



*The Niagara Catholic District School Board through
the charisms of faith, social justice, support and leadership,
nurtures an enriching Catholic learning community for all
to reach their full potential and become living witnesses of Christ.*

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

**TUESDAY, NOVEMBER 12, 2013
7:00 P.M.**

*FATHER KENNETH BURNS, C.S.C. BOARD ROOM
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*



A. ROUTINE MATTERS

1. Opening Prayers – Trustee Charbonneau -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of October 8, 2013 A5

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee
 - 1.1 Unapproved Minutes of the Policy Committee Meeting of October 22, 2013 C1.1
 - 1.2 Approval of Policies C1.2
 - 1.2.1 Acceleration Retention Policy (400.5) C1.2.1
 - 1.2.2 Employee Leaves of Absence Policy (201.1) C1.2.2
 - 1.2.3 Opening or Closing Exercises Policy - Safe Schools (302.6.1) C1.2.3
 - 1.2.4 Employee Workplace Harassment Policy (201.7) C1.2.4
 - 1.2.5 Employee Workplace Violence Policy (201.11) C1.2.5
 - 1.2.6 Occupational Health & Safety Policy (201.6) C1.2.6
 - 1.3 Policy and Guideline Review 2013-2014 Schedule
2. Pilgrimage 2013 C2
3. Special Education Advisory Committee Goal: Presentation to the Committee of the Whole C3
4. Computer Technology 2013-2014 Update C4
5. Extended Overnight Field Trip, Excursion and Exchange – 2013-2014 C5
6. Financial Statements for the Year 2012-2013 C6
7. Monthly Updates
 - 7.1 Capital Projects Update C7.1
 - 7.2 Student Senate Update -
 - 7.3 Senior Staff Good News Update -

D. INFORMATION

- | | |
|--|------|
| 1. Trustee Information | |
| 1.1 Spotlight on Niagara Catholic – October 22, 2013 | D1.1 |
| 1.2 Calendar of Events – November 2013 | D1.2 |
| 1.3 3 rd Annual Spelling Bee – Holy Cross Catholic Secondary School - November 21, 2013 | - |
| 1.4 Annual Trustee & Senior Staff Retreat & Mass – November 26, 2013 | D1.4 |
| 1.5 Annual Organizational Meeting of the Board – December 3, 2013 – 6:00 p.m. | - |
| 1.6 2013 OCSTA Catholic Trustees' Professional Development Seminar | D1.6 |

E. OTHER BUSINESS

- | | |
|---|------|
| 1. General Discussion to Plan for Future Action | |
| 1.1 Building the Next Phase in Ontario's Education Strategy | E1.1 |

F. BUSINESS IN CAMERA**G. REPORT ON THE IN CAMERA SESSION****H. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE
MEETING OF OCTOBER 8, 2013**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of October 8, 2013, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, OCTOBER 8, 2013

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, October 8, 2013 at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Vice-Chairperson Charbonneau.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Charbonneau.

2. Roll Call

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Student Trustees				
Vincent Atallah	✓			
Dallas McMahon	✓			

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Mario Ciccarelli**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

3. Approval of the Agenda

Moved by Trustee O'Leary

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of October 8, 2013, as presented.

CARRIED

4. Disclosure of Interest

A Disclosure of Interest was declared by Trustee Burkholder with Item C8.1 of the Public Agenda, as she has a family member who is associated with the Quartek Group.

5. Minutes of the Committee of the Whole Meeting of September 10, 2013

Moved by Trustee MacNeil

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 10, 2013, as presented.

CARRIED

B. PRESENTATIONS

1. Secondary Student Senate 2013-2014 Introductions

Saint Francis Catholic Secondary School Principal Ken Griepsma, who is also one of the administrative representatives to the Secondary Student Senate, welcomed the Secondary Student Senate representatives to the Committee of the Whole Meeting. Student Trustees Vincent Atallah and Dallas McMahon spoke briefly on the Student Senate and asked the representatives to introduce themselves.

Vice-Chairperson Charbonneau thanked the Student Senate members for their dedication to all the students within Niagara Catholic.

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes of the Policy Committee Meeting of September 24, 2013

Moved by Trustee Burkholder

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of September 24, 2013, as presented.

CARRIED

1.2 Policy and Guideline Review 2013-2014 Schedule

Director Crocco presented the Policy and Guideline Review 2013-2014 Schedule for Trustees' Information.

2. French Immersion in Niagara Catholic Elementary Schools 2013-2014

Mark Lefebvre, Superintendent of Education, welcomed Jayne Evans, FSL/ESL/Arts Consultant, who presented the report on French Immersion in Niagara Catholic Elementary Schools 2013 – 2014. Ms. Evans asked the FSL teachers to highlight different experiences they have had with the students in the program.

Director Crocco informed Trustees that an update on the French Immersion Program will be presented in the spring of 2014.

3. Annual Catholic School Council Financial Report 2012-2013

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Annual Catholic School Council Financial Report 2012-2013.

4. Accommodation Review Committee Report for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School

Scott Whitwell, Controller of Facilities Services, presented the Accommodation Review Committee Report for St. Christopher Catholic Elementary School and St. Theresa Catholic Elementary School. The report requests that the deadline for a report to the Board be amended from January 2014 to April 2014 in order to meet Ministry of Education timeline requirements and to provide sufficient time for consultation.

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend to the Niagara Catholic District School Board that Senior Staff bring the St. Christopher /St. Theresa Catholic Elementary Schools Accommodation Review Committee Report to a Committee of the Whole Meeting no later than April 2014.

CARRIED

5. Education Quality and Accountability Office (EQAO) Grade 9 Assessment of Mathematics and the Ontario Secondary School Literacy Test (OSSLT) Results 2012-2013

Superintendent Forsyth-Sells presented the Ontario Secondary School Literacy Test (OSSLT) Results 2012-2013 and answered Trustees questions.

6. Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2013-2014

Superintendent Lefebvre presented the Extended Overnight Field Trip/Excursion/Exchange Trip Information.

7. Professional Development Update – September & October 2013

Frank Iannantuono, Superintendent of Education/Human Resources, invited presented the Professional Development Update – September & October 2013 for information.

Anthony Corapi, Coordinator of Staff Development, provided a brief overview of the October 11, 2013 PA Day and answered Trustees questions.

8. Monthly Updates

8.1 Capital Projects Update

Scott Whitwell, Controller of Facilities Services, presented the Capital Projects Update.

Trustees asked that Appendix K – St. Martin Catholic Elementary School, be amended to update the timelines based upon the recent re-zoning of land and traffic concerns in Smithville.

8.2 Student Trustees' Update

Vincent Atallah and Dallas McMahon, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

8.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Ciccarelli

- Jessie MacDonald, Teacher at Canadian Martyrs Catholic Elementary School, won a bronze medal in the 51-kilogram division in the world senior freestyle wrestling championships held in Hungary.

Director Crocco

- Larry Reich retirement celebration was held in the Fr. Kenneth Burns Board Room earlier today with a tremendous turn out. Larry was very pleased with the event and continues to recover nicely from his health issues.
- The Board was asked to keep the students serving in Dominica in their prayers. The students are participating in the Niagara Catholic International Co-operative Experience (NCICE) program.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – September 10 & September 24, 2013

Director Crocco highlighted the Spotlight on Niagara Catholic – September 10 & September 24, 2013 issues for Trustees' information.

1.2 Calendar of Events – October 2013

Director Crocco presented the October 2013 Calendar of Events for Trustees' information.

1.3 Director of Education Inspiration Award 2012-2013 St. Alfred Church - October 10, 2013

Director Crocco presented information on the Director of Education Inspiration Award 2012-2013 recipients who will be presented with their awards on October 10, 2013 at St. Alfred Church.

Trustees received a copy of the media release which lists the recipients of the award.

Trustees were asked to confirm their attendance with Sherry Morena.

1.4 Niagara Catholic School Council Chair & Members Meeting
Monsignor Clancy Catholic – October 23, 2013

Director Crocco presented information on the Niagara Catholic School Council Chair & Members Meeting being held at Monsignor Clancy Catholic Elementary School on October 23, 2013.

Trustees were asked to confirm their attendance with Sherry Morena.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

1.1 International Education Partnership Agreements

Director Crocco provided an update on the delegation from Niagara Catholic who will be travelling to China and South Korea to sign the partnership agreements and formalize the delivery of programs and services by Niagara Catholic staff.

1.2 Proposed Highway 406 Interchange

Scott Whitwell, Controller of Facilities Services, presented information on the Proposed Highway 406 Interchange.

Director Crocco asked Trustees for their input and answered their questions and concerns based on the information available.

1.3 Proposed Trustees Retreat Date

Director Crocco has proposed a tentative Trustee Retreat with Bishop Bergie with a date and time to be determined.

F. BUSINESS IN CAMERA

Moved by Trustee Burkholder

THAT the Committee of the Whole move into the In Camera Session.

CARRIED

The Committee of the Whole moved into the In Camera Session of the Committee of the Whole Meeting at 8:55 p.m. and reconvened at 9:30 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Fera

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of October 8, 2013.

CARRIED

SECTION A: STUDENT TRUSTEES INCLUDED

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on September 10, 2013, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee MacNeil

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on September 10, 2013, as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee Nieuwesteeg

THAT the October 8, 2013 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:30 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **October 8th, 2013.**

Approved on the **12th** day of **November 2013.**

Maurice Charbonneau
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE
MEETING OF OCTOBER 22, 2013**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Policy Committee Meeting of October 22, 2013, as presented.

The following recommendations are being presented for the Board's consideration from the Policy Committee Meeting of October 22, 2013:

1.2.1 Acceleration Retention Policy (400.5)

THAT the Niagara Catholic District School Board approve the Acceleration Retention Policy (400.5). as presented.

1.2.2 Employee Leaves of Absence Policy (201.1)

THAT the Niagara Catholic District School Board approve the Employee Leaves of Absence Policy (201.1), as presented.

1.2.3 Opening or Closing Exercises Policy - Safe Schools (302.6.1)

THAT the Niagara Catholic District School Board approve the Opening or Closing Exercises Policy - Safe Schools (302.6.1). as presented.

1.2.4 Employee Workplace Harassment Policy (201.7)

THAT the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (201.7). as presented.

1.2.5 Employee Workplace Violence Policy (201.11)

THAT the Niagara Catholic District School Board approve the Employee Workplace Violence Policy (201.11), as presented.

1.2.6 Occupational Health & Safety Policy (201.6)

THAT the Niagara Catholic District School Board approve the Occupational Health & Safety Policy (201.6). as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, OCTOBER 22, 2013

Minutes of the Policy Committee Meeting held on Tuesday, October 22, 2013 at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:35 p.m. by Policy Committee Chairperson Burkholder.

1. Opening Prayer

Policy Committee Chairperson Burkholder led the meeting with a prayer.

2. Attendance

Committee Members	Present	Absent	Excused
Rhianon Burkholder (Committee Chair)	✓		
Kathy Burtnik	✓		
Dino Sicoli			✓

Trustees:
Nil

Student Trustees:
Vincent Atallah, Trustee
Dallas McMahon, Trustee

Staff:
John Crocco, Director of Education
Mark Lefebvre, Superintendent of Education
Frank Iannantuono, Superintendent of Education
Giancarlo Vetrone, Superintendent of Business & Financial Services
Jennifer Brailey, Manager of Corporate Services & Communications Department
Sherry Morena, Administrative Assistant, Corporate Services & Communications Department /Recording Secretary

Moved by Trustee Burtnik
THAT the Policy Committee excuse Trustee Sicoli from the Policy Committee Meeting of October 22, 2013.

APPROVED

3. Approval of Agenda

Moved by Trustee Burtnik

THAT the October 22, 2013, Policy Committee Agenda be approved, as amended to defer item 6.7 Ontario Student Record (OSR) Policy (301.7).

APPROVED

4. Disclosure of Interest

No Disclosures of Interest were declared with any items on the agenda.

5. Minutes of the Policy Committee Meeting of September 24, 2013

Moved by Trustee Burtnik

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of September 24, 2013, as presented.

APPROVED

6. Policies

ACTION REQUIRED

POLICIES – FOR RECOMMENDATION TO NOVEMBER 12, 2013 COMMITTEE OF THE WHOLE

6.1 Acceleration Retention Policy (400.5)

Mark Lefebvre, Superintendent of Education, presented the amendments to the Acceleration Retention Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Paragraph 2
 - delete the words “is to be”

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Acceleration Retention Policy (400.5), as amended.

APPROVED

6.2 Employee Leaves of Absence Policy (201.1)

Frank Iannantuono, Superintendent of Education, presented the amendments to the Employee Leaves of Absence Policy.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- amend the 1st paragraph to read:
In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes that an employee may ~~require~~ request a leave of absence to participate or attend to personal and/or educational obligations. ~~Notwithstanding any~~

~~provisions of any Collective Agreement or Terms and conditions,~~ The Director of Education may approve Leaves of Absence requests to an employee.

ADMINISTRATIVE GUIDELINES

- amend 3rd bullet to read:
 - To participate in an exchange program with the Ontario Ministry of Education, ~~or~~ Department of National Defence or other Board approved initiatives.
- **1. Leaves of Absence with Pay**
Applications for Leaves of Absence of any duration with pay shall only be granted by the Superintendent of Human Resources following consultation with the Director of Education, if they are covered contractually or through Board Policies. ~~The Senior Administrator Superintendent of Human Resources and/or designate shall may grant such leaves after consultation with the Director and/or other Supervisory Officers Superintendent of Education members of Senior Administrative Council.~~

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Leaves of Absence Policy (201.1), as amended.

APPROVED

6.3 Opening or Closing Exercises Policy - Safe Schools (302.6.1)

Superintendent Iannantuono presented the amendments to the Opening or Closing Exercises Policy - Safe Schools (302.6.1).

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Opening or Closing Exercises Policy - Safe Schools (302.6.1), as presented.

APPROVED

6.4 Employee Workplace Harassment Policy (201.7)

Superintendent Iannantuono informed the Policy Committee that the Ministry of Labour requires that the Employee Workplace Harassment Policy be reviewed and vetted annually.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Add the following statement as the 2nd to the last paragraph:
The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Harassment Policy (201.7), as amended.

APPROVED

6.5 Employee Workplace Violence Policy (201.11)

Superintendent Iannantuono informed the Policy Committee that the Ministry of Labour requires that the Employee Workplace Violence Policy be reviewed and vetted annually.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Violence Policy (201.11), as amended.

APPROVED

6.6 Occupational Health & Safety Policy (201.6)

Superintendent Iannantuono informed the Policy Committee that the Ministry of Labour requires that the Occupational Health & Safety Policy be reviewed and vetted annually.

The Policy Committee suggested the following amendments:

POLICY STATEMENT

- Add the following statement as the 2nd to the last paragraph:
The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Occupational Health & Safety Policy (201.6), as amended.

APPROVED

POLICIES - PRIOR TO VETTING

6.7 Religious Education Courses for Staff Policy (201.3)

Frank Iannantuono, Superintendent of Education, presented the amendments to the Religious Education Courses for Staff Policy.

POLICY STATEMENT

- Reword the 2nd paragraph to read:
The Board will subsidize staff successfully completing the OCSTA/OECTA and other Board-approved Religion Courses as outlined in the Administrative Guidelines.
- Reword the 3rd paragraph to read:
The Board will ~~annually approve~~ allocate funds ~~will~~ in the Annual Board Budget to support this policy.
- Delete reference

ADMINISTRATIVE GUIDELINES

- Reword the 1st paragraph to read:
A subsidy of ~~\$100.00~~ \$200.00 per course will be paid to staff upon successful completion of the OCSTA OECTA and other Board-approved Religion Courses. ~~a Board-approved OECTA/OCSTA Religious Education Course or a course in Religion or Theology such as those offered by OCSTA/OECTA Course.~~
- Reword the 2nd paragraph to read:
Staff must send evidence of successful completion of courses to the ~~Director of Education or Superintendent of Education/Human Resources Services.~~

The Policy Committee requested that the Religious Education Courses for Staff Policy (201.3) be vetted from October 25, 2013 to January 7, 2014 with a recommended deadline for presentation to the Policy Committee in January 2014, for consideration to the Committee of the Whole and Board in February 2014.

6.8 School Generated Funds Policy (301.6)

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the amendments to the School Generated Funds Policy.

ADMINISTRATIVE GUIDELINES

- Delete Student Councils section 15
- Delete Changes in Principals section 16

The Policy Committee requested that the School Generated Funds Policy (301.6) be vetted from October 25, 2013 to January 7, 2014 with a recommended deadline for presentation to the Policy Committee in January 2014, for consideration to the Committee of the Whole and Board in February 2014.

INFORMATION

6.2 Policies Being Vetted

Due date – November 11, 2013

- Access to School Premises Policy (302.6.3)
- Continuing Education Courses and Programs Policy (400.1)
- Corporate Cards Purchasing Cards and Petty Cash Policy (600.4)
- Employee Conferences, Workshops & Meetings Policy (201.15)
- Employee Meals & Hospitality Policy (201.14)

6.3 Policy and Guideline Review 2013-2014 Schedule

Director Crocco presented the Policy and Guideline Review 2013-2014 Schedule.

7. Date of Next Meeting

Tuesday, November 26, 2013– 4:30 p.m.

8. Adjournment

The meeting adjourned at 6:15 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

TOPIC: ACCELERATION RETENTION POLICY (400.5)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Acceleration Retention Policy (400.5), as presented.

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Policy Committee
Recommended by: Policy Committee
Date: November 12, 2013

	ACCELERATION/RETENTION POLICY (ELEMENTARY) POLICY	Section:	400 – Educational Programs
	STATEMENT OF POLICY	No:	400.5
		Adopted:	April 22, 2003
		Revised:	NIL


In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, it is the policy to allow students at the elementary level to progress from grade to grade in accordance with their individual performance. Students will generally be placed in classes with their age appropriate peers. The placement of students must be based on all the factors influencing the student's progress including academic, social, emotional and physical growth considerations.

When a request is made to accelerate or retain a student, the decision is the responsibility of the school Principal, who will consult with the parent(s), guardian, advocate, classroom teacher, appropriate Special Education Department personnel and Family of Schools Superintendent. Consideration for either acceleration or retention should be initiated early within the current school year (September or October). Late requests (May or June) will not be considered for the following September. In such cases, the consultation could commence during the following school year and prior to February 1st for the following term.

The Director of Education will establish Administrative Guidelines for the implementation of this Policy.

References:

- *Education Act, R.S.O. 1990, c. E.2*
- *Growing Success: Assessment Evaluation and Reporting in Ontario Schools, 2010*
- *Ministry of Education: Learning for All, A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12, 2011-Draft Version*

	ACCELERATION/RETENTION POLICY (ELEMENTARY) POLICY ADMINISTRATIVE GUIDELINES	Section:	400 – Educational Programs
		No:	400.5
		Adopted:	April 22, 2003
		Revised:	NIL

ACCELERATION

The advancement of a child to one grade level beyond that which is normally associated with his/her current grade/age placement.

- It is the practice of this Board to place students in the grade appropriate to age.
- Since lateral enrichment activities are available to students who require them regardless of grade, students should not be grade accelerated more than once during the elementary school years.
- Grade acceleration is only one of many options to be considered when determining effective enrichment programming for students.

RETENTION

The withholding of promotion to or the placement of a student in a grade level other than an age appropriate setting.

- It is the general practice of this Board to place students in the grade appropriate to age.
- Retention is only to be considered an option if the student will benefit from an additional year at the grade level. Consideration may be given to the following: maturation level, ability, social/emotional factors, standardized assessments.
- Retention should not be utilized as a consequence for negative behaviour or truancy.
- Grade retention is not deemed to be a viable option for students who have been identified as Exceptional through the IPRC process.
- Alternative interventions: resource assistance and support, modifications and accommodations to program (IEP) and assessment results should be in place for each student.
- During the completion of Term 1 or Term 2 Report Cards, prior to selecting 'Promotion at Risk', it is understood that the principal and teacher have discussed this option in light of the guidelines for Retention.

PROCESS

For the purposes of both Acceleration and Retention, the following process is to be followed:

1. Identification of Students

Students may be recommended for either acceleration or retention from a number of services: classroom teacher, parents / guardian, principal, other related individuals who impact upon the child's academic / social life.

2. Timeline

Consideration for either acceleration or retention should be initiated early within the current school year (September or October). Late requests (May or June) will not be considered for the following September. In such cases, the consultation could commence during the following school year and prior to February 1st for the following term.

3. Confirmation

Once a student has been identified as a potential candidate for either acceleration or retention, and with support of the principal and parents, the appropriate Special Education Department Co-ordinator is to be contacted for consultation.

4. Assessment

A student brought forward through Steps 1, 2 and 3 is to be assessed by the appropriate tests / personnel as determined by the Principal and Special Education Department Co-ordinator. The results are to be shared with the classroom teacher, the parent / guardian, principal and student (where appropriate).

5. Decision

A recommendation by the principal to accelerate or retain a student is to be made in consultation with the parents / guardian, classroom teacher and appropriate Special Education Department personnel. The parents of the student will be provided with recommendations in writing. A copy of the decision will be placed in the student's OSR.

6. Approval

In cases where the parents are in agreement, the principal will contact the appropriate Family of Schools Superintendent. Final approval for the acceleration or retention of a student will be made with the support of the Family of Schools Superintendent.

7. Appeal

In cases where the parent(s) are not in agreement with the decision, the Principal shall contact the appropriate Family of Schools Superintendent and inform the parent(s) of the Board's **Complaint Resolution Policy**. A copy of the decision shall be placed in the student's OSR.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

TOPIC: EMPLOYEE LEAVES OF ABSENCE POLICY (201.1)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Leaves of Absence Policy (201.1), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: November 12, 2013

	<p>EMPLOYEE LEAVES OF ABSENCE POLICY</p> <p>STATEMENT OF POLICY</p>	<p>Section: 200 – Human Resources</p> <p>No: 201.1</p> <p>Adopted: January 27, 1998</p> <p>Revised: Nil</p>
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In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes that an employee may ~~require~~ request a leave of absence to participate or attend to personal and/or educational obligations. ~~Notwithstanding any provisions of any Collective Agreement or Terms and conditions,~~ The Director of Education ~~and/or designate~~ may ~~grant~~ approve Leaves of Absence requests to an employee a member of staff. for the following purposes:


- ~~1. To take further educational studies on a full time basis for a maximum period of one year, renewable at the discretion of the Director of Education.~~
- ~~2. For illness not covered by a collective agreement.~~
- ~~3. To hold public office as a Member of Parliament, Member of the Provincial Parliament, Member of Municipal Government or Mayor.~~
- ~~4. To take on duties requested by Employee Unions, Teacher Federations or Professional Organizations which officially represent employees of this Board.~~
- ~~5. To participate in an exchange program with the Ontario Ministry of Education or Department of National Defence.~~
- ~~6. To serve in an administrative position to which a member of a religious community is appointed by the order.~~
- ~~7. For personal or professional reasons which are deemed to be compelling and which are not of a re-occurring nature.~~

An information report on granted Leaves shall be submitted to the Board on a regular basis.

The Director of Education shall ~~develop~~ will issue Administrative Guidelines to ensure for the implementation of this Policy.

References:

- *Employment Standards Act*

	EMPLOYEE LEAVES OF ABSENCE POLICY	Section:	200 – Human Resources
		No:	201.1
ADMINISTRATIVE GUIDELINES		Adopted:	January 27, 1998
		Revised:	Nil

Applications for Leaves of Absences shall ~~first go~~ **be submitted** to the immediate Supervisor for a recommendation and then to the appropriate Administrator ~~in the Human Resources department who shall;~~

Leaves of Absence may be granted and approved for the following purposes;

- To take further educational studies on a full-time basis for a maximum period of one year, renewable at the discretion of the Director of Education.
- To hold public office as a Member of Parliament, Member of the Provincial Parliament, Member of Municipal Government or Mayor.
- To participate in an exchange program with the Ontario Ministry of Education or Department of National Defence *or other Board approved initiatives.*
- To serve in an administrative position to which a member of a religious community is appointed by the order.
- For personal or professional reasons which are deemed to be compelling and which are not of a re-occurring nature.
- For ~~illness~~ absences not covered by a collective agreement.
- To take on duties requested by Employee Unions, Teacher Federations or Professional Organizations which officially represent employees of this Board.

1. **Leaves of Absence with Pay**

- Approved Leaves

Applications for Leaves of Absence of any duration with pay shall only be granted ***by the Superintendent of Human Resources following consultation with the Director of Education,*** if they are covered contractually or through Board Policies. ~~The Senior Administrator Superintendent of Human Resources and/or designate shall may grant such leaves after consultation with the Director and/or other Supervisory Officers Superintendent of Education members of Senior Administrative Council.~~

2. **Leaves of Absence Without Pay**

Applications for Leaves of Absences shall without pay ~~first go~~ **shall be submitted** to the immediate Supervisor for a recommendation and then to the appropriate Administrator ~~in the Human Resources department who shall;~~ **with the following considerations;**

- a. If the Leave is for a period of two weeks or less, approve, modify or deny such Leaves, according to the circumstances and after consultation with the appropriate Superintendent.
- b. if the Leave is for a period of more than two weeks, present recommendations, after consultation with the appropriate Superintendent, to the Director of Education **and/or designate,** who shall make the final decisions.
- ~~c. If the Leave of Absence is for a period of more than 4 months~~ **1 year,** the employee may be assigned, upon return from the Leave, to a comparable position consistent with the employee's collective agreement provisions.

DRAFT

- d. Upon return from the leave of absence, an Employee will be assigned a position with the Board according to the terms and conditions of employment, prevailing contracts, Board Policies and Administrative Regulations. Subject to the surplus and redundancy provisions, if any, of the prevailing collective agreements, terms and conditions and other legally binding terms of employment, Employees will be assigned to a comparable assignment, not necessarily the same location.
 - e. Sick leave credits will not accumulate during the period of leave.
 - f. The period of leave will count for seniority experience but not for salary increment as per their respective Collective Agreements or Terms and Conditions.
 - ~~g. The employee may not be guaranteed the ~~their~~ former position or job location or municipality unless ~~if~~:
 - ~~• the Leave is for a period of 4 months ~~1 school year or more less.~~~~
 - ~~• specifically approved by the Director of Education or designate at the time the Leave is granted.~~~~
 - h. An application for a Leave of Absence for illness shall include a report (including recommendations) from a medical doctor. Where a Leave of Absence is approved for reasons of health, a medical certificate of good health including a statement that the employee is able to resume his/her duties and responsibilities shall be submitted at the time required for notifying the Director of Education or designate of intention to return to work.
 - i. An employee requesting a Leave of Absence for illness may be required by the Director of Education or designate to have a medical examination by a Board-appointed physician prior to the approval of the Leave of Absence and prior to the return to work.
 - j. The maximum period of a Leave of Absence granted to an employee to serve as a Member of Municipal Government or Mayor shall be for two full terms of office.
 - k. An employee holding municipal office may be granted permission to be absent from duties for a temporary period of time to attend to elected office duties for emergency reasons on the recommendation of the appropriate ~~Supervisory Officer~~ Superintendent and approved by the Director of Education ~~or designate~~ on the condition that there be no remuneration for the period of absence. The minimum reduction in pay shall be one-half day for any portion of the day that the employee is absent.
 - l. An employee who is granted a Leave of Absence without pay according to this Policy shall, when the Leave exceeds one month, be responsible for the payment of one hundred percent (100%) of ~~all fringe benefits~~ ~~the premiums for the employee benefits that they wish to maintain during the leave of absence.~~
3. An information report on approved Employee Leaves of Absence shall be submitted to an In Camera Meeting of the Board on a regular basis.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

**TOPIC: OPENING OR CLOSING EXERCISES POLICY
- SAFE SCHOOLS (302.6.1)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Opening or Closing Exercises Policy - Safe Schools (302.6.1), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: November 12, 2013

	OPENING OR CLOSING EXERCISES POLICY STATEMENT OF POLICY	Section:	300 – Schools/Students
		No:	302.6.1
		Adopted:	June 26, 2001
		Revised:	May 28, 2002

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~traditions of the Niagara Catholic District School Board, the~~ daily opening exercises at all schools ~~within the Niagara Catholic District School Board~~ will include a prayer ~~or reading~~ that reflects the Gospel values and our Catholic faith. A specific reading or reflection may also be included as part of the prayer or in addition to the prayer to enhance the message for the day.


To instill pride and respect for self and country, all schools in the Niagara Catholic District School Board ~~shall~~ must include the singing of “O Canada” as part of daily ~~in opening or closing~~ exercises. In accordance with the two official languages of Canada, Principals ~~are to play~~ will ensure that the playing of the national anthem will include both English and French lyrics.

Principals, ~~in co-operation with Catholic School Councils,~~ may include the recitation of a ~~the~~ Pledge of Canadian citizenship as part of ~~the any~~ opening or closing ceremony.

The Director of Education will ~~issue~~ ~~establish~~ Administrative Guidelines ~~and~~ ~~procedures~~ for the implementation of this Policy.

References

- *Education Statutes and Regulations of Ontario*
- *Regulation 435/00, s.1*
- *Niagara Catholic - Safe Schools Policy (302.6)*

	<p>OPENING OR CLOSING EXERCISES POLICY</p> <p>ADMINISTRATIVE GUIDELINES</p>	<p>Section: 300 – Schools/Students</p> <p>No: 302.6.1</p> <p>Adopted: June 26, 2001 Revised: May 28, 2002</p>
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Opening Exercises

In accordance with the *Education Act*, all pupils are required to participate in the opening or closing exercises unless:

- In the case of a pupil who is less than 18 years old, if the parent or guardian applies to the Principal of the school for an exemption for the exercises.
- In the case of a pupil who is at least 18 years old, if the pupil applies to the principal for an exemption from the exercises.

Pledge of Citizenship

The Principal, after consultation with the staff and Catholic School Council for advice, may decide whether to include the reciting of the Pledge of Canadian citizenship in the opening exercises or at a specifically designated time of the year. This practice decision shall be reviewed annually. at the beginning of each school year.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

TOPIC: EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (201.7), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: November 12, 2013



EMPLOYEE WORKPLACE HARASSMENT POLICY

STATEMENT OF POLICY

Section: 200 – Human Resources

No: 201.7

Adopted: March 26, 2002
Revised: February 28, 2012

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board will endeavour to provide a work environment that promotes the treatment of every employee with dignity, respect and equity.

The Board believes that the eradication of harassment in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a harassment situation has a responsibility to draw appropriate attention to it.

Where the occasion of a complaint of harassment arises, the Board may achieve resolution through a formal or informal process. During the process all information gathered is to be kept confidential. It is the intention of the policy and the resulting guidelines to attempt to protect both the complainant and the accused. Therefore, each party has equal rights at all steps throughout the process.

The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

The Director of Education will issue administrative guidelines in support of this policy.

References:

- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Occupational Health & Safety Act \(December 2009\)*](#)
- [*Ontario Human Rights Code 1990*](#)
- [*Teaching Profession Act*](#)
- [*Niagara Catholic - Workplace Violence Policy \(201.11\)*](#)



EMPLOYEE WORKPLACE HARASSMENT POLICY

ADMINISTRATIVE GUIDELINES

Section: 200 – Human Resources

No: 201.7

Adopted: March 26, 2002
Revised: February 28, 2012

DEFINITIONS

Definitions are subject to changes from time to time as the appropriate legislation is reviewed and amended.

Workplace Harassment

Means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to reasonably to be known to be unwelcome.

Ethnocultural Harassment

Is one or a series of unwanted, unsolicited remarks, behaviours or communications, in any form, directed toward an individual or members of an identifiable group because of a prohibited ground of discrimination, which has the effect of:

- ◆ Creating an intimidating, hostile, or offensive psychological or emotional climate for work or study, and/or
- ◆ Undermining work/academic performance, and/or
- ◆ Preventing or impairing full and equal enjoyment of employment/educational services, benefits, and/or opportunities.

Sexual Harassment is

- ◆ Unwanted sexual attention of a persistent or abusive nature made by a person who knows, or ought to know, that such attention is unwanted;
- ◆ Implied or expressed threat or reprisal in the form either of actual reprisal or the denial of opportunity for refusal to comply with a sexually oriented request; and
- ◆ Sexually oriented remarks, gestures and/or behaviour which may reasonably be perceived to cause humiliation or a negative psychological and/or emotional environment for work or study.

Sexual Harassment may include

- ◆ The display or distributing of offensive material such as pictures, cartoons, e-mails and graffiti in schools, or in other Board premises,
- ◆ Unwanted and unnecessary physical contact,
- ◆ Unwelcome remarks, jokes or other gestures of a sexual nature.
- ◆ Unwelcome sexual innuendo, sexual advances, inappropriate body contact, request for sexual favours and the display of exploitive material

Sexual Harassment is not

- ◆ Conduct which both parties find acceptable such as an occasional compliment,
- ◆ An occasional or appropriate comment which a reasonable person, in his/her circumstances, would not take to have an unwelcome sexual connotation.
- ◆ Relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.

GENERAL

The normal and proper exercise of supervisory responsibilities including, but not limited to training, evaluating, counselling and disciplining when warranted, does not in itself constitute harassment.

COMPLAINT RESOLUTION PROCEDURES - INFORMAL RESOLUTION (VERBAL PROCESS)

- ◆ Complainants are encouraged to attempt to resolve concerns at the Informal Resolution Stage. However, if the complainant believes circumstances make this difficult to do, the complainant may follow the Formal Resolution procedures.
- ◆ The complainant may speak directly to the accused, in order to:
 - identify the specific conduct, action or attitudes which are alleged to be harassing
 - demand that the conduct, action or attitudes cease
- ◆ The complainant may choose to speak to his/her Immediate Supervisor, or another supervisor, in an attempt to resolve the complaint.
- ◆ This supervisor may arrange informal meetings to resolve the issue and the parties concerned may be accompanied by an advocate to attend the meetings if they so choose.
- ◆ No formal written records are necessary at this stage. It is strongly suggested, however, that the parties should keep personal documentation of the meeting(s).

COMPLAINT RESOLUTION PROCEDURES - FORMAL RESOLUTION

- ◆ This complaint procedure is not intended to affect the employee's rights and duties as outlined in relevant legislation and/or Collective Agreements or Terms of Employment.
- ◆ If the complainant is not satisfied that the informal resolution procedure has produced acceptable results, or if circumstances warrant further action, then the complainant may initiate the formal resolution procedure.
- ◆ The complainant has the right to bring forward a formal complaint and to obtain a review of her/his complaint in an atmosphere of respect and confidentiality without fear of embarrassment or reprisals.
- ◆ The formal complaint shall be in written form.
- ◆ The formal complaint should be brought to the attention of the Immediate Supervisor with copies to the appropriate Superintendent and the Senior Administrator of Human Resources.
- ◆ Resolution to the formal complaint process shall be initiated through the Immediate Supervisor or Senior Administrator of Human Resources.
- ◆ When the accused is the Immediate Supervisor the complaint shall be directed to the appropriate Superintendent, with a copy to the Senior Administrator of Human Resources.
- ◆ When the accused person is a Superintendent or Senior Administrator of Human Resources the complaint shall be directed to the Director of Education.
- ◆ When allegations are made against the Director the complaint shall be directed to the Chairperson of the Board.
- ◆ The complaint shall be forwarded to the Director if the accused is a Trustee.
- ◆ The formal written complaint shall include:
 - identification of the accused individual(s) involved
 - identification of the specific conduct, action, or attitudes which the complainant considers harassing
 - identification of any witnesses to the conduct, action or attitudes
 - a suggested resolution
- ◆ A copy of this complaint must be sent by the complainant to the accused within 3 working days of the registration of the complaint.
- ◆ If the complaint is directed at another member of the College of Teachers, teachers are required to comply with section 18 1(b) of the regulation made under the **Teaching Profession Act**.

INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

- ◆ Upon receipt of a formal complaint the Supervisor shall ascertain that a copy of the complaint has been provided to the accused and to the appropriate Superintendent and the Senior Administrator of Human Resources.
- ◆ The Supervisor shall arrange a meeting within ten (10) working days, under ordinary circumstances, of the written complaint being sent to the accused. Each party to this meeting may have an "advocate" present during the meeting. This advocate may be a principal, vice principal, supervisor, trusted staff member, friend, association or union representative.
- ◆ During this meeting the Supervisor shall review the complaint, allow each party to present their position relative to the complaint, and question the parties for clarification.

◆ **No Merit**

A written report is expected if the Supervisor concludes after an internal investigation that the complainant's allegations have no merit. This report shall be completed with a rationale for ending the investigation. The report shall be communicated to the parties within ten (10) working days of the meeting (refer to 4 b). A copy of this report shall be forwarded to the appropriate Superintendent and to the Senior Administrator of Human Resources.

◆ **With Merit**

An internal investigation is expected if the Supervisor concludes that the allegations have merit. After internal investigation:

- If it is clear that the respondent's behaviour did constitute harassment/ discrimination, the respondent will be required to provide a written plan that outlines what will be done to prevent any reoccurrence of the harassing behaviour(s).
 - The plan will also address future interactions with the complainant to ensure that there will be no overt or subtle intimidation or retaliation. The plan may include specific action regarding harassment/discrimination prevention education or counselling provided in the community.
 - The complainant's wishes regarding future interactions with the respondent may be considered in the development and the final approval of the plan.
 - The Superintendent of Human Resources will determine the appropriate disciplinary action to be taken.
- ◆ If either party is not accepting of the findings the matter may be referred to the Director. The Director may select to proceed with an investigation through his / her office or refer the matter to an independent third party. Selection of the third party shall be the exclusive decision of the Director.
- ◆ Should the Director choose to investigate the matter through his / her office the Director may request, in writing a meeting with either party for the purpose of reviewing the decision reached by the Supervisor? This request must be made within fourteen (14) fifteen (15) working days of the decision by the Supervisor. The Director will hold a meeting with both parties.
- ◆ After a meeting with the Director a written final decision will be presented to both parties. A copy of this final decision including any prescribed action and discipline will be filed with the Senior Administrator of Human Resources.
- ◆ The final decision of the Director may be appealed to the Committee of the Whole/ or the Board by either party not to exceed sixty (60) school days.
- ◆ If the complaint is against the Director of Education the Chairperson of the Board will refer the issue to the Board after conducting an informal investigation in order to assess merit.
- ◆ If the complaint is against a Trustee, the Director will refer the issue to Chair of the Board after conducting an informal investigation in order to assess merit.

RECORDS

- ◆ All records for cases determined to have merit, shall be sealed and placed in the accused person's electronic personnel file and are accessible only to authorized Board personnel, the accused and any representative of the accused with the appropriate written permission. If there are no further complaints that are deemed to have merit, within a three (3) year period this individual may request, in writing, that their record be removed and destroyed.
- ◆ At the written request of the accused, the Director and / or delegate may review the appropriate harassment file after a three (3) year period provided the individual has fully complied with the Board's Employee Workplace Harassment policy during that time period.
- ◆ The Director may, at his/her discretion, determine that the harassment file be retained or destroyed following the review.

OTHER CONSIDERATIONS

- ◆ All investigations, accusations and all matters dealing with the Employee Workplace Harassment complaint will be conducted with regard to due process and confidentiality.
- ◆ Any breach of confidentiality by those parties involved may result in disciplinary action.
- ◆ The process does not abrogate or deny the rights of any employee granted or contained in any other provincial acts or regulations, federal legislation or collective agreements.

- ◆ If the most recent incident giving rise to the complaint occurred prior to the current school year or prior to six months before initiation of the complaint, the complaint must have a reasonable explanation of why the complaint was not promptly made and the supervisor must be satisfied that the delay was incurred in good faith and no substantial prejudice will result to any individual affected by the delay.
- ◆ If the complaint is made by a student or a parent against an employee of the Board the appropriate supervisor will exercise the relevant guidelines or regulations as set out in the Police Protocol section of the Safe Schools Policy (302.6).
- ◆ All principals/supervisors shall make all employees aware of this policy.
- ◆ Failure to take measures to address harassment in the workplace has legal implications for the employer (Board) under the Ontario Human Rights Code.
- ◆ This policy will be implemented in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- ◆ Timelines to the investigation and the process listed in this policy may be extended with the approval and agreement of the parties.
- ◆ Copies of this policy will be submitted to the complainant and harasser upon receipt of the complaint.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

TOPIC: EMPLOYEE WORKPLACE VIOLENCE POLICY (201.11)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Workplace Violence Policy (201.11), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: November 12, 2013

	<p style="text-align: center;">EMPLOYEE WORKPLACE VIOLENCE POLICY</p> <p style="text-align: center;">STATEMENT OF POLICY</p>	Section:	200 – Human Resources
		No:	201.11
		Adopted:	April 23, 2002
		Revised:	December 20, 2011

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to providing a safe working environment in which all Employees are treated with consideration, dignity, respect, equity and in accordance with the gospel values of Jesus Christ, as well as the Mission, Vision and Values of the Board.

The board believes that the eradication of workplace violence in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a potential workplace violence situation has a responsibility to draw appropriate attention to it.

Workplace Violence will not be tolerated on the Niagara Catholic District School Board premises, while conducting company business, or work related functions, whether such violence is perpetrated by senior administration, managers, employees, contractors, customers, clients, visitors or members of the general public.

If the employee believes they are at risk of violence in the workplace including domestic violence they must advise the employer and the employer should take appropriate steps which may include seeking the assistance of the local police.

Where the occasion of workplace violence arises, the Board will achieve resolution through a formal process. During the process all information gathered is to be kept confidential.

The Board will assess the risks of workplace violence that may arise from the nature of the workplace, and provide relevant training, information and instruction, in accordance with current legislation in the Province of Ontario.

This Policy is to be applied in conjunction with other Board Policies dealing with employee behaviour, progressive discipline, conflict resolution and school safety (i.e. Code of Conduct, Access to School Premises, Criminal Background Check, Police and School Board Protocol, Occupational Health and Safety, Safe Physical Intervention for Students, Employee Workplace Harassment).

The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

The Director of Education will issue Administrative Guidelines in support of this policy.

References:

- [*Ontario Human Rights Code 1990*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act*](#)
- [*Occupational Health & Safety Act \(December 2009\)*](#)
- [*Bill 168: Occupational Health and Safety Amendment Act \(Violence and Harassment in the Workplace\) 2009*](#)
- [*Niagara Catholic - Employee Workplace Harassment Policy \(201.7\)*](#)
- [*Niagara Catholic - Workplace Violence Management Program*](#)



EMPLOYEE WORKPLACE VIOLENCE POLICY

ADMINISTRATIVE GUIDELINES

Section:	200 – Human Resources
No:	201.11
Adopted:	April 23, 2002
Revised:	December 20, 2011

Workplace Violence is defined by the Ministry of Labour (MOL) as:

- ◆ the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee;
- ◆ an attempt to exercise physical force against a employee, in a workplace, that could cause physical injury to the employee; and
- ◆ a statement or behaviour that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in the workplace, that could cause physical injury to the employee.
- ◆ **Workplace** refers to any place where employees perform work or work-related duties or functions. Schools and school-related activities, such as co-curricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.
- ◆ **Employee** refers to all employees of the Board.

Definitions are subject to changes from time to time as the appropriate legislation is reviewed or amended.

The Employee Workplace Violence Policy and Administrative Guidelines shall be posted in a conspicuous place in every workplace throughout the Niagara Catholic District School Board.

Provision of Information

Disclosure of Information with respect to Workplace Violence provided to an Employee may include personal information related to a risk of violence from a person with a history of violent behaviour if,

- ◆ The Employee can be expected to encounter that person in the course of his or her work; and
- ◆ The risk of workplace violence is likely to expose the employee to physical injury, as outlined in legislation.

No employer or supervisor shall disclose more personal information than is reasonably necessary to protect the worker from physical injury.

Domestic Violence

If the employer becomes aware, or ought to reasonably be aware that domestic violence that is likely to expose an Employee to physical injury may occur in the workplace, the employer will take every reasonable precaution to protect the employee.

Complaint Procedure

When an employee has been the subject of a workplace violence, the following steps shall be considered:

1. The alleged assailant will be removed from the presence of the Employee immediately, if the Immediate Supervisor at the time of the incident deems it reasonable and practical.
2. The Employee(s) shall receive immediate and appropriate support and/or medical attention if warranted.
3. In the event of a physical assault, medical verification of the injury sustained in the assault must be established and recorded as soon as possible by the Immediate Supervisor.
4. At the earliest opportunity, the assaulted Employee(s) shall inform the Immediate Supervisor. The Immediate Supervisor must inform the Senior Administrator of Human Resources, who will then notify the appropriate Superintendent or Controller of Plant.

5. It shall be the responsibility of the Senior Administrator of Human Resources to inform the appropriate Union President, if applicable, of the incident. These guidelines do not preclude the assaulted employee(s) from contacting the police and/or their Association/union representatives.
6. The Immediate Supervisor will advise the alleged assailant, as soon as it is practical, that documentation of the specific details shall be recorded.
7. The Immediate Supervisor will endeavour to restore the environment to normalcy and will conduct an investigation into the assault. The completed [Incident Report, Employee Workplace Violence](#), resulting from the investigation will be forwarded to the Senior Administrator of Human Resources with a copy to the appropriate Superintendent or Controller of Plant. A copy of the [Workplace Safety and Insurance Board, Employee Incident/Accident Report](#) will also be required in the event of a physical assault.
8. Upon receiving the reports from the Employee and Immediate Supervisor, the Senior Administrator of Human Resources will consult with the appropriate Superintendent(s) and/or Controller of Plant prior to any action taken.
9. The Senior Administrator of Human Resources may seek legal advice for the Board regarding the incident.
10. The Senior Administrator of Human Resources shall inform the Employee of the support mechanisms available through the Board.
11. With the approval of the Superintendent of Human Resources, the Senior Administrator of Human Resources may, if deemed appropriate, grant an approved leave of absence without loss of pay or sick leave credit, to the Employee(s) who has been the subject of an assault.
12. The Niagara Catholic District School Board will not discriminate employees because they are perceived to be victims of workplace violence.
13. In all cases, with Police involvement, the Employee and Immediate Supervisor shall report the incident(s) on the appropriate form.
14. Copies of reports made by the Employee and Immediate Supervisor must be given to the Senior Administrator of Human Resources, appropriate Superintendent(s) and/or Controller of Plant if appropriate, where appropriate action will be taken. Upon written request to the Senior Administrator of Human Resources, a copy of the detailed report from the Immediate Supervisor will be provided to the Employee(s).
15. Where the two or more parties involved in the assault are assigned to the same department or work-site, future work assignments and location shall be reviewed with the Senior Administrator of Human Resources, the appropriate Superintendent(s) or Controller of Plant, and the Immediate Supervisor.
16. Infringement of this policy will give rise to disciplinary measures up to and including termination of employment.

Joint Occupational Health and Safety Committee Representatives

The employer shall advise the Joint Occupational Health and Safety Committee Representatives at the school site of the results of the assessment or re-assessment of the Workplace Violence Management Program and provide a copy where the assessment or re-assessment is in writing.

The Employee Workplace Violence Survey will be conducted on an annual basis in order to monitor employee input on risk assessments, and the provision of necessary information to employees.

The OHSA requires employers to notify the Ministry of Labour of critical injury (as defined by the OHSA) or fatality immediately and file a written report with 48 hours. Absent a critical injury or fatality, an employer need not report a workplace violence incident to the Ministry of Labour unless ordered to do so by a Ministry of Labour Inspector.

The JHSC, the health and safety representative and the union(s) shall be notified within 4 days of a workplace violence incident if a person is disabled from performing his or her usual work or requires medical attention because of the incident.

This policy is to be interpreted and applied in conjunction with other board policies dealing with employee behaviour, progressive discipline, conflict prevention and resolution, and school safety.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

TOPIC: OCCUPATIONAL HEALTH & SAFETY POLICY (201.6)

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Occupational Health & Safety Policy (201.6), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Policy Committee
Date: November 12, 2013



OCCUPATIONAL HEALTH & SAFETY POLICY

STATEMENT OF POLICY

Section:	200 – Human Resources
No:	201.6
Adopted:	January 29, 2002
Revised:	December 20, 2011

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board the Niagara Catholic District School Board believes that the prevention of employee occupational illness and injury, and the prevention of accidents to volunteers, students and visitors on Board premises, is of the utmost importance. The Board, therefore, shall endeavour to provide and maintain as safe a work environment as possible.

The Board will review this policy with respect to workplace violence, on an annual basis, and will post this policy in the workplace along with any applicable procedures and/or related programs.

The Director of Education shall issue Administrative Guidelines in conjunction with this policy and reflective of applicable legislation.

Reference

- [*Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1*](#)

	<p>OCCUPATIONAL HEALTH & SAFETY POLICY</p> <p>ADMINISTRATIVE GUIDELINES</p>	<table><tr><td>Section:</td><td>200 – Human Resources</td></tr><tr><td>No:</td><td>201.6</td></tr><tr><td>Adopted:</td><td>January 29, 2002</td></tr><tr><td>Revised:</td><td>December 20, 2011</td></tr></table>	Section:	200 – Human Resources	No:	201.6	Adopted:	January 29, 2002	Revised:	December 20, 2011
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Revised:	December 20, 2011									

Every supervisor has a responsibility to the safety of employees who report to him/her and therefore must ensure that employees work in a safe manner and use or wear the equipment, protective devices or clothing that the Board, or legislation, requires to be used or worn. Additionally, the Board, through its supervisors and/or other designated personnel, has a responsibility to respond promptly to any concerns put forth by any party regarding matters of occupational health and safety that are within the Board's jurisdiction.

Every employee has a responsibility to work in a safe manner; to use or wear the equipment, protective devices or clothing that the Board, or legislation, requires to be used or worn; to report to his/her supervisor, the absence or defect in any equipment or protective device of which s/he is aware and which may endanger him/herself or another worker; to report to his/her supervisor any hazard or potential hazard, within the Board's jurisdiction, of which s/he is aware.

All parties employed within or contracted by the Board must act in compliance with the [Occupational Health and Safety Act and Regulations for Industrial Establishments, R.S.O. 2001, Chapter 0.1](#), as amended.

Refer to the Occupational Health and Safety Procedural Manual developed by the Joint Occupational Health & Safety Committee.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

TOPIC: POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE

The Policy and Guideline Review 2013-2014 Schedule
is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: Policy Committee
Date: November 12, 2013

POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE

AS AT OCTOBER 22, 2013 (Sorted by PC DATE)

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee		Proposed CW & Board Timeline
					Prior to Vetting		
					After Vetting		
2001	2008	302.6.3	Access to School Premises - <i>Safe Schools</i>	LAFS	Sept. 2013		Dec. 2013
1998		400.1	Adult and Continuing Education	FI	Sept. 2013		Dec. 2013
2007		600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV	Sept. 2013		Dec. 2013
2006		301.6	School Generated Funds	GV	Oct. 2013		Feb. 2014
2006		301.7	Ontario Student Record (OSR)	ML	Oct. 2013		Feb. 2014
1998	2002	201.3	Religious Education Courses for Staff	FI	Oct. 2013		Apr. 2014
2002	2012	201.7	Employee Workplace Harassment *	FI	Oct. 2013		Nov. 2013
2002	2011	201.11	Employee Workplace Violence *	FI	Oct. 2013		Nov. 2013
2002	2011	201.6	Occupational Health & Safety *	FI	Oct. 2013		Nov. 2013
2003		400.5	Acceleration/Retention (Elementary)	ML	Oct. 2013		Nov. 2013
1998	2001	201.1	Employee Leaves of Absence	FI	Oct. 2013		Nov. 2013
2001	2002	302.6.1	Opening or Closing Exercises - <i>Safe Schools</i>	FI	Oct. 2013		Nov. 2013
2007		600.5	Advertising Expenditures	GV	Nov. 2013		Feb. 2014
1998		701.1	Architect Selection	SW	Nov. 2013		Feb. 2014
1998		400.1	Adult and Continuing Education	FI	Nov. 2013		Dec. 2013
2007		600.4	Corporate Cards, Purchasing Cards & Petty Cash	GV	Nov. 2013		Dec. 2013
2007		201.15	Employee Conferences, Workshops & Meetings	GV	Nov. 2013		Dec. 2013
2007		201.14	Employee Meals & Hospitality	GV	Nov. 2013		Dec. 2013
2007		100.9	Advocacy Expenditures	GV	Jan. 2014		Apr. 2014
2006		201.13	Sexual Misconduct	FI	Jan. 2014		Apr. 2014
2007	2010	500.2	Student Transportation	GV	Jan. 2014		Apr. 2014
1998		701.1	Architect Selection	SW	Jan. 2014		Feb. 2014
2006		301.7	Ontario Student Record (OSR)	ML	Jan. 2014		Feb. 2014
2006		301.6	School Generated Funds	GV	Jan. 2014		Feb. 2014
2005		100.8	Electronic Meetings (Board and Committees)	JC	Feb. 2014		May 2014
NEW		NEW	Enrolment Register Policy	GV	Feb. 2014		May 2014
2001	2008	302.6.3	Access to School Premises - <i>Safe Schools</i>	LAFS	Feb. 2014		Mar. 2014
2007		600.5	Advertising Expenditures	GV	Feb. 2014		Mar. 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	FI	Mar. 2014		Jun. 2014
2007		100.9	Advocacy Expenditures	GV	Mar. 2014		Apr. 2014
1998	2002	201.3	Religious Education Courses for Staff	FI	Mar. 2014		Apr. 2014
2006		201.13	Sexual Misconduct	FI	Mar. 2014		Apr. 2014
2005		100.8	Electronic Meetings (Board and Committees)	JC	Apr. 2014		May 2014
NEW		NEW	Enrolment Register Policy	GV	Apr. 2014		May 2014
2007	2010	500.2	Student Transportation	GV	Apr. 2014		May 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	FI	May 2014		Jun. 2014

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee		Proposed CW & Board Timeline
					Prior to Vetting		
					After Vetting		

2009		701.4	Accessibility Customer Service	LAFS			
2012	2013	800.8	Accessibility Standards	YB			
1998	2009	302.2	Administration of Oral Medication to Students Under the Age of 18 During School Hours	LAFS			
1998	2010	302.1	Anaphylaxis	YB			
1998	2012	203.2	Assignment of Principals & Vice-Principals	FI			
1998	2012	301.3	Attendance Areas	SW			
2012		201.16	Attendance Support Program	FI			
1997	2010	100.1	Board By-Laws	JC			
2012		701.5	Bottled Water	LAFS			
2003	2013	302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	FI			
1998	2012	203.3	Catholic Leadership: Principal & Vice-Principal Selection	FI			
1998	2013	800.1	Catholic School Councils	LAFS			
2001	2012	400.3	Christian Community Service	ML			
2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	FI			
1998	2011	800.3	Complaint Resolution	JC			
1998	2013	800.2	Community Use of Facilities	SW			
2002	2013	201.5	Death Benefit	FI			
2002	2013	201.10	Deferred Salary Plan (X/Y)	FI			
2012		302.8	Diabetes Management	YB			
2001	2012	302.6.6.2	Dress Code - Secondary Uniform - <i>Safe Schools</i>	FI			
1998	2012	301.2	Education-Based Research	LAFS			
1998	2013	400.2	Educational Field Trips	ML			
2006	2012	201.12	Electronic Communications Systems (Employees)	MC			
2006	2012	301.5	Electronic Communications Systems (Students)	MC			
2012		302.6.6.1	Elementary Standardized Dress Code - <i>Safe Schools</i>	FI			
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	FI			
2012		201.17	Employee Code of Conduct & Ethics	FI			
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	FI			
2011		400.6	Environmental Stewardship	SW			
2010	2010	100.1	Equity and Inclusive Education	YB			
1998	2010	100.5	Establishment and Cyclical Review of Policies	JC			
2010		800.6	Facility Partnerships	SW			
2002	2012	301.4	Fundraising	GV			
2013		203.4	Leadership Pathways	FI			
1998	2010	600.3	Monthly Financial Reports	GV			
2004	2012	100.7	Niagara Catholic Education Award of Distinction	FI			
2011	2013	800.7	Niagara Catholic Parent Involvement Committee & By-Laws	LAFS			
2005	2011	302.7	Nutrition	YB			
1998	2012	702.1	Playground Equipment	SW			
2003	2013	400.4	Prior Learning Assessment and Recognition (PLAR)	ML			
2008	2010	302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	FI			
1998	2010	701.2	Pupil Accommodation Review	SW			
1998	2011	600.1	Purchasing/Supply Chain Management	GV			
1998	2011	600.2	Records and Information Management	JC			
1998	2008	201.4	Reimbursement of Travel Expenses	GV			
2010	2010	100.10.1	Religious Accommodation	YB			

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Resp	Policy Committee		Proposed CW & Board Timeline
					Prior to Vetting	After Vetting	

1998	2010	201.2	Retirement & Service Recognition Celebration	FI		
1999	2010	302.3	Safe Arrival	FI		
2009		302.8	Safe Physical Intervention with Students	LAFS		
2001	2013	302.6	Safe Schools	FI		
2001	2009	302.6.5	Student Expulsion - <i>Safe Schools</i>	FI		
2011	2011	301.11	Student Fees	YB		
2001	2012	302.5	Student Parenting	ML		
2013		100.6.12	Student Senate - Elementary	JC		
2000	2013	100.6	Student Senate - Secondary	JC		
2001	2009	302.6.4	Student Suspension - <i>Safe Schools</i>	FI		
1998	2012	100.4	Student Trustees	JC		
1998	2013	500.1	Transportation & School Operations for Inclement Weather	JC		
2010		100.12	Trustee Code of Conduct	JC		
2011		100.13	Trustee Expenses & Reimbursement (<i>Interim</i>)	JC		
2010		100.11	Trustee Honorarium	JC		
2002	2013	701.3	Video Security Surveillance	SW		
2011		301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	YB		
2001	2009	302.4	Volunteer Driver	YB		
2007	2008	800.4	Volunteer Recognition	JC		
2013		800.9	Volunteering in Catholic Schools	FI		

* **MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW**

POLICY & GUIDELINES REVIEW REPORTS TO SENIOR ADMINISTRATIVE COUNCIL AGENDA ONE WEEK PRIOR TO A REGULARLY SCHEDULED POLICY COMMITTEE MEETING

PC MEETING DATES - 4:30 PRIOR TO SEPT, OCT, NOV, JAN, FEB, MAR, APR & MAY BD MEETINGS

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

TOPIC: PILGRIMAGE 2013

The Pilgrimage 2013 report
is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Terri Pauco, Religion and Family Life Consultant

Presented by: Mark Lefebvre, Superintendent of Education

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: November 12, 2013



REPORT TO THE COMMITTEE OF THE WHOLE OCTOBER 8, 2013

PILGRIMAGE 2013

BACKGROUND INFORMATION

On Sunday, October 27th, 2013, approximately 4,000 Niagara Catholic students, staff, trustees, alumni, parents and community members participated in the 38th Annual Pilgrimage as they become the body of Christ in the world today. This Niagara Catholic tradition promotes the virtues and charisms of Niagara Catholic and truly demonstrates what it means to be part of a faith-filled Catholic Learning Community that is *Growing in Wisdom to Worship and Witness*.

This year, in solidarity, the eight secondary schools raised over \$178,000 to support the many diverse projects that the secondary schools partner with in a variety of developing countries throughout the world. This annual Niagara Catholic Pilgrimage, with its 38 year history, best exemplifies the vision of the Catholic student “called to bear witness to Jesus Christ...and reverence Him in the poor, the lowly and the marginalized (This Moment of Promise). The millions of dollars in pilgrimage funds have been raised since its inception to fund the construction of schools, medical clinics, wells and orphanages.

Living the Beatitudes through the Pilgrimage

On Thursday, October 3rd, 2013, leading up to this annual walk, Dr. Mark McGowan, noted historian and current Principal of St. Michael’s College, addressed selected members of each secondary school’s Pilgrimage Committee. Together, students and staff reflected on the Beatitudes as Dr. McGowan shared how these qualities of discipleship call our Catholic community to the social gospel and a faith that is rooted in action and service. For the first time, those gathered shared best practices regarding the planning, promotion and the important social justice awareness and education piece attached to the Pilgrimage. The energy and passion from this presentation was taken back to each high school community setting the conditions for a very successful Pilgrimage Sunday.

SCHOOL SUMMARIES

Blessed Trinity Catholic High School

With the theme of “iPromise”, 620 members of the Blessed Trinity community, including seventy participants from their elementary associate schools, walked through the streets of Grimsby for the children of the Dominican Republic knowing that that their efforts are changing lives. The \$15,000 raised will support a variety of projects in Las Pajas, Dominican Republic including the provision of post-secondary scholarships and improvements to the homes and basic quality of life through the work of the Dominican Canadian Community Development (DCCD) Group. The cycle of poverty for the children of Las Pajas is being broken. The day began with mass celebrated by Rev. Richard Kowalchuk, pastor of St. Joseph’s Parish.

Holy Cross Catholic High School

Celebrating the highest participation of students yet, the Holy Cross school community was represented by just over 300 pilgrims. Their theme was “Out Pray, Out Walk, Out Pledge” and over \$15,100 was raised to support the hard work of the Holy Cross Brothers and Sisters in the villages of Thibeau, Cap Haitian and Milot, as well as surrounding areas in northern Haiti.

Saint Francis Catholic High School

More than 400 students, staff members, and parents walked through the streets of northern St. Catharines to raise \$41,000. The theme of “Gotta Move.....Don’t Refuse!” fueled the purple clad participants. The donations will be distributed and shared among three different organizations: St. Marc School in Haiti run by the Holy Cross Sisters, Fogquest, an organization which uses run off tarps to collect condensation in foggy areas where water is scarce) in Guatemala, and the Dominican Canadian Community Development Group (DCCD) which supports grassroots projects in the Dominican Republic.

Denis Morris Catholic High School

Over 450 participants of students and staff proclaimed Pope Francis’ message “Go, do not be afraid, and serve” as they walked to the market square. \$18,000.00 was raised and will These proceeds will be shared between the Holy Cross Sister’s Ecole Imaculee Conception in Pilate, Haiti and the Wells of Hope Projects in Guatemala. The spirit of the Pilgrimage will continue this March Break as a group of students and staff will be travelling on a mission trip to Guatemala.

Note: The three St. Catharines Catholic high schools – Holy Cross, Denis Morris, and Saint Francis – met downtown at the Market Square to participate in a communal mass.

Saint Paul Catholic High School

Approximately 300 Saint Paul students, staff and associate school students from Grade 8 came together to raised \$14,000. The school’s theme was “Keep Calm and Walk on”, reminding those who walked to focus on the current situation in Haiti, knowing that their walk was making a difference. The funds raised from the Pilgrimage will be donated to the Immaculate Conception School in Milot, Haiti.

Saint Michael Catholic High School

Approximately 460 students and staff from Saint Michael Catholic High School participated in this year’s annual Pilgrimage. Saint Michael students raised over \$23,000 for the Hope for Rwanda’s Children Fund.

The staff is extremely proud of their students’ dedication to this great cause because the genocide that occurred in Rwanda must never be forgotten.

Note: The Pilgrimage committees of Saint Paul and Saint Michael take turns hosting and organizing the mass and pilgrimage route through Niagara Falls. This year, Saint Michael hosted and all pilgrims began the day with a liturgy, celebrated by Fr. Tony McNamara. The Mass featured the gifts and talents of student minister of the word, cantors, musicians, and choir from both schools.

Notre Dame College High School

Approximately 900 students and staff, parents, and alumni walked 14 kilometres from Notre Dame to the Forkes Road Bridge in Dain City and back. \$42,000 was raised for Development and Peace, Yancana Huasy in Lima Peru, and the Dominican Canadian Community Development Group. This year, the education and awareness theme was “Pillars of Justice”, in response to factory collapse last spring in Bangladesh. The theme helped the community of Notre Dame recognize that when the world’s economic and political structures are built on weak pillars of greed and selfishness, they crumble; instead, the world needs structures built on the strong pillars of solidarity, dignity of the human person and dignity of work identified in the Catholic Social Teachings to build a better world.

Lakeshore Catholic High School

Approximately 300 students, staff and community members took part in Lakeshore Catholic High School's annual Gator Walk Pilgrimage, a social justice initiative benefitting communities in Dominica. Participants began the morning with a celebration of the Eucharist followed by the 10km walk through Port Colborne. The participants were celebrated on their return with a barbeque and live music performed by some of the Lakeshore Catholic students. Organized by youth for youth, this event encourages students to take an active role in fighting the injustices that exist in our global community. The day was a great success with over \$10,000 being raised to support efforts in Dominica.

As part of this information report to the Committee of the Whole, a brief presentation narrated by secondary students will be presented to capture the spirit and images of this year's Pilgrimage 2013.

The Pilgrimage 2013 report is presented for information.

PREPARED BY: Mark Lefebvre, Superintendent of Education
Terri Pauco, Religion and Family Life Consultant

PRESENTED BY: Mark Lefebvre, Superintendent of Education

APPROVED BY: John Crocco, Director of Education/Secretary-Treasurer

DATE: October 8, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

**TOPIC: SPECIAL EDUCATION ADVISORY COMMITTEE GOAL:
PRESENTATION TO THE COMMITTEE OF THE WHOLE**

The Special Education Advisory Committee Goal: Presentation to the Committee of the Whole is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Anna Racine, Chair – Niagara Catholic Special Education Advisory Committee
Rob Lavorato, Vice-Chair – Niagara Catholic Special Education Advisory Committee
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: November 12, 2013



**REPORT TO THE COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

**SPECIAL EDUCATION ADVISORY COMMITTEE GOAL:
INFORMATION PRESENTATION
TO THE COMMITTEE OF THE WHOLE**

BACKGROUND INFORMATION

Each year, the Niagara Catholic Special Education Advisory Committee (SEAC) sets goals as part of its visioning process that may support recommendations to the Board with respect to any matter affecting the establishment, development, and delivery of special education programs and services for exceptional pupils of the Board.

One of the Niagara Catholic SEAC's current goals is to complete a presentation to the Committee of the Whole that will outline:

- SEAC's current membership;
- SEAC's recent work and accomplishments and its impact on Niagara Catholic.

At the November Committee of the Whole Meeting, Yolanda Baldasaro, Superintendent of Education/Special Education, Anna Racine, Chair of the Niagara Catholic SEAC and Rob Lavorato, Vice-Chair of the Niagara Catholic SEAC will provide a visual presentation as part of this report.

The Special Education Advisory Committee Goal: Information Presentation to the Committee of the Whole report is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education
Anna Racine, Chair – Niagara Catholic Special Education Advisory Committee
Rob Lavorato, Vice-Chair – Niagara Catholic Special Education Advisory Committee

Approved by: John Crocco, Director of Education/Secretary-Treasurer

Date: November 12, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

TOPIC: COMPUTER TECHNOLOGY 2013-2014 UPDATE

The Computer Technology 2013-2014 Update
is presented for information.

Prepared by: Ted Farrell, Superintendent of Education
Presented by: Ted Farrell, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: November 12, 2013



REPORT TO THE COMMITTEE OF THE WHOLE NOVEMBER 12, 2013

COMPUTER TECHNOLOGY 2013-2014 UPDATE

BACKGROUND INFORMATION

Technology without the knowledge or skills to effectively use it renders the items useless. Niagara Catholic has recognized the need to provide support to staff of the system to be able to use technology effectively in their classrooms to improve student achievement.

In 2011-2012, Mark DiTomasso began his role as the District ELearning Consultant for Niagara Catholic. A part of his responsibility was to assist in the rollout of the Board's major financial investment in SmartBoard technology. Through the support of the System Priorities and the Board Budget, it was decided to introduce Literacy/Numeracy/Technology Coaches for the system to provide system and school level support and professional development training for staff. The need for such coaches was recognized by Senior Staff as was the need for additional support to implement the growth in technology hardware and software throughout Niagara Catholic.

In 2012-2013, Anna Perrota and Ryan Sauriol joined the team to focus support and training on elementary schools. With the growth of technological devices and programs, the request by Principals and teachers for assistance drew a wait time of more than three (3) weeks. This past September, an additional support teacher was added, Manny Roussos bringing the total complement to 3.5 Literacy/Numeracy/Technology Coaches for the system.

To meet our System Priorities, over the last couple of months the Literacy / Numeracy / Technology Coaches survived all Principals to identify from the Principal's perspective how the coaches would best be able to support classroom teachers in utilizing technology in the delivery of curriculum expectations to improve student achievement and meet the expectations of School Improvement Plans. The Coaches then met with the Principal and staff to finalize their involvement based on individualized school needs.

Niagara Catholic's 3.5 Literacy/Numeracy/Technology Coaches have been aligned geographically by Family of Schools to maximize teaching time. By increasing teacher capacity in schools through the support of the Coaches in a non-judgmental manner, technology such as Smartboards, eTexts and the upcoming iPad minis, can be used most effectively in classrooms.

To assist in the coordination and implementation of school based technology, in addition to the Coaches, each elementary school has designated one (1) staff member as the Technology Facilitator and two (2) staff members for each of our secondary schools.

As part of this information report, a visual presentation will be provided by the Niagara Catholic Literacy / Numeracy / Technology Coaches on the programs and support throughout our system.

The Computer Technology 2013-2014 Update report is presented for information.

Prepared by: Ted Farrell, Superintendent of Education
Presented by: Ted Farrell, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: November 12, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

**TOPIC: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION
AND EXCHANGE APPROVAL COMMITTEE**

The report on the Extended Overnight Field Trip,
Excursion and Exchange Approval Committee
is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: November 12, 2013



**REPORT TO THE COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

**EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE
APPROVAL COMMITTEE – 2013-14**

BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2013-2014 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

1 Supervisory Officer	-	Mark Lefebvre
1 Secondary School Vice-Principal	-	Andrew Bartley
1 Secondary School Principal	-	Jeff Smith
1 Elementary School Principal	-	Steve Ward
1 Program Department Consultant	-	Mike Sheahan

As defined in the Niagara Catholic Educational Field Trip Policy (400.2) Administrative Guidelines, an Extended Overnight Field Trip is:

- “Any school/board sponsored and supervised activity, on scheduled instructional days, beyond the school property that requires four or five more night lodgings”
or
- “Requiring an individual flight ticket of \$600.00 or more.” (Part II, A.4)

An Excursion is defined as follows:

- “A trip not directly linked to specific subject curriculum expectations, but provided to enrich a student’s overall Catholic education. An excursion is a trip that is planned and arranged for secondary school students that would be held during the year when the students are not normally expected to be attending classes and that does not adhere to all guidelines and procedures relating to Educational Field Trips.” (Part II, A.5)

Attached to this information report is an Executive Summary of a 2012-2013 Extended Overnight Field Trip as submitted on Tuesday, November 12, 2013. (Appendix A)

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee –
2013-2014 report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: November 12, 2013

Appendix A

EXECUTIVE SUMMARY

Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2013-2014

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANSPORTATION
Denis Morris Catholic Secondary School	Extended Overnight Field Trip	Superintendent and Extended Field Trip Committee	Wells Of Hope Camp, Jalapa, Guatemala	Religion	Social Justice Experience - Students will see the face of God as they experience the indigenous culture of the mountain people of the Santa Marta mountains. They will see humility and strength as this proud community faces endless challenges in order to survive, students will return with a profound new understanding of themselves and the role they have as the hands and feet of Christ.	Saturday, March 8 – Monday, March 17, 2014	12 students 2 staff	9 nights 10 days (1 school day)	Approximately \$1800.00 per person – flight, transfers, all travel costs in Guatemala, accommodations, meals. Additional personal spending money.	Air
Holy Cross Catholic Secondary School	Extended Overnight Field Trip	Superintendent and Extended Field Trip Committee	Wells Of Hope Camp, Jalapa Guatemala	Religion	Social Justice Experience - This trip to Guatemala gives each student a chance to directly make a difference in someone's life. This is a chance to open their eyes to the world around them and to be the hands and feet of Jesus. For 10 days students will be developing relationships with the poor and participate in the construction of houses, schools and water wells.	Friday, March 21 – Monday, March 31, 2014	13 students 2 staff	10 nights 11 days (7 school days)	Approximately \$1800.00 per person – flight, accommodations, all transportation, & meals. Additional personal spending money.	Air

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

TOPIC: FINANCIAL STATEMENTS FOR THE YEAR 2012-2013

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Report on the Financial Statements for the year 2012-2013, as presented.

Prepared by: William Tumath, Manager of Financial Services
Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: November 12, 2013



REPORT TO COMMITTEE OF THE WHOLE NOVEMBER 12, 2013

FINANCIAL STATEMENTS FOR THE YEAR 2012-2013

In June 2012 the Board approved the Original Budget for the year 2012-2013 with a balanced budget, without a transfer of funds from the Reserves, in order to continue to offer the existing excellent educational programs for all the students under its jurisdiction.

During the months of November and December 2012, the members of Senior Staff reviewed and updated the revenue and expenditures of the Board, based on new current information, including a reduction in the Average Daily Enrolment of students for the year, and including an increase in the expenditures for Employee Future Benefits as required by the Ministry of Education.

Based on the above-mentioned review, the adjustments to the budget revenue and expenditures required an estimated \$1,899,540 transfer of funds from the Reserves in order to achieve a balanced Budget and Ministry compliance.

The Audited Financial statements for 2012-2013 resulted in a prior year adjustment of \$1,277,681 and an in-year deficit of \$1,517,016. Therefore, the total transfer of funds from reserves for the August 2012-2013 year-end statements resulted in a total of \$239,335. The 2012-2013 operating funds are in compliance with Ministry regulations.

This report on the 2012-2013 Financial Statements was based on data required for Ministry of Education Compliance purposes. This report was prepared in the same format as in prior years. Please note that the official Audited Financial Statements will include additional data and adjustments required for reporting purposes.

We confirm that the 2012-2013 Financial Statements were prepared in accordance with the Strategic Directions and Priority Indicators as approved by the Board.

We also confirm that the 2012-2013 Financial Statements were prepared in compliance with the guidelines and regulations issued by the Ministry of Education, with the exception of the Board Administration Envelope, which was overspent by a total of \$1,273,739 (2012 - \$1,183,129). The Board may be required to submit to the Ministry of Education a plan, which will eliminate the above-mentioned Board Administration over-expenditure.

The Internal Financial Statements for the 2012-2013 and the Audited Financial Statements were presented to the Audit Committee on November 7, 2013.

The External Auditors have completed the 2012-2013 Audited Financial Statements, which will be presented at the Special Board Meeting of November 12, 2013.

The following information is attached for the review of the Trustees:

APPENDIX A	Total Budget Revenue & Expenditures 2012-2013
APPENDIX B	Average Daily Enrolment & Class Size 2012-2013
APPENDIX C	Financial Statements & Revised Budget Variance 2012-2013
APPENDIX D	Special Education Funding Envelope 2012-2013
APPENDIX E	Analysis of Expenditures by Department 2012-2013

The 2012-2013 Financial Statements will be submitted to the Ministry of Education on November 15, 2013. A full copy of the 2012-2013 Financial Statements and Related Forms will be available for the review of the Trustees upon request.

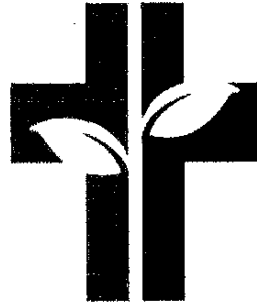
We take this opportunity to express our appreciation to William Tumath, Manager of Finance, and his staff for their diligence and hard work in the preparation of the 2012-2013 Financial Statements.

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Report on the Financial Statements for the year 2012-2013, as presented.

Prepared by:	William Tumath, Manager of Financial Services Giancarlo Vetrone, Superintendent of Business & Financial Services
Presented by:	Giancarlo Vetrone, Superintendent of Business & Financial Services
Recommended by:	John Crocco, Director of Education/Secretary-Treasurer
Date:	November 12, 2013

APPENDIX A



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

FINANCIAL STATEMENTS

**Total Budget
Revenue & Expenditures
2012-2013**

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS

Total Budget Revenue & Expenditures

	Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease) 2012-13	Comments
Budget Revenue				
Total Operating Funding & Other Rev.	240,498,693	236,883,813	3,614,880	
Total Capital Funding & Other Rev.	12,587,801	12,997,353	(409,552)	
Funds transferred from Accumulated Surplus	1,475,643	1,899,540	(423,897)	
Total Budget Revenue	254,562,137	251,780,706	2,781,431	Increase is mainly due to more students than anticipated and Utility Rebates
Budget Expenditures				
Total Operating Expenditures	240,243,208	237,604,568	2,638,640	Increase is mainly due to more students than anticipated
Total Capital & Other Expenditures	14,318,929	14,176,138	142,791	Increase is mainly due to the completion of additional capital projects
Amount Required to Balance	0	0	-	
Total Budget Expenditures	254,562,137	251,780,706	2,781,431	
Total Budget Surplus (Deficit)	0	0	0	

APPENDIX B



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

FINANCIAL STATEMENTS

**Average Daily
Enrolment & Class Size
2012-2013**

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS**

Projected Student Enrolment

	Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease) 2012-13	Comments
Elementary Enrolment - ADE	13,765	13,706	59	The ADE enrolment is projected to decrease
Secondary Enrolment - ADE	7,769	7,760	9	The ADE enrolment is projected to decrease
Total Board Enrolment - ADE	21,535	21,466	69	
Adult & Continuing Education - ADE	566	524	42	
Summer School Enrolment - ADE	145	108	37	
Adult Non-Credit ESL Programs - ADE	471	472	(1)	
Total Adult & Cont. Ed. Enrolment - ADE	1,182	1,104	78	

Average Daily Enrolment (ADE) continues to be a major factor in the calculation of the Funding Allocations for all school boards.

Under the Regulations, the calculation of Average Daily Enrolment for the school year is to be based on the number of students enrolled in our schools on two specific dates: OCTOBER 31 and MARCH 31.
 - The number of students enrolled on those dates is to be weighted at 50% for each date.
 - The number of students enrolled in JK & SK is to be counted as half-time.

ADE for Adult & Continuing Education programs is to be calculated using the same methods and parameters, as outlined in the regulations, as in prior years.

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS**

Projected School Staffing

	<u>Financial Statements 2012-13</u>	<u>Revised Budget 2012-13</u>	<u>Increase (Decrease) 2012-13</u>	<u>Comments</u>
Total Elementary School Teachers	873	893	(20)	No Change
Total Secondary School Teachers	512	527	(15)	No Change
Total Board School Teachers	<u>1,385</u>	<u>1,420</u>	<u>(35)</u>	

Average Class Size - Elementary

~~23.5 : 1~~ **23.5 : 1**

No Change

Under the Regulations,

- The Maximum Average Class Size for JK, SK and Grades 1, 2 & 3 is 20 : 1.
- and the Maximum Average Class Size for Grades 4 to 8 is expected to decrease to 24.5:1

Average Class Size - Secondary

~~22.0 : 1~~ **22.0 : 1**

No Change

Under the Regulations,

- Under the Regulations, the Maximum Average Class Size for all Secondary School Grades is 21 : 1.
- However, school boards may adjust the Maximum Average Class Size up to 22 : 1
- The Board has approved a special motion to increase the Maximum Average Class Size up to 22: 1.

APPENDIX C



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

FINANCIAL STATEMENTS

Financial Statements &
Revised Budget Variance
2012-2013

Classroom	Financial Statements		Revised Budget		Comments
	Net Revenue	Net Expenditures	Net Revenue	Net Expenditures	
	2012-13	2012-13	2012-13	2012-13	2012-13
Classroom Teachers	127,367,043	129,355,719	126,560,389	127,996,933	(1,436,544)
Occasional / Supply Teachers	2,909,960	4,423,713	2,765,226	4,183,060	(1,417,834)
Educational Assistants & Early Childhood Educators	16,419,886	16,992,020	15,892,516	16,428,263	(535,747)
Textbooks, Learning Materials & Equip.	4,960,718	5,246,463	5,726,423	6,514,472	(788,049)
Classroom Computers	1,602,590	1,432,429	984,489	1,665,452	(680,963)
Professionals & Paraprofessionals	7,025,471	5,461,566	6,705,275	5,583,408	1,121,867
Library & Guidance	4,742,119	5,188,624	4,729,128	4,918,526	(189,398)
Staff Development	203,850	130,753	212,620	240,000	(27,380)
Program Chairs	361,703	413,098	361,288	374,697	(13,409)
Adjustment for Minor Tangible Capital Assets	-	-	-	-	-
Non-Classroom	164,993,340	168,646,385	163,937,354	167,904,811	(3,967,457)
Principals, Vice-Principals	10,710,435	10,731,268	10,699,432	10,418,480	280,952
School Office Administration	6,151,641	5,185,881	6,067,777	5,259,072	808,705
Coordinators & Consultants	1,175,753	874,508	1,435,995	1,728,365	(292,370)
Board Administration	6,074,813	7,348,552	6,164,729	6,880,617	(715,888)
Operations & Maintenance - Schools	21,706,792	20,233,992	21,683,863	20,294,593	1,389,270
Continuing Education, Summer School	2,469,567	2,142,278	2,576,630	2,230,920	345,710
Pupil Transportation	10,703,086	10,076,050	10,490,281	9,538,563	951,718
	58,992,087	56,592,529	59,118,707	56,350,610	2,768,097
Capital & Other	223,985,427	225,238,914	223,056,061	224,255,421	(1,199,360)
School Facilities Renewal	752,710	752,710	624,666	624,666	-
Interest on Capital Debt	4,492,727	4,437,395	4,437,432	4,437,432	-
Depreciation & Amortization	8,692,476	9,011,337	8,296,373	8,996,553	(700,180)
Non-Operating Expenditures	117,487	117,487	117,487	117,487	-
	14,055,400	14,318,929	13,475,958	14,176,138	-700,180
Total	238,040,827	239,557,843	236,532,019	238,431,559	-1,899,540

Prior Year Adjustment to Accumulated Surplus \$1,277,681
Reduction to Accumulated Surplus 2012-2013 -\$239,365

APPENDIX D



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

FINANCIAL STATEMENTS

**Special Education
Funding Envelope
2012-2013**

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS**

**Analysis of Funding Allocations & Budget Restrictions
Budget Restrictions on Special Education Funding Envelope**

	Financial Statements 2012-13	Revised Budget 2012-13	Comments on Major Changes
Special Education Funding Allocations			
SEPPA Grants - Elementary JK-3	5,517,707	5,468,237	
SEPPA Grants - Elementary 4-8	5,608,659	5,605,233	
SEPPA Grants - Secondary 9-12	3,674,295	3,670,077	
Approved Specialized Equipment - Elementary	605,514	432,375	
Approved Specialized Equipment - Secondary	247,603	238,174	
High Needs Amount (HNA) - Elementary	6,629,590	6,133,367	
High Needs Amount (HNA) - Secondary	3,745,355	4,226,423	
Measures of Variability Amount (MOV) - Elementary	500,522	500,000	
Measures of Variability Amount (MOV) - Secondary	282,768	283,290	
Section 23 Education Programs	97,303	86,000	
Behavioural Expertise	144,951	144,462	
Other Revenue - ELKP & Other	984,007		
Deduct: Deferred portion of SEA	(354,481)	499,862	
	27,683,793	27,287,500	
Special Education Expenditures			
Classroom Teachers	7,932,820	7,905,572	
Occasional / Supply Teachers	3,897	113,371	
Educational Assistants	16,006,530	15,401,832	
Textbooks, Learning Materials, Classroom Supplies	461,839	1,077,091	
Classroom Computers & Networks	17,449		
Professionals, Paraprofessionals & Team Teachers	4,201,716	3,734,521	
Library & Guidance	-		
Staff Development	5,356	10,000	
Coordinators	178,109	336,000	
	28,807,716	28,578,587	
Total Expenditures for Special Education			
Add (Less) Revenue & Adjustments for Special Ed.	(746,703)	(483,775)	
Total Special Education Net Expenditures	28,061,013	28,094,812	

Unspent (Overspent) Special Education Funding Allocations

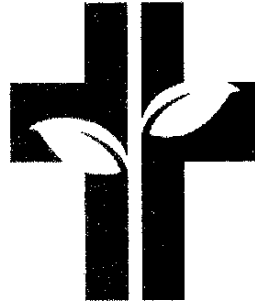
Note: Unspent Funding Allocations must be placed in the Special Education Reserve Fund

-377,220

-807,312

The Board is in compliance with the regulations because it spends more than the funding allocation

APPENDIX E



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

FINANCIAL STATEMENTS

**Analysis of
Expenditures by Department
2012-2013**

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS**

Analysis of Expenditures by Department
Total Board Expenditures

	Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Operating Expenditures				
Board Administration	7,804,800	7,371,597	433,203	See comments on page 2
Elementary Schools	125,109,132	124,939,321	169,811	See comments on page 3
Secondary Schools	69,493,680	69,371,333	122,347	See comments on page 4
Continuing Education	5,797,268	5,834,515	(37,247)	See comments on page 5
Facilities - Plant Operations	18,254,039	17,483,098	770,940	See comments on page 6
Facilities - Plant Maintenance	3,240,067	3,065,292	174,775	See comments on page 7
Student Transportation	10,034,674	9,539,413	495,261	See comments on page 8
Less: Items classified as Minor Tangible Assi	0	0	0	
	239,733,661	237,604,570	2,129,091	
Capital & Other Expenditures				
Facility Renewal	752,710	624,666	128,044	See comments on page 9
Interest on Capital Debt	4,383,109	4,437,432	(54,323)	See comments on page 10
Depreciation & Amortization	9,011,337	8,996,553	14,784	See comments on page 11
Non-Operating Expenditures	117,487	117,487	0	See comments on page 12
	14,264,643	14,176,138	88,505	
Total Board Operating Expenditures	253,998,304	251,780,708	2,217,596	
Amortization of Future Benefits			563,832	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS

Analysis of Expenditures by Department
 Board Administration Expenditures

	Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease)	Comments on Major Changes

Salary & Wages	4,605,038	4,443,176	161,862	Increase is mainly due to changes in staff deployment and contracts
Employee Benefits	957,141	950,921	6,220	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	88,606	92,500	(3,894)	Change is insignificant
Supplies & Services General Administration	152,007	117,500	34,507	Increase is mainly due to higher than anticipated advertising costs
Business Administration	1,023,778	872,500	151,278	Increase is mainly due to additional funds for Parent Involvement
Program Administration	0	0	0	No Change
Computers	11,502	50,000	(38,498)	Decrease is mainly due to reclassifications to Capital Expenditures
Furniture & Equipment	9,617	10,000	(383)	Change is insignificant
Fees & Contracts	957,110	835,000	122,110	Increase is due to higher costs for Grievance deliberations

Total Administration Expenditures	7,804,800	7,371,597	433,203	
				=====

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS

Analysis of Expenditures by Department
Elementary School Expenditures

	Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Salary & Wages	104,070,672	103,138,373	932,299	Increase is mainly due to changes in staff deployment due to enrolment
Employee Benefits	16,286,416	15,930,992	355,424	Increase is mainly due to changes in staff deployment due to enrolment
Professional Development	325,444	430,000	(104,556)	Decrease is mainly due to changes in professional development
Supplies & Services				
School Instruction Budgets	1,308,346	1,492,869	(184,523)	Decrease is due to savings realized on educational materials
Central Instruction Budgets	1,070,443	1,555,000	(484,557)	Decrease is due to savings realized on supplies & services
Central Other Budgets	589,836	575,000	14,836	Change is insignificant
Computers	1,069,275	1,169,932	(100,657)	Decrease is mainly due to changes in the purchase of classroom equipment
Furniture & Equipment	388,699	647,153	(258,454)	Decrease is mainly due to changes in the purchase of classroom equipment
Fees & Contracts	0	0	0	
Total Elementary School Expenditures	125,109,130	124,939,319	169,811	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS

Analysis of Expenditures by Department
 Secondary School Expenditures

	Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Salary & Wages	57,463,801	56,580,082	883,719	Increase is mainly due to changes in staff deployment due to enrolment
Employee Benefits	7,688,785	8,210,234	(521,449)	Decrease is mainly due to changes in benefit rates & staff deployment
Professional Development	103,026	120,000	(16,974)	Decrease is mainly due to changes in professional development
Supplies & Services	1,372,697	1,370,614	2,083	Change is insignificant
School Instruction Budgets	2,039,277	2,076,227	(36,950)	Change is insignificant
Central Instruction Budgets	284,306	271,091	13,215	Change is insignificant
Central Other Budgets	400,299	570,476	(170,177)	Decrease is mainly due to reclassifications to Capital Expenditures
Computers	58,490	100,609	(42,119)	Decrease is mainly due to reclassifications to Capital Expenditures
Furniture & Equipment	83,000	72,000	11,000	Increase is mainly due to additional educational contracts
Fees & Contracts				
Total Secondary School Expenditures	69,493,680	69,371,333	122,347	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS

Analysis of Expenditures by Department
Continuing Education Expenditures

	Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Salary & Wages	4,089,691	3,925,024	164,667	Increase is mainly due to changes in staff deployment due to enrolment
Employee Benefits	711,628	688,562	23,066	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	13,634	15,000	(1,366)	Change is insignificant
Supplies & Services				
School Instruction Budgets	927,228	1,159,429	(232,201)	Decrease is mainly due to changes in purchases of learning material
Central Instruction Budgets	0	0	0	No Change
Central Other Budgets	0	0	0	No Change
Computers	54,949	40,000	14,949	Decrease is mainly due to reclassifications to Capital Expenditures
Furniture & Equipment	0	0	0	No Change
Fees & Contracts	138	6,500	(6,362)	Decrease is due to less spending in this area
Total Continuing Education Expenses	5,797,268	5,834,515	(37,247)	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS

Analysis of Expenditures by Department
Facilities - Plant Operations Expenditures

	Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Salary & Wages	8,479,900	8,446,974	32,926	Increase is due to changes in staff deployment
Employee Benefits	2,360,279	2,203,624	156,655	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	7,946	10,000	(2,054)	Decrease is due to changes in professional development programs
Supplies & Services Utilities	4,293,321	3,370,000	923,321	Increase is due to higher utility costs off set by rebate contracts (ECNG, Grimsby Power @ \$619,582)
Cleaning & Operating	1,188,172	1,162,500	25,672	Change is insignificant
Sites & Grounds Maintenance	797,475	1,055,000	(257,525)	Decrease is due to lower ground maintenance costs
Computers	569	30,000	(29,431)	Decrease is mainly due to reclassifications to Capital Expenditures
Furniture & Equipment	503,273	645,000	(141,727)	Decrease is mainly due to reclassifications to Capital Expenditures
Fees & Contracts	623,105	560,000	63,105	Increase is mainly due to higher cost of contracts
Total Facilities - Plant Operations Expenditures	18,254,039	17,483,098	770,940	

* ECNG & Grimsby Power Rebates
Community Use, OSBIE, EPO.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS

Analysis of Expenditures by Department
Facilities - Plant Maintenance Expenditures

	Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Salary & Wages	1,297,531	1,321,110	(23,579)	Increase is due to changes in staff deployment
Employee Benefits	353,137	353,682	(545)	Decrease is mainly due to changes in benefit rates & staff deployment
Professional Development	4,699	7,500	(2,801)	Decrease is due to changes in professional development programs
Supplies & Services Department Operation	181,031	169,000	12,031	Increase is due to higher operating costs
Mechanical & Electrical	583,557	577,500	6,057	Increase is mainly due to additional upgrading costs
Building Maintenance	726,041	525,000	201,041	Increase is mainly due to additional upgrading costs
Computers	0	1,500	(1,500)	Decrease is mainly due to reclassifications to Capital Expenditures
Furniture & Equipment	0	35,000	(35,000)	Decrease is mainly due to reclassifications to Capital Expenditures
Fees & Contracts	94,070	75,000	19,070	Increase is mainly due to higher cost of contracts
Total Facilities - Plant Maintenance Expenditure	3,240,067	3,065,292	174,775	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS**

**Analysis of Expenditures by Department
Student Transportation Expenditures**

	Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Salary & Wages	120,188	236,365	(116,177)	No Change
Employee Benefits	31,544	74,577	(43,033)	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	204	0	204	No Change
Supplies & Services	246	75,707	(75,461)	No Change
Computers	0	12,675	(12,675)	No Change
Furniture & Equipment	0	0	0	No Change
Fees & Contracts				
Bus Transportation	8,646,597	8,326,866	319,731	No Change
Taxi & Minitivan	220,139	155,145	64,994	Decrease is mainly due to changes in transportation routes & contracts
Other Transportation	1,015,757	658,078	357,679	Decrease is mainly due to changes in transportation routes & contracts
Total Student Transportation Exp.	10,034,674	9,539,413	495,261	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS**

Analysis of Expenditures by Department
School Facilities Renewal Expenditures

Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease)	Comments on Major Changes
School Facilities Renewal Expenses	752,710 624,666	128,044	Increase is mainly due to additional facility renewal projects

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS

Analysis of Expenditures by Department
Interest on Capital Debt

	Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Interest on Long Term Debentures	4,383,109	4,437,432	(54,323)	Increase is mainly due to additional debenture interest
Interest on Short Term Capital Loans	0	0	0	
Total Interest on Capital Debt	4,383,109	4,437,432	(54,323)	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS

Analysis of Expenditures by Department
Annual Depreciation Expenditure

Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease)	Comments on Major Changes	
Annual Depreciation	9,011,337	8,996,553	14,784	Increase is mainly due to additional depreciable capital assets
Total Annual Depreciation Exp.	9,011,337	8,447,535	563,802	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS

Analysis of Expenditures by Department
Non-Operating Expenditures

	Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Other Non-Operating Expenditures	117,487	117,487	0	No Change
Total Non-Operating Exp.	117,487	117,487	0	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 FINANCIAL STATEMENTS

Analysis of Expenditures by Department
Provision for Contingencies

	Financial Statements 2012-13	Revised Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Provision for Contingencies for this year	0	0	0	
Total Provision for Contingencies	0	0	0	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

TOPIC: CAPITAL PROJECT UPDATE

The Capital Project Update
is presented for information

Prepared by: Scott Whitwell, Controller of Facilities Services
Presented by: Scott Whitwell, Controller of Facilities Services
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: November 12, 2013



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO COMMITTEE OF THE WHOLE NOVEMBER 12, 2013

CAPITAL PROJECTS PROGRESS REPORT

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

ELKP PHASE 4

Appendix A	Mary Ward Catholic Elementary School (NF)
Appendix B	St. Alexander Catholic Elementary School
Appendix C	St. Andrew Catholic Elementary School
Appendix D	St. John Catholic Elementary School (B)
Appendix E	St. Kevin Catholic Elementary School
Appendix F	St. Philomena Catholic Elementary School (FE)

ELKP PHASE 5

Appendix G	Canadian Martyrs Catholic Elementary School (NF)
Appendix H	Loretto Catholic Elementary School
Appendix I	St. John Bosco Catholic Elementary School

SECONDARY

Appendix J	Saint Michael Catholic High School (NF)
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NEW BUILD

Appendix K	St. Martin Catholic Elementary School
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CAPITAL PRIORITIES

Appendix L	Lakeshore Catholic High School
Appendix M	St. James Catholic Elementary School
Appendix N	Our Lady of Mount Carmel Catholic Elementary School

The Capital Projects Progress Report is presented for information.

PREPARED BY: Scott Whitwell, Controller of Facilities Services
PRESENTED BY: Scott Whitwell, Controller of Facilities Services
APPROVED BY: John Crocco, Director of Education/Secretary-Treasurer
DATE: Tuesday, November 12, 2013



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX A

MARY WARD CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of a library addition, and renovation of the existing library to be a new full day early learning kindergarten classroom.

Current Status: Completed.

Project Information:

New Area to be Constructed	2000	sq. ft.
Existing Area to be Renovated	1500	sq. ft.
Total New Facility Area	37,034	sq. ft.
Total Site Area	4	acres
Pupil Places Added	38	students
New Facility Capacity	400	students



Project Funding:

FDK Grant	434,584
Facilities Renewal	470,230
	\$904,814

Project Costs:

	Budget	Paid	Forecast
Construction Contract	562,500	852,260	743,492
Fees & Disbursements	59,000	81,600	57,005
Furniture & Equipment	25,000	25,277	25,000
Other Project Costs	54,000	52,741	83,096
	\$700,500	\$1,011,878	\$908,593

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 2011	August 12, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	February 17, 2012
Tender & Approvals	January 29, 2013	February 28, 2013
Construction	August 2013	August 2013
Occupancy	September 2013	September 3, 2013
Official Opening & Blessing		

Project Team:

Architect	Svedas Koyanagi Architects Inc.
General Contractor	Charter Building Company
Project Manager	Tunde Labbanicz
Superintendent	Mark Lefebvre
Principal	Domenic Massi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX B

ST. ALEXANDER CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a new full day early learning kindergarten classroom.

Current Status: Completed.

Project Information:

New Area to be Constructed	1,339	sq. ft.
Existing Area to be Renovated	0	sq. ft.
Total New Facility Area	1,339	sq. ft.
Total Site Area	4.98	acres
Pupil Places Added	26	students
New Facility Capacity	411	students



Project Funding:

FDK Grant	479,925
Facilities Renewal	93,708
	<u>\$573,633</u>

Project Costs:

	<u>Budget</u>	<u>Paid</u>	<u>Forecast</u>
Construction Contract	312,065	431,812	417,527
Fees & Disbursements	31,200	91,852	87,721
Furniture & Equipment	4,000	17,054	8,500
Other Project Costs	45,000	22,445	60,385
	<u>\$392,265</u>	<u>\$563,163</u>	<u>\$574,133</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2012	April 12, 2012
Design Development	November 07, 2012	November 2012
Contract Documents	December 13, 2012	December 2012
Tender & Approvals	January 31, 2013	February 2013
Construction	August 2013	August 2013
Occupancy	September 2013	September 3, 2013
Official Opening & Blessing		

Project Team:

Architect	Venerino V. P. Panici Architect Inc
General Contractor	T. R. Hinan
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Irene Ricci



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX C

ST. ANDREW CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Expansion of 3 existing classrooms for 3 new full day early leaning kindergarten classroom.

Current Status: Contractor working on deficiencies.



Project Information:

New Area to be Constructed	0	sq. ft.
Existing Area to be Renovated	3,835	sq. ft.
Total New Facility Area	3,835	sq. ft.
Total Site Area	4.6	acres
Pupil Places Added	6	students
New Facility Capacity	394	students

Project Funding:

FDK Grant	239,962
Facilities Renewal	360,995
	\$600,957

Project Costs:

	Budget	Paid	Forecast
Construction Contract	285,000	541,284	478,747
Fees & Disbursements	28,500	60,157	47,875
Furniture & Equipment	12,000	16,265	12,000
Other Project Costs	22,500	22,020	62,335
	\$348,000	\$639,726	\$600,957

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2012	April 12, 2012
Design Development	November 97, 2012	November 2012
Contract Documents	December 11, 2012	December 2012
Tender & Approvals	January 24, 2013	February 2013
Construction	August 2013	August 2013
Occupancy	September 2013	September 3, 2013
Official Opening & Blessing		

Project Team:

Architect	Chapman Murray Associate Architects Inc.
General Contractor	Brouwer Construction
Project Manager	Tunde Labbanicz
Superintendent	Lee Ann Forsyth-Sells
Principal	Carla Bianco



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX D

ST. JOHN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Construction of two new purpose built kindergarten rooms for the full day early learning program.

Current Status: Contractor working on deficiencies.



Project Information:

New Area to be Constructed	3,800	sq. ft.
Existing Area to be Renovated	0	sq. ft.
Total New Facility Area	3,800	sq. ft.
Total Site Area	9.27	acres
Pupil Places Added	52	students
New Facility Capacity	311	students

Project Funding:

FDK Grant	959,850
Prev. Unspent	
FDK Grant	165,000
Facilities Renewal	267,843
	1,392,693

Project Costs:

	Budget	Paid	Forecast
Construction Contract	881,100	1,193,388	1,118,138
Fees & Disbursements	88,100	130,430	117,688
Furniture & Equipment	10,000	26,077	10,000
Other Project Costs	23,000	58,049	146,867
	\$1,002,200	\$1,407,944	\$1,392,693

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2012	April 12, 2012
Design Development	November 07, 2012	November 2012
Contract Documents	December 14, 2012	December 2012
Tender & Approvals	February 04, 2013	February 2013
Construction	August 2013	October 2013
Occupancy	September 2013	October 15, 2013
Official Opening & Blessing		

Project Team:

Architect	Grguric Architects Incorporated
General Contractor	Manorcore Group Inc.
Project Manager	Tunde Labancz
Superintendent	Yolanda Baldasaro
Principal	Emma Fera Massi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX E

ST. KEVIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of 2 classroom addition and expansion of an existing classroom to be a new full day early learning kindergarten classroom.



Current Status: Contractor working on deficiencies.

Project Information:

New Area to be Constructed	3,685	sq. ft.
Existing Area to be Renovated	2,580	sq. ft.
Total New Facility Area	6,265	sq. ft.
Total Site Area	4.2	acres
Pupil Places Added	32	students
New Facility Capacity	417	students

Project Funding:

FDK Grant	719,888
Facilities Renewal	423,769
	\$1,143,657

Project Costs:

	Budget	Paid	Forecast
Construction Contract	770,000	942,332	921,381
Fees & Disbursements	77,000	93,288	92,138
Furniture & Equipment	20,000	42,066	20,000
Other Project Costs	41,500	58,945	109,928
	\$908,500	\$1,136,631	\$1,143,447

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2011	April 12, 2011
Design Development	November 07, 2012	November 2012
Contract Documents	December 11, 2012	December 2012
Tender & Approvals	January 24, 2013	February 2013
Construction	August 2013	August 2013
Occupancy	September 2013	September 3, 2013
Official Opening & Blessing		

Project Team:

Architect	Chapman Murray Associate Architects Inc.
General Contractor	Brouwer Construction
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Acting Principal, Branka Jones



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX F

ST. PHILOMENA CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Renovation of an existing classroom to be a new full day early learning kindergarten classroom.

Current Status: Completed.

Project Information:

New Area to be Constructed	0	sq. ft.
Existing Area to be Renovated	3,850	sq. ft.
Total New Facility Area	3,850	sq. ft.
Total Site Area	10.55	acres
Pupil Places Added	6	students
New Facility Capacity	233	students



Project Funding:

FDK Grant	239,962
Facilities Renewal	102,284
	\$342,246

Project Costs:

	Budget	Paid	Forecast
Construction Contract	199,400	244,258	229,553
Fees & Disbursements	27,000	32,880	31,656
Furniture & Equipment	28,000	54,324	32,000
Other Project Costs	35,500	45,409	65,000
	\$289,900	\$376,871	\$358,209

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	December 12, 2011	December 12, 2011
Architect Selection	April 12, 2012	April 12, 2012
Design Development	November 7, 2012	November 2012
Contract Documents	December 10, 2012	December 2012
Tender & Approvals	January 22, 2013	February 2013
Construction	August 2013	August 2013
Occupancy	September 2013	September 3, 2013
Official Opening & Blessing		

Project Team:

Architect	Quartek Group Inc.
General Contractor	Aldor Builders
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Robert Grand



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX G

CANADIAN MARTYRS CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Design and construction of a library addition and renovation of the existing library to be 2 new ELKP classrooms.



Current Status: Design phase completed. Architect working on tender package.

Project Information:

New Area to be Constructed	sq. ft.
Existing Area to be Renovated	sq. ft.
Total New Facility Area	sq. ft.
Total Site Area	acres
Pupil Places Added	students
New Facility Capacity	students

Project Funding:

FDK Grant	959,850
Facilities Renewal	0
	\$959,850

Project Costs:

	Budget	Paid	Forecast
Construction Contract			
Fees & Disbursements		29,481	
Furniture & Equipment		3,818	
Other Project Costs			
	\$959,850	\$33,299	\$

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	June 2012	June 2012
Architect Selection		
Design Development		
Contract Documents		
Tender & Approvals		
Construction		
Occupancy		
Official Opening & Blessing		

Project Team:

Architect	Grguric Architects Incorporated
General Contractor	
Project Manager	Tunde Labbancz
Superintendent	Ted Farrell
Principal	Alan Creelman



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX H

LORETTO CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Construction of a two classroom addition and renovation of the existing 3 classrooms to be 2 new ELKP classrooms.



Current Status: Design phase completed. Architect working on tender package.

Project Information:

New Area to be Constructed	sq. ft.
Existing Area to be Renovated	sq. ft.
Total New Facility Area	sq. ft.
Total Site Area	acres
Pupil Places Added	students
New Facility Capacity	students

Project Funding:

FDK Grant	959,850
Facilities Renewal	0
	\$959,850

Project Costs:

	Budget	Paid	Forecast
Construction Contract			
Fees & Disbursements		4,518	
Furniture & Equipment		27,459	
Other Project Costs			
	\$959,850	\$31,977	\$

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	June 2012	June 2012
Architect Selection		
Design Development		
Contract Documents		
Tender & Approvals		
Construction		
Occupancy		
Official Opening & Blessing		

Project Team:

Architect	Quartek Group Inc.
General Contractor	
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Anthony Cardamone



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX I

ST. JOHN BOSCO CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Construction of a new classroom addition and renovation of existing classroom into a new ELKP classroom.



Current Status: Design phase completed. Architect working on tender package.

Project Information:

New Area to be Constructed	sq. ft.
Existing Area to be Renovated	sq. ft.
Total New Facility Area	sq. ft.
Total Site Area	acres
Pupil Places Added	students
New Facility Capacity	students

Project Funding:

FDK Grant	479,925
Facilities Renewal	0
	\$479,925

Project Costs:

	Budget	Paid	Forecast
Construction Contract			
Fees & Disbursements		17,657	
Furniture & Equipment			
Other Project Costs		2,569	
	\$479,925	\$20,226	\$

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	June 2012	June 2012
Architect Selection		
Design Development		
Contract Documents		
Tender & Approvals		
Construction		
Occupancy		
Official Opening & Blessing		

Project Team:

Architect	MacDonald Zuberic Ensslen Architects Inc.
General Contractor	
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Theo Dagenais



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX J

SAINT MICHAEL CATHOLIC HIGH SCHOOL

Scope of Project:

Design and construction of a ten classroom addition.

Current Status: New asphalt parking area/bus loading zone in front of school was completed for start of September classes. Footing/foundation walls for new addition are well underway.

Project Information:

New Area to be Constructed	16,380	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	119,868	sq. ft.
Total Site Area	15.8	acres
Pupil Places Added	210	students
New Facility Capacity	1,017	students



Project Funding:

Capital Priorities	5,527,880
Facilities Renewal	400,000
	\$5,927,880

Project Costs:

	Budget	Paid	Forecast
Construction Contract	4,760,323	704,957	4,760,323
Fees & Disbursements	544,037	409,443	544,037
Furniture & Equipment	204,820	0	204,820
Other Project Costs	418,700	49,057	418,700
	\$5,927,880	\$1,163,457	\$5,927,880

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	March 9, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2012
Contract Documents	May 2013	
Tender	June 2013	
Ministry Approval (cost)	June 2013	
Construction	September 2014	
Occupancy	September 2014	
Official Opening & Blessing		

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor	Brouwer Construction
Project Manager	Anthony Ferrara
Superintendent	Mark Lefebvre
Principal	James Whittard



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX K

ST. MARTIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a replacement school and child care centre on a new site.

Current Status:

Township of West Lincoln has approved rezoning request (February 19, 2013) from commercial to institutional. Property has been purchased. Estimated construction completion date is March 2015. Design is nearing completion. Working with Township staff on Site Plan Approval.



Project Information:

New Area to be Constructed	47,443	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	47,443	sq. ft.
Total Site Area	5	acres
Pupil Places Added	115	students
New Facility Capacity	454	students

Project Funding:

Capital Priorities	9,430,364
	<u>\$9,430,364</u>

Project Costs:

	Budget	Paid	Forecast
Construction Contract	7,479,925	0	7,479,925
Fees & Disbursements	900,000	202,545	900,000
Furniture & Equipment	100,000	0	100,000
Other Project Costs	950,439	114,281	950,439
	<u>\$9,430,364</u>	<u>\$316,826</u>	<u>\$9,430,364</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December 2011	February 14, 2012
Architect Selection	January 30, 2012	March 22, 2012
Design Development	March 2012	October 2013
Contract Documents	January 2014	
Tender & Approvals	February 2014	
Ministry Approval (cost)	February 2014	
Construction	March 2014	
Occupancy	March 2015	
Official Opening & Blessing	TBD	

Project Team:

Architect	MMMC Inc. Architects
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Chris Zanuttini



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX L

LAKESHORE CATHOLIC SECONDARY SCHOOL

Scope of Project: Design and construction of a 10 classroom addition.

Current Status: Design phase underway. Architect working on Site Plan Agreement.



Project Information:

New Area to be Constructed	sq. ft.
Existing Area to be Renovated	sq. ft.
Total New Facility Area	sq. ft.
Total Site Area	acres
Pupil Places Added	students
New Facility Capacity	students

Project Funding:

Capital Priorities	5,501,722
	0
	\$5,501,722

Project Costs:

	Budget	Paid	Forecast
Construction Contract			
Fees & Disbursements		28,150	
Furniture & Equipment			
Other Project Costs		735	
	\$5,501,722	\$28,885	\$

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development		
Contract Documents		
Tender & Approvals		
Construction		
Occupancy		
Official Opening & Blessing		

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor	
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Danny DiLorenzo



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX M

ST. JAMES CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Construction of 3 new classrooms and interior renovations.

Current Status: Design phase completed. Architect working on tender package.



Project Information:

New Area to be Constructed	sq. ft.
Existing Area to be Renovated	sq. ft.
Total New Facility Area	sq. ft.
Total Site Area	acres
Pupil Places Added	students
New Facility Capacity	students

Project Funding:

Capital Priorities	1,357,761
FDK Grant	479,928
Facilities Renewal	0
	<u>1,837,689</u>

Project Costs:

	<u>Budget</u>	<u>Paid</u>	<u>Forecast</u>
Construction Contract			
Fees & Disbursements			
Furniture & Equipment			
Other Project Costs		51,046	
	<u>\$1,837,689</u>	<u>\$51,046</u>	\$

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development		
Contract Documents		
Tender & Approvals		
Construction		
Occupancy		
Official Opening & Blessing		

Project Team:

Architect	Svedas Architects Inc.
General Contractor	
Project Manager	Tunde Labbanicz
Superintendent	Ted Farrell
Principal	Glenda Hillier



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
NOVEMBER 12, 2013**

APPENDIX N

OUR LADY OF MOUNT CARMEL CATHOLIC ELEMENTARY SCHOOL

Scope of Project: Interior renovations to result in 4 new classrooms, 2 new ELKP classrooms and gym conversion to Cyberquest.

Current Status: Design phase completed. Architect working on tender package.

Project Information:

New Area to be Constructed	sq. ft.
Existing Area to be Renovated	sq. ft.
Total New Facility Area	sq. ft.
Total Site Area	acres
Pupil Places Added	students
New Facility Capacity	students



Project Funding:

Capital Priorities	1,473,555
FDK Grant	959,850
Facilities Renewal	0
	\$2,433,405

Project Costs:

	Budget	Paid	Forecast
Construction Contract			
Fees & Disbursements			
Furniture & Equipment			
Other Project Costs		4,507	
	\$2,433,405	\$4,507	\$

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development		
Contract Documents		
Tender & Approvals		
Construction		
Occupancy		
Official Opening & Blessing		

Project Team:

Architect	Venerino V. P. Panici Architect Inc.
General Contractor	
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Elizabeth Davey

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – OCTOBER 22, 2013**



Spotlight

on

NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagaracatholic.ca

October 22, 2013



Niagara Catholic Signs Partnership Agreements in China and South Korea



A five-member team representing Niagara Catholic travelled to China and South Korea (shown above) this month. The delegation, which included Board Chair Kathy Burtnik, Director of Education John Crocco, two Superintendents of Education and Niagara Catholic's Supervisor of International Education, spent 10 days in the two countries, signing partnership agreements to expand travel opportunities for students and staff and to encourage students to travel to Canada.

As part of the trip, Niagara Catholic launched a new International Students section of our website, intended to encourage students to travel to Niagara and study at our schools, to broaden their global horizons.

Board Improvement Plan Presented to Trustees for Information

Niagara Catholic continues to celebrate student success with the improvement of student achievement from ELKP through graduation.

During the October 22nd Board Meeting, Trustees received a report outlining the Board Improvement Plan for Student Achievement (BIPSA). The four pillars of the BIPSA are: Catholic Faith Community and Culture, Literacy, Numeracy and Pathways. The Board's Priority Indicators and Student Effectiveness Framework have also been included to support the 2013-2014 Smart Goals.

Read the complete report on in the October 22 agenda on the Board website, niagaracatholic.ca.

St. Catharines ARC Process

In April 2013, the Board approved a motion to establish an Accommodation Area Review Committee for St. Christopher and St. Theresa Catholic Elementary Schools and that Senior Staff present a report to the Board no later than January, 2014.

The ARC has met three times to date: on September 12 and 24 and again on October 10.

During the October 22nd Board meeting, Trustees approved a recommendation that Senior Staff present a report to Committee of the Whole no later than April, 2014.

Pilgrimage This Sunday

The 38th Annual Niagara Catholic Pilgrimage will take place this Sunday.

To date, Niagara Catholic has raised approximately \$6 million for a variety of social justice initiatives in developing nations around the world.

Approximately 6,000 students, staff and supporters are expected to participate in this year's Pilgrimage.

This is a rain or shine event, so participants should come dressed for the weather.

School Excellence Program

FOCUS on

St. Ann Catholic Elementary School Fenwick

The January 27, 2009 Board meeting saw the launch of a new initiative at Niagara Catholic.

The **School Excellence Program** is part of a series of new strategies within Niagara Catholic to increase the profile of our schools and celebrate the success of our students and staff.

Each month, one Niagara Catholic school will have the opportunity to appear before the Board to celebrate their successes, share their plans for continuous improvement and showcase one "extraordinary item or initiative that makes the school an indispensable choice for parents."

St. Ann Catholic Elementary School in Fenwick opened its doors in 1958 with 50 students. It has since grown into a thriving rural school with 164 students in Kindergarten through Grade 8.

During the October 22nd Board Meeting, members of the St. Ann community shared with the Board the many things that make St. Ann a wonderful place to learn and grow.

Grade 8 student Jane Jarrett spoke about the way faith is part of everything at the school, through weekly Mass services, sacrament preparation with Fr. Paul MacNeil and various food drives and charity work. This Halloween, the St. Ann Student Senate will raise funds for its Me to We initiative through a "We Scare Hunger" campaign. The school also holds a variety of social justice fairs for Grade 6, 7 and 8 students.

Students regularly serve as altar-servers and the student council at St. Ann works with Fr. Paul to embrace the concepts in the Board's 2013 theme of Growing in Wisdom to Worship.

Parents play a key role at St. Ann, and are a regular presence in the school, leading activities and assisting with programs throughout the year. The Catholic School Council is also very active. St. Ann students and staff embrace their rural roots, and often have horses and chickens as "visitors" to the school.

While these are interesting additions to in-class learning, student achievement is based on the four pillars of the Board Improvement Plan for Student Achievement: Faith, Literacy, Numeracy and Pathways.

Staff work collaboratively and use evidence-based learning to help students reach their full academic potential, and integrate cutting-edge technology into classrooms to ensure students are fully prepared for the next part of their journey in Catholic education. Students see how much teachers love teaching and learning.

St. Ann, home of the Stallions, is a Gold-certified EcoSchool and has a number of sports teams and activities that excel in their respective fields of competition.



Students from St. Ann Catholic Elementary School in Fenwick pose with Fr. Paul MacNeil, a Niagara Catholic Trustee and the school's parish priest, at the 2013 Terry Fox Walk. Students at St. Ann participate in a number of community based and national social justice initiatives. This is one of the many things that makes St. Ann a special place to learn and grow.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – NOVEMBER 2013**



NIAGARA
CATHOLIC
DISTRICT SCHOOL
BOARD

Nurturing
SOULS
&
Building

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 All Saints Day	2
3	4	5	6 Gr. 8 Orientation/ Take Our Kids to Work Day	7	8 Niagara Foundation event: Evening in Tuscany	9
10	11	12 CW Meeting	13 Celebrating Junior Artists Gala	14 Niagara Catholic for Life NCPIC Meeting	15 Elementary/ Secondary PA Day	16
17	18 Secondary Midterm Reports issued	19	20 Elementary Report Cards issued	21 Niagara Catholic Spelling Bee	22	23
24	25	26 Policy Committee Board Meeting	27	28	29	30

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
ANNUAL TRUSTEE & SENIOR STAFF RETREAT & MASS
– NOVEMBER 26, 2013**

TO BE DISTRIBUTED AT THE COMMITTEE OF THE WHOLE MEETING

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

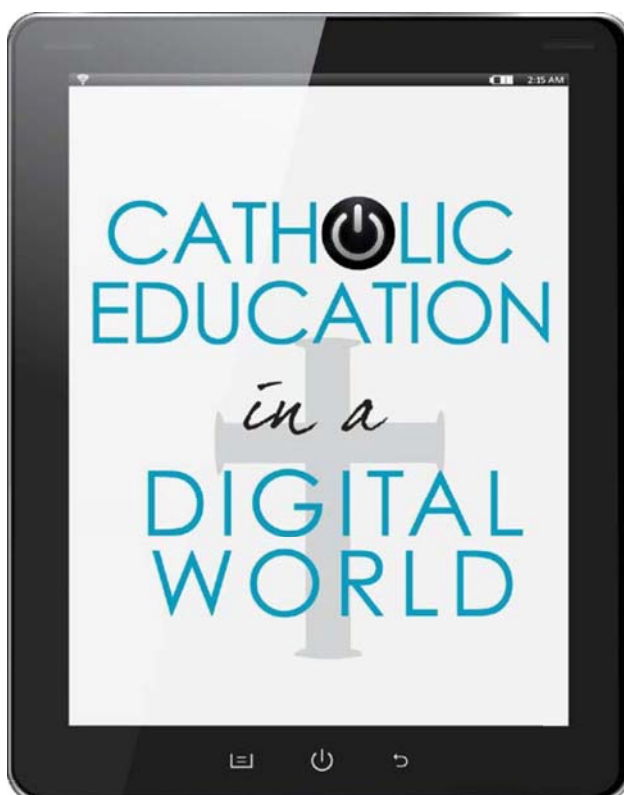
**TOPIC: TRUSTEE INFORMATION
2013 OCSTA CATHOLIC TRUSTEES' PROFESSIONAL
DEVELOPMENT SEMINAR**



Ontario Catholic School
Trustees' Association

OCSTA 84TH ANNUAL GENERAL MEETING & CONFERENCE

APRIL 24 TO 26, 2014



Location:

Hilton Niagara Falls/Fallsview Hotel & Suites
6361 Fallsview Boulevard

Keynote Speaker:

Sr. Angela Ann Zukowski, MSHS, D.Min, Director of the Institute for Pastoral Initiatives and Professor, Department of Religious Studies, University of Dayton

New! OCSTA Event App

See page 5

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Spousal Tour Package and Additional Dinner Ticket Information	9



Dates to Remember

Deadline Date	Action
January 24, 2014 12:00 p.m. (EST)	Deadline for Trustee Award of Merit nominations.
January 31, 2014	Deadline for Resolutions from Boards.
March 21, 2014	Deadline for 'Early Bird' registration discount (full payment must be received in the OCSTA office by this date) .
March 28, 2014	Deadline for full refund of registration fees.
April 4, 2014 10:00 a.m. (EST)	Deadline for nominations: <ul style="list-style-type: none"> • OCSTA President • OCSTA Vice President • OCSTA Representative to the CCSTA Board of Directors If however, no nominations for the position of OCSTA President, Vice President and OCSTA Representative to the CCSTA Board of Directors are received at the Corporation Head Office within the time so limited, nominations shall remain open until, but not later than, two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first business session at the Annual Meeting.
April 11, 2014	Deadline for full refund of Spousal Tour Package and Additional Annual Dinner Ticket cancellation.
Hilton Hotels & Suites Niagara Falls/Fallsview Deadline Date: March 31, 2014	Hotel rooms held in the OCSTA block at the Hilton Hotels & Suites Niagara Falls/Fallsview will be released to the public.
April 23, 2014 10:00 a.m. (EST)	Deadline for receipt of Proxy Forms in OCSTA office.
April 25, 2014 10:00 a.m.	All proxy badges must be obtained from staff at the OCSTA Registration Desk. Proxies not collected by the deadline will be deemed invalid.

Delegate Registration Information

Conference Registration Fees

Early Bird Fee (until March 21, 2014)

\$665.57 (\$589.00 + \$76.57 HST)

Full payment must be received in the OCSTA office by this date. No exceptions.

Regular Fee (after March 21, 2014)

\$733.37 (\$649.00 + \$84.37 HST)

Student Trustee Fee

\$395.50 (\$350.00 + \$45.50 HST)

Spousal Tour Package and Additional Annual Dinner Ticket (see page 9)

Delegate registration fees include admission to all sessions, receptions and meals, including breakfasts, lunches and the Annual Dinner.

Registration

For on-line registration, please visit

http://www.ocsta.on.ca/ocsta/index.php?plugin=formidable&controller=forms&frm_action=preview&form=jawre1.

Submit payment to:

Attn: Ashlee Cabral

OCSTA

1804 – 20 Eglinton Avenue West

P.O. Box 2064

Toronto, ON M4R 1K8

Please make cheques payable to OCSTA.

Note: There is no cost for attending business sessions only. However, individuals must register before **April 18, 2014**. Requests for a reduction in fees for partial attendance will not be accepted.

Name Badges

Name badges are required for admission to all AGM & Conference functions. Delegates are asked to wear their name badges at all times.

Conference Package & Event App

This year OCSTA is using an Event App to protect the environment and control costs. There will not be a printed program. **Please see information on downloading the Event App on page 5.**

The conference package will be distributed to delegates and will contain:

- Resolutions package
- Copy of auditor's report
- Other material as appropriate.

Cancellations

Registration Fees:

Up to March 28, 2014 – full refund

March 29 to April 4, 2014 – 25% of the registration fee will be charged.

April 5 to April 11, 2014 – 50% of the registration fee will be charged.

After April 11, 2014 – no refund, under any circumstances will be issued – substitutions are welcomed.

Spousal Tour Package and Additional Annual Dinner Ticket:

A full refund will be issued for cancellations received by **April 11, 2014**. No refunds will be issued after that date – substitutions are welcomed.

All cancellations must be submitted to Ashlee Cabral by email at acabral@ocsta.on.ca or fax at 416-932-9459.

Hotel Registration

Room Rates

A block of rooms have been set aside at the following hotel:

Hilton Hotels & Suites Niagara Falls/Fallsview
Room Rate: Starting at \$139.00 + applicable taxes (single or double occupancy)

Online Reservations: [Hilton Hotels & Suites Niagara Falls/Fallsview](#)

Telephone: 905-354-7887

Deadline Date: March 31, 2014

When making reservations by telephone, in order to secure the special rate, guests must identify themselves as members of the Ontario Catholic School Trustees' Association.

IMPORTANT NOTES:

Early and late departure fees apply as follows:

- Early departure fee (check-out prior to the original departure date) = \$50.00
- Late departure fee (check-out at 3:00 p.m.) = \$80.00
- Late departure fee (check-out at 7:00 p.m.) = \$89.00

Meals and Receptions

April 24 to 26

Following is a summary of the receptions and meals planned for OCSTA's 84th AGM & Conference.

Receptions

Our Conference receptions provide wonderful opportunities to meet other trustees and colleagues from across the province. There will be three receptions held during the conference.

April 24

- **Meet & Greet** (Heavy hors d'oeuvres)
- **Opening Reception:** *immediately following the Keynote Presentation.*

April 25

- **Annual Dinner Reception**

Meals

The registration fee for delegates covers the cost of all meals offered during the OCSTA AGM & Conference.

April 25

- **Delegate Breakfast**
- **Delegate Luncheon**
- **Annual Dinner**

April 26

- **Delegate Breakfast**

If you have any Special Dietary needs (not preferences), please notify Margaret Binns, OCSTA Office Administrator, at mbinns@ocsta.on.ca by no later than April 11, 2014.

Eucharistic Celebration

The Eucharistic Celebration will be held at 5:30 p.m. on Friday, April 25, 2014 at St. Patrick's Roman Catholic Church, 4673 Victoria Ave, Niagara Falls. The Principal Celebrant and Homilist will be Bishop Wayne Kirkpatrick, Archdiocese of Toronto.

Elections

Nominations

Nominations are open for the following positions:

- **OCSTA President**
- **OCSTA Vice President**
- **OCSTA Representative to the CCSTA Board of Directors**

A nomination form is attached and additional forms may be reproduced locally as required. The deadline date for nominations is **10:00 a.m. (EST) on April 4, 2014**

A list of all nominations received in the OCSTA office by **April 4, 2014** will be distributed to all member boards no later than **April 7, 2014**.

If however, no nominations for the positions of OCSTA President, Vice President and OCSTA Representative to the CCSTA Board of Directors are received at the Corporation Head Office within the time so limited, nominations shall remain open until but not later than two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first business session at the Annual Meeting.

Voters' List

All trustees are deemed to be Trustee Members of the Association and are eligible to vote. A list of Trustee Members in each Region, based on existing records, will be emailed separately to all boards. Boards will be asked to verify the information and advise OCSTA of any changes.

Proxy Votes

Trustee Members who cannot attend the Annual Meeting may appoint a proxy to vote on their behalf. We have outlined below some rules governing the appointment of proxies.

NOTE: No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:

- a. is in writing in the appropriate form set out herein;
- b. has been completed in all respects;
- c. has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
- d. has been delivered to the Head Office of the Corporation no later than 48 hours, excluding Saturdays and Holidays, before the meeting of the Members is scheduled to commence; and
- e. the individual has registered as proxy with the Registration Desk no later than **10:00 a.m.** on the day the meeting of the Members is to commence.

A proxy form is included in this package. Additional forms may be reproduced locally as required.

The deadline date for receipt of Proxy Forms in the OCSTA office is **10:00 a.m. (EST) April 23, 2014**.

Business and Conference Sessions

Help us to protect the environment by reducing paper usage when you download the new OCSTA 2014 AGM and Conference Event App!

An Event App lives on your desktop computer and your mobile device (iPhone, Blackberry, Androids, Tablets, Laptops, etc.) and offers convenient 24-hour access to OCSTA's evolving event itinerary, online registration for the conference, hotel accommodation reservations, speaker profiles and so much more! Instructions for use are all included in the event app. Download yours today and explore!
Here's the link: [OCSTA AGM & Conference App](#)

Resolutions

The resolutions process provides member boards with the opportunity to bring important issues that have provincial implications to the attention of all trustees in the province. The deadline date for receipt of resolutions in the OCSTA office is **January 31, 2014**.

Generally, voting at business sessions will be by a show of hands. Delegates carrying proxies must have and show a valid proxy badge. In the event that a recorded vote is needed, ballots will be distributed.

Your AGM & Conference badge must be worn at all times as it identifies your eligibility to vote.

Business Sessions consist of:

- Nominations report
- President's address
- Introduction of and address by candidates
- Presentation of Audited Financial Statements
- Resolutions session(s)
- Report of the returning officer re: Election(s)

Note: There is no cost for attending business sessions only. However, meals are not provided and individuals must register before **April 18, 2014**.

Preliminary AGM & Conference Program

Thursday, April 24, 2014

Time/Room	Event
5:30 p.m. to 6:45 p.m. <i>Great Falls Ballroom Foyer</i>	Meet & Greet Reception – Heavy hors d'oeuvres <i>(Cash Bar)</i>
5:30 p.m. to 6:45 p.m. <i>Mezzanine Level</i>	Registration
7:00 p.m. <i>Great Falls Ballroom</i>	Opening Liturgy
7:20 p.m. <i>Great Falls Ballroom</i>	Opening Remarks, Special Acknowledgements <i>Colleen Landers, Chairperson, Conference Committee, OCSTA</i>
	President's Welcome <i>Marino Gazzola, President, OCSTA</i>
7:30 p.m. <i>Great Falls Ballroom</i>	Keynote Address: "Catholic Education in a Digital Age" <i>Sr. Angela Ann Zukowski, MSHS, D.Min, Director of the Institute for Pastoral Initiatives and Professor, Department of Religious Studies, University of Dayton</i>
8:30 to 9:30 p.m. <i>Great Falls Ballroom Foyer</i>	Opening Reception <i>(Cash Bar)</i>

Friday, April 25, 2014

Time/Room	Event
7:30 a.m. to 3:00 p.m. <i>Mezzanine Level</i>	Registration
7:30 a.m. to 8:45 a.m. <i>Watermark Restaurant</i>	Buffet Breakfast <i>(Delegates only)</i>
8:45 a.m. <i>Great Falls Ballroom</i>	Morning Praise <i>Father Patrick Fitzpatrick, Chaplain, OCSTA</i>
	Opening Remarks <i>Colleen Landers, Chairperson, Conference Committee, OCSTA</i>
9:00 a.m. <i>Great Falls Ballroom</i>	President's Address <i>Marino Gazzola, President, OCSTA</i>

Friday, April 25, 2014 – Cont'd

Time/Room	Event
9:20 a.m. <i>Great Falls Ballroom</i>	Nominations Report & Introduction of Candidates <i>Nancy Kirby, Past President, OCSTA</i>
9:45 a.m. <i>Great Falls Ballroom Foyer</i>	Break
10:00 a.m. <i>Great Falls Ballroom</i>	Resolutions Session <i>Parliamentarian: TBA</i> <i>Chair: TBA</i>
10:00 to 11:20 a.m.	Student Trustee Workshop
11:15 a.m. <i>Great Falls Ballroom</i>	Presentation of Financial Report <i>Nancy Kirby, Chairperson, Office Management Committee, OCSTA</i>
11:30 a.m. <i>Great Falls Ballroom</i>	Minister of Education's Address
12:15 p.m. <i>Great Falls Ballroom Foyer</i>	Buffet Lunch (<i>Delegates only</i>)
	Elections
1:30 p.m.	Regional Meetings

Region	Boards and Region Numbers
West	Brant Haldimand Norfolk (4), Bruce-Grey (4), Huron-Perth (4), London (5), St. Clair (5), Waterloo (4), Wellington (4), Windsor/Essex (5)
Central	Dufferin-Peel (7), Durham (9), Halton (11), Hamilton-Wentworth (11), Niagara (11), Simcoe Muskoka (9), Toronto (6), York (8)
Northeast	Huron-Superior (1), Nipissing-Parry Sound (1), Northeastern (1), Sudbury (1)
Northwest	Kenora (2), Northwest (2), Superior North (2), Thunder Bay (2)
East	Algonquin and Lakeshore (10), Eastern Ontario (10), Ottawa (12), Peterborough Victoria Northumberland & Clarington (9), Renfrew (10)

2:45 p.m. <i>Great Falls Ballroom Foyer</i>	Break
3:00 p.m. <i>Great Falls Ballroom</i>	How Catholic School Boards are Using Technology to Enhance Education -Panel Discussion
3:45 p.m. <i>Great Falls Ballroom</i>	Report of the Returning Officer <i>Returning Officer – TBA</i>

Friday, April 25, 2014 – Cont'd

Time/Room	Event
5:30 p.m.	Mass & Awards Ceremony <i>Principal Celebrant and Homilist: Bishop Wayne Kirkpatrick</i>
6:45p.m.	Reception <i>Silent Auction (6:30 p.m. to 8:30 p.m.)</i> <i>Coordinated by: Niagara CDSB</i> <i>Proceeds from the Silent Auction benefit CCSTA's Toonies for Tuition Endowment Fund.</i> <i>This fund helps students receive a faith-based Catholic education in provinces which do not publicly fund Catholic schools.</i>
7:15 p.m. <i>Grand Hall</i> <i>(Fallsview Casino Resort)</i>	Annual Dinner

Saturday, April 26, 2014

Time/Room	Event
8:00 a.m. <i>Grande Café</i>	Buffet Breakfast <i>(Delegates only)</i>
<i>Mezzanine Level</i>	Registration
9:00 a.m. <i>Great Falls Ballroom</i>	Morning Praise
9:15 a.m.	Concurrent Workshops <ul style="list-style-type: none">• Work/Productivity Workshop <i>Presenter: TBA</i>• Sharing of Facilities <i>Panel: TBA</i>• Current Issue to be confirmed by OCSTA
10:15 a.m. <i>Great Falls Ballroom Foyer</i>	Break
10:30 a.m. <i>Great Falls Ballroom</i>	Plenary: Digital Literacy and e-Learning - Challenges and Opportunities Facing Education Today <i>Jesse Brown, Digital Media Expert, Broadcast Journalist and Co-Founder of popular education website Bitstrips.com for schools.</i>
11:30 a.m.	Adjournment

Spousal Tour Package and Additional Dinner Ticket Information

OCSTA is pleased to offer the following Spousal Tour Program in conjunction with the 2014 Annual General Meeting & Conference.

Please Note: The Spousal Tour Package activities will be offered subject to availability, based on group size minimum requirements.

Cancellations: The deadline date for full refund of the Spousal Tour Package or Additional Dinner Ticket due to cancellation, is **April 11, 2014**.

Notice of cancellation must be submitted in writing to Ashlee Cabral either by e-mail to acabral@ocsta.on.ca or by fax to 416-932-9459.

Spousal Tour Package
\$230.00 (HST & Gratuity included)

Additional Dinner Ticket Only
\$101.70 (HST & Gratuity included)

Includes:

Spousal Tour Package Activity (see below)
Annual Dinner (Friday Evening)

Includes:

Annual Dinner (Friday Evening)

SPOUSAL TOUR PACKAGE ACTIVITY

**Full Day Niagara Parks Commission VIP Tour
and Lunch at the Elements on the Falls Restaurant**
Friday, April 25 – 9:30 a.m. to 4:00 p.m. approximately
Group Size: Minimum – 15

The Niagara Parks Commission VIP Tour includes admission to **Whirlpool Aerocar**, **Butterfly Conservatory**, and **White Water Walk**.

Guests will travel on an exclusive bus to 3 attractions. A knowledgeable guide accompanies guests and provides informative interpretations of the wonders of the Falls and surrounding area.

Whirlpool Aerocar

Soar the Great Gorge, high above the racing Niagara River. You'll be transported through the air in an antique cable car, while far below the torrent of water abruptly changes direction and creates one of the world's most mesmerizing natural phenomena – the Niagara Whirlpool. Sometimes frightening and always unforgettable! The Aerocar was designed by a Spanish engineer, Leonardo Torres Quevedo and has been in operation since 1916. The cable car is suspended from six sturdy cables and offers a wonderful view of the Niagara Whirlpool which is formed at the end of the rapids where the Gorge turns abruptly counterclockwise, and the river escapes through the narrowest channel in the Gorge.

Butterfly Conservatory

This magical attraction features over 2,000 colourful tropical butterflies floating freely among lush, exotic blossoms and greenery. Paths wind through the rainforest setting, past a pond and waterfall and the Emergence window, where butterflies leave their pupae and prepare to take their first flight!

White Water Walk

Stroll along a boardwalk at the very edge of one of the world's wildest stretches of whitewater! Marvel at the relentless power and beauty of nature and see how the deep and narrow Great Gorge was created. Trillions of gallons of water are forced into this accelerating trough - the sight will take your breath away!

Lunch – Elements on the Falls Restaurant

Overlooking the brink of the thundering Falls, delight your senses in the stylish atmosphere of Elements on the Falls. Open-flame grilling, stunning views of the Falls and fiery glassworks make your dining experience come alive with all the elements of nature.

Featuring the freshest ingredients from local farms, our award-winning Chef expertly prepares Niagara inspired cuisine right before your eyes.

Lunch Menu:

Chef's Soup of the Day

Entrées (guests may select one upon arrival):

Herb Crusted Chicken Supreme with wild mushroom sauce

Roast Prime Rib of Beef Au Jus

Broiled Fresh Salmon Fillet peppery-berry rub and lemon butter drizzle

Penne Pasta Primavera with spring vegetables and basil-scented plum tomato sauce

Seasonal Dessert Feature

Fresh Brewed Coffee, Decaffeinated Coffee, Hot Tea, Milk or Soft Drink

Bread and Butter

Note: The Spousal Tour Package is subject to cancellation if the minimum number (15) of participants is not reached by the **April 11, 2014** deadline date.



Whirlpool Aerocar



Maid of the Mist



Ontario Catholic School
Trustees' Association

Nomination Form for OCSTA President

April 2014

MOVED BY (*Print Name*): _____ SIGNATURE: _____

NAME OF BOARD: _____

SECONDED BY (*Print Name*): _____ SIGNATURE: _____

NAME OF BOARD: _____

THAT (*Nominee's Name*): _____ BOARD: _____

BE NOMINATED FOR THE POSITION OF OCSTA PRESIDENT FOR THE PERIOD
APRIL 2014 TO THE CONCLUSION OF THE 2016 AGM & CONFERENCE

I, _____ consent to stand for election to the above position.
(*Signature of Nominee*)

Deadline Date: April 4, 2014 – 10:00 a.m. EST

Attachment – OCSTA Board of Directors – Roles and Responsibilities



Ontario Catholic School
Trustees' Association

OCSTA Board of Directors – Roles and Responsibilities

OCSTA is a Not-For-Profit Corporation and is subject to the
Not-For-Profit Corporations Act.

The Board of Directors is the major decision-making body of the Association. This group manages the affairs of the Association and consists of:

3 Table Officers: President, Vice President, Past President
15 Regional Directors
Executive Director
Chaplain
ACBO Liaison to OCSTA

Regional Directors and Table Officers are elected at an Annual General Meeting.

The Board's responsibilities include:

- Serving as the principal source of policy and political direction for the Association between Annual General Meetings
- Approving amendments to the Constitution and By-Law which are then taken to the membership for approval at an AGM
- Approving annual Association budget, establishing membership and service fees
- Selecting OCSTA Award recipients
- Establishing ad-hoc Work Groups, as required
- Other responsibilities as adopted by the Board of Directors.

Board of Directors Meetings

- 6 times per year (September, December, February, April (2) and June)
- May be called by the President at other times
- Shall be convened by the Executive Director upon direction in writing of five Directors.

Attendance (By-Law 7.7)

If a Director plans to be absent from two consecutive Board of Directors' meetings, sometime before the second missed meeting, he/she must make an official request for the Board to pass a resolution authorizing the absence. Otherwise, the individual loses their position as Regional Director.

Committee Meetings

There are currently 5 Standing Committees.

OCSTA Regional Directors are required to sit on 2 of these committees which meet approximately 3-6 times per year.

Ad Hoc Committees may be established as needed.

The Role of OCSTA Directors

- To be knowledgeable of:
 - the issues currently under discussion at OCSTA
 - the position of OCSTA on these issues
 - the position of boards (within your region) on these issues.
- To know the full range of services that are available from OCSTA for trustees and administrators and encourage the maximum use of OCSTA services.
- To engage and participate in meetings and Association events.
- To seek input and views from your region and bring forward issues to the Board of Directors.
- To help build member board commitment to OCSTA through liaison activities and information sharing with other trustees and member boards.
- To keep boards and trustees in your region aware of OCSTA issues and initiatives, sharing available reports and position papers (*see Communication Resources for Directors*).
- To enhance communication between the Board and OCSTA by:
 - providing, on a regular basis to boards in your region, a report on OCSTA Board of Directors' meetings
 - encouraging boards to respond to OCSTA issues and discussion papers.
- To ensure that OCSTA is kept informed of important issues, events and needs of boards in your region.
- To respect and protect the confidentiality of matters discussed at the OCSTA board table, unless advised such matters can be shared with school boards.

Table Officers

The Role of the President

- Presides at all general meetings of the Association and at meetings of the Board of Directors
- Sits on all Standing Committees
- Has general supervision of OCSTA's affairs
- Is an ex-officio member of all committees
- Is the official spokesperson for OCSTA.

The Role of the Vice President

- Presides at meetings of the Board of Directors in the absence of the President
- Represents the Association in place of the President, as required
- Any other duties, as determined by the President

The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important advisory role for the current President and board.



Ontario Catholic School
Trustees' Association

Nomination Form for OCSTA Vice President

April 2014

MOVED BY (*Print Name*): _____ SIGNATURE: _____

NAME OF BOARD: _____

SECONDED BY (*Print Name*): _____ SIGNATURE: _____

NAME OF BOARD: _____

THAT (*Nominee's Name*): _____ BOARD: _____

BE NOMINATED FOR THE POSITION OF OCSTA VICE PRESIDENT FOR THE PERIOD
APRIL 2014 TO THE CONCLUSION OF THE 2016 AGM & CONFERENCE

I, _____ consent to stand for election to the above position.
(*Signature of Nominee*)

Deadline Date: April 4, 2014 – 10:00 a.m. EST

Attachment – OCSTA Board of Directors – Roles and Responsibilities



Ontario Catholic School
Trustees' Association

OCSTA Board of Directors – Roles and Responsibilities

OCSTA is a Not-For-Profit Corporation and is subject to the
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The Board of Directors is the major decision-making body of the Association. This group manages the affairs of the Association and consists of:

3 Table Officers: President, Vice President, Past President
15 Regional Directors
Executive Director
Chaplain
ACBO Liaison to OCSTA

Regional Directors and Table Officers are elected at an Annual General Meeting.

The Board's responsibilities include:

- Serving as the principal source of policy and political direction for the Association between Annual General Meetings
- Approving amendments to the Constitution and By-Law which are then taken to the membership for approval at an AGM
- Approving annual Association budget, establishing membership and service fees
- Selecting OCSTA Award recipients
- Establishing ad-hoc Work Groups, as required
- Other responsibilities as adopted by the Board of Directors.

Board of Directors Meetings

- 6 times per year (September, December, February, April (2) and June)
- May be called by the President at other times
- Shall be convened by the Executive Director upon direction in writing of five Directors.

Attendance (By-Law 7.7)

If a Director plans to be absent from two consecutive Board of Directors' meetings, sometime before the second missed meeting, he/she must make an official request for the Board to pass a resolution authorizing the absence. Otherwise, the individual loses their position as Regional Director.

Committee Meetings

There are currently 5 Standing Committees.

OCSTA Regional Directors are required to sit on 2 of these committees which meet approximately 3-6 times per year.

Ad Hoc Committees may be established as needed.

The Role of OCSTA Directors

- To be knowledgeable of:
 - the issues currently under discussion at OCSTA
 - the position of OCSTA on these issues
 - the position of boards (within your region) on these issues.
- To know the full range of services that are available from OCSTA for trustees and administrators and encourage the maximum use of OCSTA services.
- To engage and participate in meetings and Association events.
- To seek input and views from your region and bring forward issues to the Board of Directors.
- To help build member board commitment to OCSTA through liaison activities and information sharing with other trustees and member boards.
- To keep boards and trustees in your region aware of OCSTA issues and initiatives, sharing available reports and position papers (*see Communication Resources for Directors*).
- To enhance communication between the Board and OCSTA by:
 - providing, on a regular basis to boards in your region, a report on OCSTA Board of Directors' meetings
 - encouraging boards to respond to OCSTA issues and discussion papers.
- To ensure that OCSTA is kept informed of important issues, events and needs of boards in your region.
- To respect and protect the confidentiality of matters discussed at the OCSTA board table, unless advised such matters can be shared with school boards.

Table Officers

The Role of the President

- Presides at all general meetings of the Association and at meetings of the Board of Directors
- Sits on all Standing Committees
- Has general supervision of OCSTA's affairs
- Is an ex-officio member of all committees
- Is the official spokesperson for OCSTA.

The Role of the Vice President

- Presides at meetings of the Board of Directors in the absence of the President
- Represents the Association in place of the President, as required
- Any other duties, as determined by the President

The Role of the Past President

- Because of the immediate Past President's familiarity with Association operations and political priorities, this position fills an important advisory role for the current President and board.



Ontario Catholic School
Trustees' Association

Nomination Form for OCSTA Representative to the CCSTA Board of Directors

April 2014

MOVED BY (*Print Name*): _____ SIGNATURE: _____

NAME OF BOARD: _____

SECONDED BY (*Print Name*): _____ SIGNATURE: _____

NAME OF BOARD: _____

THAT (*Nominee's Name*): _____ BOARD: _____

BE NOMINATED FOR THE POSITION OF OCSTA REPRESENTATIVE TO THE CCSTA BOARD OF DIRECTORS FOR THE PERIOD APRIL 2014 TO THE CONCLUSION OF THE 2016 AGM & CONFERENCE

I, _____ consent to stand for election to the above position.
(*Signature of Nominee*)

Deadline Date: April 4, 2014 – 10:00 a.m. EST



Ontario Catholic School
Trustees' Association

November 4, 2013

EMAIL TO: Trustees and Directors of Education
Catholic District School Boards

FROM: Margaret Binns, Office Administrator

RE: **OCSTA Trustee Award of Merit**

Please see the attached information regarding the OCSTA Trustee Award of Merit.

NOMINATION FORMS

We have outlined the categories to be addressed by the author of the nomination. The response for each category must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered. Submissions must be clearly legible and must address the categories outlined by OCSTA.

Boards are encouraged to submit nominations by email to Pam DeNobrega at pdenobrega@ocsta.on.ca. You may also submit nominations by fax at 416-932-9459, by mail, or by courier.

**THE DEADLINE FOR RECEIPT OF AWARD NOMINATIONS IN THE
OCSTA OFFICE IS 4:00 P.M. EST.
JANUARY 24, 2014**

“To their Catholic school trustees, families entrust hundreds of thousands of human lives with the capability, the possibility, and finally the promise of achieving human greatness. It is these small, fragile and ultimately marvellous lives that you as a trustee are called to serve.”

BECOMING A CATHOLIC SCHOOL TRUSTEE (OCSTA PUBLICATION)

NOMINATIONS FOR THE OCSTA 2014 TRUSTEE AWARD OF MERIT

Once again, OCSTA is providing an opportunity for member boards or individual trustees to nominate Catholic school trustees to be publicly honoured at the provincial level. A trustee can nominate another trustee who is not from his or her own board.

All boards or individual trustees are strongly encouraged to participate in this process, which allows us to recognize very deserving Catholic trustees who have served Catholic education so well over the years.

CRITERIA

This award is given to those trustees who have demonstrated one or more of the following criteria:

- Have made a significant contribution to the Catholic education community while serving as a Catholic trustee.
- Have strong Catholic leadership qualities and give witness to their faith commitment.
- Have served as a Catholic trustee for a significant period of time.

This award is not a reward for long-service but this may be taken into account by the OCSTA Board of Directors.

REGULATIONS

- a. The Award will be given to Catholic school trustees only.
- b. Up to three awards may be presented in one year.
- c. Current members of the OCSTA Board of Directors are not eligible to receive this award.
- d. Nominations (if any) received by the deadline date will be reviewed at the February Board of Directors' meeting.
- e. The Board of Directors makes the selection from among all nominations.
- f. The deadline date selected will stand firm and will not be extended.
- g. The official OCSTA Trustee Award of Merit nomination format must be used for all nominations.
- h. The response for each category must **not** exceed one 8.5 x 11 double-spaced page or 400 words. Only information within the prescribed length will be considered.

DEADLINE

The deadline date for receiving nominations in the provincial office whether by email, fax, courier service or regular mail is **4:00 p.m. EST, January 24, 2014**.

The 2014 AGM & Conference will be held at the Hilton Niagara Falls/Fallsview Hotel & Suites from the evening of Thursday, **April 24 to Saturday, April 26**. Recipients of the Award of Merit will be honoured during the Eucharistic Celebration on Friday.

**COVER SHEET FOR NOMINATION FOR
OCSTA TRUSTEE AWARD OF MERIT**

NAME OF NOMINEE: _____

NOMINATED BY: _____

BOARD: _____

CONTACT PERSON: _____

TELEPHONE No: _____

FAX No: _____

This award is given to trustees who have made significant contributions to the Catholic education community. Please provide details of the nominee's contributions which, in your opinion, exceed the community's expectations of a Catholic trustee. (Worth 50 points)

**This award is given to trustees with strong Catholic leadership qualities who give witness to their faith commitment. Please provide details of how this nominee's leadership qualities exemplify his/her faith commitment.
(Worth 30 points)**

The term of service will be taken into consideration by the Committee. How long has the nominee served as a trustee and what positions has he/she held? (Worth 20 points)



Appointment as Proxy by Catholic School Trustee

Extra copies may be printed as required

I, _____ hereby appoint
(Please print trustee name)

(Please print proxy holder's name)

Address _____
(Please print)

as a proxy to attend and vote on my behalf at the Annual General Meeting to commence on Friday, April 25, 2014 at 10:00 a.m. on such business as may come before the meeting, hereby revoking any proxy previously given.

I hereby certify that I am a Catholic School Trustee of the

(Please print name of school board)

Date: _____ Signature: _____

DECLARATION OF WITNESS

I, _____ hereby certify
(Please print name of witness)

that I saw _____ sign
(Please print trustee name)

this document, that it was completed in all respects at that time, and that I am a Roman Catholic and at least eighteen years of age and I am not the person appointed proxy by this document.

Signature: _____

NOTE: No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:

- is in writing in the appropriate form set out herein;
- has been completed in all respects;
- has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
- has been delivered to the Head Office of the Corporation no later than 48 hours excluding Saturdays and Holidays before the meeting of the Members is scheduled to commence; and
- the individual has registered as proxy with the Registration Desk no later than 10:00 a.m. on the day the meeting of the Members is to commence.

Deadline Date: April 23, 2014 – 10:00 a.m. EST

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2013**

PUBLIC SESSION

**TOPIC: GENERAL DISCUSSION TO PLAN FOR FUTURE ACTION
BUILDING THE NEXT PHASE IN ONTARIO'S EDUCATION
STRATEGY**

The 7 Questions

The following questions have been developed by the ministry for your ideas and input. Your thoughtful consideration and answers to these questions will help shape an updated vision for the future of education in Ontario.

Question 1

What are the skills, knowledge and characteristics students need to succeed after they have completed school, and how do we better support all learners in their development?

Question 2

What does student well-being mean to you, and what is the role of the school in supporting it?

Question 3

From your perspective, what further opportunities exist to close gaps and increase equity to support all children and students in reaching their full potential?

Question 4

How does the education system need to evolve as a result of changes to child care and the implementation of full-day kindergarten?

Question 5

What more can we all do to keep students engaged, foster their curiosity and creativity, and help them develop a love of life-long learning?

Question 6

How can we use technology more effectively in teaching and learning?

Question 7

In summary, what are the various opportunities for partnership that can enhance the student experience, and how can they benefit parents, educators and our partners too?



Note Taker Template

Reminder – Save frequently!

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Additional Comments

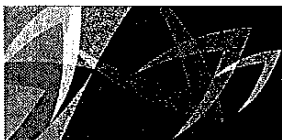
Follow Up and Next Steps

Congratulations! You have finished your consultation! The information you collect at your consultation is yours to submit online to the ministry. We would also encourage you to use this good thinking at a local level to inform planning and decision making that you might be considering.

For the purpose of this consultation, we have a few suggestions and requests:

- Consider the feedback you collected via the note takers, and consolidate key themes, unique/innovative ideas, points of interest, etc.
- Share your consolidation with your participants.
- Use the following link www.edu.gov.on.ca/eng/about/excellent.html to submit your feedback directly to the ministry.

Please submit your feedback to the ministry before **November 15, 2013**.



support every child
reach every student

