education has directed school board to focus on equity through legislation
- WRDSB has developed and implemented a human rights policy
- Student Trustees are a direct link to student voice
- Worked hard as a Board to ensure relationships have been nurtured
- The Board develop and engages in a Director Performance Appraisal process
- Ratings provided are applicable of the majority of Trustees
- Some relationships are challenging and there is more work to do
- Issues with transparency and accountability
- Not all voices around the Board table are valued
- Some questions and concerns from Trustees and community members are silenced
- Trustees are not focused on student achievement

The Board Function

3 - Please rate your level of agreement for the following statements about the Board of Trustees as a whole group. The Board of Trustees....

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
	%	Count	%	Count	%	Count	%	Count	%	Count	
Has an understanding of the budget process and is an effective steward of the board’s resources	67.0%	4	0%	0	17.0%	1	17.0%	1	0%	0	6
Oversees the establishment of a balanced budget that reflects the board’s vision, the needs of the community, and supports the board’s strategic plan	67.0%	4	0%	0	0%	0	17.0%	1	17.0%	1	6
Complies with all applicable laws, regulations and policies governing the board or enacted by the government	67.0%	4	0%	0	17.0%	1	0%	0	17.0%	1	6
Follows/has an understanding of board policies including conflict of interest policies and communication protocols	33.0%	2	33.0%	2	0%	0	33.0%	2	0%	0	6

Reviews and provides feedback on policies in achieving the board’s goals	50.0%	3	17.0%	1	0%	0	17.0%	1	17.0%	1	6
Uses data and/or evidence to make informed decisions	67.0%	4	0%	0	0%	0	0%	0	33.0%	2	6
Utilizes a human rights and equity lens in decision-making	60.0%	3	20%	1	0%	0	20%	1	0%	0	5
Consistently uses the meeting time well (i.e., issues get the time and attention proportionate to their importance)	50.0%	3	17.0%	1	0%	0	0%	0	33.0%	2	6
Comes to meetings prepared and ready to contribute	50.0%	3	17.0%	1	0%	0	17.0%	1	17.0%	1	6

Additional Comments about “Board Functions” (themes):

- Majority of the trustees put in effort into each of these areas
- Oversight of budget is the responsibility of the Board
- Scheduling of meetings by Agenda Development Committee is done well including being flexible for the addition of time sensitive matters
- The Board has been challenged by members of the community and has supported human rights through these interactions
- Trustees are not provided sufficient opportunities to ask questions
- Trustees have not received sufficient data prior to meetings

General Feedback

4 - Would you be interested in engaging in a process to reflect on your practice as a Trustee?

Answer	Count
Yes	4
No	1
Total	5

5 - In what areas do you feel the Board of Trustees would benefit from more professional development (themes):

- Human Rights
- Robert's rules
- WRBDS ByLaws

- Equity, diversity and inclusion
- Roles and responsibilities of Trustees
- Working together as a group of Trustees
- Working through differences of opinion

6 - What opportunities exist in our work? (themes):

- New Trustees provide opportunity to incorporate new perspectives
- Still early in the term to work on things
- Strategic plan focuses on student achievement, student and staff well-being, and equity
- There are opportunities to check on progress of the Strategic Plan
- Feeling discouraged that any opportunities currently exist

7 - What challenges exist in our work? (themes):

- Continue working on Strategic Plan and meeting the needs of students, staff and families without distractions
- Mental health of staff
- Prioritization of EQAO
- Funding from the province
- Polarization in education is creating roadblocks to student success
- Lack of willingness to engage in debate
- Topics covered in the media

8 - What feedback do you have about this year's survey? (themes):

- No changes needed
- Provide opportunities to comment beyond commenting on the Board as a whole
- Introduce a ranking system



Report to Committee of the Whole

September 18, 2023

Subject: Motion: Ad Hoc Indoor Air Quality Review Committee

Recommendation

That the Waterloo Region District School Board strike an ad hoc committee that would develop an indoor air quality policy that would consider the following items but not limited to, air purifiers and the ratio of air purifiers for every learning space per school, placement and replacement of air purifiers, the advantages and cost effectiveness of CR boxes, appropriate window use, portable CO2 monitors with real time readings that are easily read within the classroom environment, consideration for ongoing evaluation of emerging technology as well as a reporting procedure that would inform parents, and parent councils and staff about the quality of air in classrooms and working environments; and

That the air quality of buses also be discussed with possible solutions that would help monitor air quality of buses during the school year; and

That the committee include appropriate staff, two trustees, two parents, a relevant licensed professional engineer, two frontline teachers from the elementary and secondary panel as well as student trustees; and

That the indoor air quality policy upon completion be presented to the Board of Trustees at a Committee of the Whole in December 2023 for approval.

Status

This Notice of Motion was served at the June 12, 2023, Committee of the Whole meeting by Trustee C. Watson with support from Trustee M. Ramsay. The proposed Terms of Reference can be found as Appendix A.

Background

The following recitals were included by Trustee C. Watson as background:

Whereas air quality within the classroom and the school environment has a significant impact on student achievement and wellbeing,

Whereas the WRDSB does not have an indoor air quality policy,

Financial implication

The financial implications are not known at this time.

Communications

Upon ratification, a call for members would be made and meetings would be scheduled.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Trustee C. Watson in consultation with Leadership Council

Ad Hoc Committee Terms of Reference - Indoor Air Quality

- 1. Name Cindy Watson, Mike Ramsay**
 - 1.1. Related legislation Bill 98
 - 1.2. Related policies/bylaws Communication, 2000, 2006, 6000
 - 1.3. Alignment with Board Strategic Plan Mission- Creating learning environments where all students excel.... safety
 - 1.4. Type of committee (statutory, board (standing/ad hoc), community (standing/ad hoc))-
Ad hoc committee
 - 1.5. Definitions

- 2. Purpose/Mandate/Goals**
 - 2.1 Focus-developing a policy about air quality
 - 2.2 Powers and responsibilities
The WRDSB is a policy governance board.

- 3. Authority/Jurisdiction/Responsibilities**
 - 3.1 Individual members as per the motion
 - 3.2 Chair- decided at the first committee as well as a vice chair
 - 3.3 Board personnel
Staff as per motion

- 4. Membership**
 - 4.1 Composition/stakeholders parents and students, professionals and staff
 - 4.2 Term Ad hoc
 - 4.3 Appointment process as per regular process
 - 4.4 Vacancies- replacements if vacant earlier on in the process depending on expertise of individuals

- 5. Role of Board Personnel/Staff**
 - 5.1 Restrictions of membership none
 - 5.2 Personnel and services as per motion

- 6. Meetings**
 - 6.1 Access to meetings public
 - 6.2 Election of chair and vice chair as per bylaws
 - 6.3 Quorum simple majority
 - 6.4 voting majority
 - 6.5 Communications/distribution of minutes and agenda as per bylaws
 - 6.6 In camera meetings none

- 7. Reporting**
 - 7.1 Committee reports to whom the board as a whole
 - 7.2 Format of committee report back verbal and written report for recommendations

7.3 Time frame of committee report back as per committee discussion

8. Deliverables/Results

8.1 Requested/required committee output