



*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, DECEMBER 3, 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 MacNeil -
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 November 12, 2013 A5

### **B. PRESENTATIONS**

### **C. COMMITTEE AND STAFF REPORTS**

1. Policy Committee
  - 1.1 Unapproved Minutes of the Policy Committee Meeting of November 26, 2013 C1.1
  - 1.2 Approval of Policies
    - 1.2.1 Employee Meals & Hospitality Policy (201.14) C1.2.1
    - 1.2.2 Employee Conferences, Workshops & Meetings Policy (201.15) C1.2.2
    - 1.2.3 Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4) C1.2.3
    - 1.2.4 Admission of Elementary and Secondary Students Policy (301.1) C1.2.4
    - 1.2.5 Adult and Continuing Education Policy (400.1) C1.2.5
    - 1.2.6 Access to School Premises Policy (302.6.3) C1.2.6
  - 1.3 Policy and Guideline Review 2013-2014 Schedule C1.3
2. St. Catharines Elementary and Secondary Family of Schools /Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee
  - 2.1 Unapproved Minutes of the Town Hall Feedback Session – November 18, 2013 C2.1
  - 2.2 Unapproved Minutes of the Committee Meeting – November 18, 2013 C2.2
  - 2.3 St. Catharines Ad Hoc Attendance Area Review Committee Report C2.3
3. Niagara Catholic-Niagara Catholic Parent Involvement Committee, Catholic School Council Chairs/Co-Chairs and Members' Sharing Session C3
4. Early Learning Program Initiatives 2013-2014 C4

- |     |   |      |
|-----|---|------|
| 5.  | Staff Development Department Professional Development Opportunities | C5   |
| 6.  | Monthly Updates   |      |
| 6.1 | Capital Projects Update   | C6.1 |
| 6.2 | Student Senate Update   | -    |
| 6.3 | Senior Staff Good News Update                                       | -    |

#### **D. INFORMATION**

- |     |  |      |
|-----|--|------|
| 1.  | Trustee Information  |      |
| 1.1 | Spotlight on Niagara Catholic – November 26, 2013                                      | D1.1 |
| 1.2 | Calendar of Events – December 2013   | D1.2 |
| 1.3 | Annual Administrators, Trustees and Parish Priests Faith Formation – December 12, 2013 | -    |

#### **E. OTHER BUSINESS**

- |     |   |      |
|-----|---|------|
| 1.  | General Discussion to Plan for Future Action              |      |
| 1.1 | Draft Letter of Reply to District School Board of Niagara | 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  
DECEMBER 3, 2013**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 12, 2013**

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**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of November 12, 2013, as presented.



## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, NOVEMBER 12, 2013

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, November 12, 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 Vice-Chairperson 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	✓			
<b>Student Trustees</b>	✓			
Vincent Atallah	✓			
Dallas McMahon	✓			

The following staff were in attendance:

**John Crocco**, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Kristine Murphy**, 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 November 12, 2013 as presented.

**CARRIED**

**4. Declaration of Conflict of Interest**

A Disclosure of Interest was declared by Trustee Burkholder with Item C 7.1 of the Public Agenda, as she has a family member who is associated with the Quartek Group.

**5. Approval of Minutes of the Committee of the Whole Meeting of October 8, 2013**

Moved by Trustee Fera

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

**CARRIED**

**B. PRESENTATIONS**

**C. COMMITTEE AND STAFF REPORTS**

**1. Policy Committee**

**1.1 Unapproved Minutes of the Policy Committee Meeting of October 22, 2013**

Moved by Trustee Burkholder

**THAT** the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of Unapproved Minutes of the Policy Committee Meeting of October 22, 2013, as presented.

**CARRIED**

**1.2 Approval of Policies**

**1.2.1 Acceleration Retention Policy (400.5)**

Moved by Trustee Sicoli

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

**CARRIED**

**1.2.2 Employee Leaves of Absence Policy (201.1)**

Moved by Trustee Sicoli

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

**CARRIED**

**1.2.3 Opening or Closing Exercises Policy – Safe Schools (302.6.1)**

Moved by Trustee Sicoli

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

**CARRIED**

**1.2.4 Employee Workplace Harassment Policy (201.7)**

Moved by Trustee Sicoli

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

**CARRIED**

**1.2.5 Employee Workplace Violence Policy (201.11)**

Moved by Trustee Sicoli

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

**CARRIED**

**1.2.6 Occupational Health & Safety Policy (201.6)**

Moved by Trustee Sicoli

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

**CARRIED**

**1.3 Policy and Guideline Review 2013-2014 Schedule**

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

**2. Pilgrimage 2013**

Mark Lefebvre, Superintendent of Education, presented information on Pilgrimage Sunday - October 27, 2013 in which approximately 4000 Niagara Catholic students, staff, Trustees, Senior Administration, priests, Catholic School Council members, and alumni from Niagara Catholic's eight (8) Secondary Schools participated. This year's annual Pilgrimage raised approximately \$178,000.00 to assist those in need of assistance in Secondary Schools sponsored Missions in Haiti, the Dominican Republic, Dominica, Guatemala, Peru, Rwanda, Development & Peace and Fogquest.

Student and staff representatives from each of Niagara Catholic's eight (8) Catholic Secondary Schools were in attendance to speak of their Pilgrimage experience.

**3. Special Education Advisory Committee Goal: Presentation to the Committee of the Whole**

Yolanda Baldasaro, Superintendent of Education, welcomed Anna Racine, Chair of the Niagara Catholic Special Education Advisory Committee, and Rob Lavorato, Vice-Chair of the Niagara Catholic Special Education Advisory Committee. Ms. Racine and Mr. Lavorato provided a visual presentation which outlined the goals set by SEAC, the current membership, recent work and accomplishments of SEAC and its impact on Niagara Catholic.

**4. Computer Technology 2013-2014 Update**

Ted Farrell, Superintendent of Education welcomed Mark Di Tomasso, Niagara Catholic's ELearning Consultant, Anna Perrota, Ryan Sauriol and Manny Roussos Literacy/ Numeracy/ Technology Coaches who presented the Computer Technology 2013-2014 Update. Information on the programs and support throughout our system was provided.

Trustees asked questions of staff on the presentation.

**5. Extended Overnight Field Trip, Excursion and Exchange – 2013-2014**

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

**6. Financial Statements for the Year 2012-2013**

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the Report on the Audited Financial Statements for the Year 2012-2013.

Director Crocco discussed the various areas of the Financial Statements for 2012-2013 and noted that Senior Administrative Council will continue to prioritize expenditures based on achieving the Board's Strategic Plan and annual System Priorities.

Trustees discussed the Report on the Audited Financial Statements for the Year 2012-2013, and asked questions of Director Crocco and Superintendent Vetrone.

Audit Committee Chairperson MacNeil expressed appreciation to Director Crocco and Superintendent Vetrone for all the work and reflection that went into the preparation of the report and the valuable information presented to the Audit Committee and the Board.

Moved by Trustee Fera

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

**CARRIED**

## **7. Monthly Updates**

### **7.1 Capital Projects Update**

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

### **7.2 Student Senate Update**

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

### **7.3 Senior Staff Good News Update**

Senior Staff highlights included:

#### **Superintendent Baldasaro**

John Cino, Student Success Lead and John Di Pasquale, Student Success Teacher from Blessed Trinity Catholic Secondary School presented their Teacher Learning and Leadership Program for Experienced Teachers at the “Sharing the Learning Summit” in Toronto on November 8, 2013. Their project submission called the “Thunderstruck Mentorship Program” helped to create a transition/mentorship/mental health awareness program for the Blessed Trinity school community. Both teachers had the opportunity to present their project to the Honorable Liz Sandals, Minister of Education who was in attendance at the summit.

#### **Director Crocco**

Senior Staff witnessed remarkable events which took place in Niagara Catholic Schools during Remembrance Day activities, Director Crocco offered his recognition and appreciation to Principals, students and staff.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – October 22, 2013**

Director Crocco highlighted the Spotlight on Niagara Catholic – October 22, 2013 issue for Trustees’ information.

#### **1.2 Calendar of Events – November 2013**

Director Crocco presented the November 2013 Calendar of Events for Trustees’ information.

#### **1.3 3<sup>rd</sup> Annual Spelling Bee – Holy Cross Catholic Secondary School – November 21, 2013**

Director Crocco noted that the Annual Spelling Bee is actually the 4<sup>th</sup> Annual Spelling Bee and invited Trustees to attend

Trustees were asked to confirm their attendance with Kristine Murphy, Administrative Assistant, Corporate Services & Communications.



**1.4 Annual Trustee & Senior Staff Retreat & Mass – November 26, 2013**

Trustees were provided with copies of the program for the Annual Trustee & Senior Staff Retreat being held on Tuesday, November 26, 2013. In preparation for the Retreat, Trustees were invited to read the articles and reflect on the three (3) questions outlined in the program.

**1.5 Annual Organizational Meeting of the Board – December 3, 2013 – 6:00 p.m.**

Trustees were reminded that the Annual Organizational Meeting of the Board will be held on December 3, 2013 at 6:00 p.m. in the Father Kenneth Burns, C.S.C. Board Room.

**1.6 2014 OCSTA Catholic Trustees' Professional Development Seminar**

Director Crocco provided information on the 2014 OCSTA Catholic Trustees' Professional Development Seminar.

Trustees were asked to confirm their attendance with Kristine Murphy.

**1.7 2014 OCSTA AGM**

Director Crocco reminded Trustees that Niagara Catholic will be hosting the 2014 OCSTA AGM, and asked that they confirm their attendance with Kristine Murphy, by the February 2014 Board Meeting.

**1.8 Bishop's Gala 2014**

Director Crocco informed Trustees that the Bishop's Gala has been rescheduled to Saturday, April 12, 2014 at Club Roma in St. Catharines. Bishop Bergie will be attending the Canonization of Popes John XXIII and John Paul II in Rome. A Communications Notice will be sent out to all staff and placed on My Niagara Catholic and My Niagara Catholic Alumni.

**E. OTHER BUSINESS**

**1. General Discussion to Plan for Future Action**

**1.1 Building the Next Phase in Ontario's Education Strategy**

Director Crocco provided information on the Building the Next Phase in Ontario's Education Strategy, and stated that all Trustees are welcome to contribute to questions and submit them directly to The Ministry of Education online.

**F. BUSINESS IN CAMERA**

Moved by Trustee MacNeil

**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 9:00 p.m. and reconvened at 9:15 p.m.

## **G. REPORT ON THE IN-CAMERA SESSION**

Moved by Trustee Burtnik

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of November 12, 2013.

**CARRIED**

### **SECTION A: STUDENT TRUSTEES INCLUDED**

Moved by Trustee MacNeil

**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 October 8, 2013, as presented.

**CARRIED (Item F1)**

### **SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Burkholder

**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 October 8, 2013, as presented.

**CARRIED (Item F4)**

## **H. ADJOURNMENT**

Moved by Trustee O'Leary

**THAT** the November 12, 2013 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 9:15 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **November 12, 2013.**

Approved on **December 3, 2013.**

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Maurice Charbonneau  
Vice-Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 3, 2013**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE  
MEETING OF NOVEMBER 26, 2013**

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**RECOMMENDATION**

**THAT** the Committee of the Whole receive the Unapproved Minutes of the Policy Committee Meeting of November 26, 2013, as presented.

The following recommendations are being presented for the Committee of the Whole's consideration from the Policy Committee Meeting of November 26, 2013:

**1.2 Approval of Policies**

**1.2.1 Employee Meals & Hospitality Policy (201.14)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Meals & Hospitality Policy (201.14), as presented.

**1.2.2 Employee Conferences, Workshops & Meetings Policy (201.15)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Conferences, Workshops & Meetings Policy (201.15), as presented.

**1.2.3 Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4), as presented.

**1.2.4 Admission of Elementary and Secondary Students Policy (301.1)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Admission of Elementary and Secondary Students Policy (301.1), as presented.

**1.2.5 Continuing Education Policy (400.1)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Continuing Education Policy (400.1), as presented.

**1.2.6 Access to School Premises Policy (302.6.3)**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Access to School Premises Policy (302.6.3), as presented.



## MINUTES OF THE POLICY COMMITTEE MEETING

### TUESDAY, NOVEMBER 26, 2013

Minutes of the Policy Committee Meeting held on Tuesday, November 26, 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 4:30 p.m. by Policy Committee Chairperson Burkholder.

1. **Opening Prayer**

The meeting was opened with a prayer.

2. **Attendance**

<b>Committee Members</b>	Present	Absent	Excused
Rhianon Burkholder (Committee Chair)	✓		
Kathy Burtnik	✓		
Dino Sicoli	✓		

**Student Trustees:**

*Vincent Atallah*, Trustee

**Staff:**

*John Crocco*, Director of Education

*Lee Ann Forsyth-Sells*, Superintendent of Education

*Frank Iannantuono*, Superintendent of Education/Human Resources

*Mark Lefebvre*, Superintendent of Education

*Scott Whitwell*, Controller of Facilities Services

*Jennifer Brailey*, Manager of Corporate Services & Communications Department

*Linda Marconi*, Recording Secretary

3. **Approval of Agenda**

Moved by Trustee Sicoli

THAT the November 26, 2013, Policy Committee Agenda be approved, as presented.

**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 October 22, 2013**

Moved by Trustee Burtnik

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of October 22, 2013, as presented.

**Approved**

6. **Policies**

***ACTION REQUIRED***

**POLICIES - FOR RECOMMENDATION TO THE COMMITTEE OF THE WHOLE**

6.1 **Ontario Student Record (OSR) (301.7)**

Mark Lefebvre, Superintendent of Education, presented the amendments to the Ontario Student Record (OSR) Policy.

The Policy Committee suggested the following amendments:

**POLICY STATEMENT**

- To include *authorized* staff in the second paragraph.
- Include **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)** in References.

**ADMINISTRATIVE GUIDELINES**

- Section 3, change *school staff is* to **school staff are** in the first sentence.
- Section 5, change *never be taken* to **never to be taken** in the last sentence.
- Section 6, change *must be shredded* to **are shredded**.
- Section 12, add **as amended** after (OSR) Guideline 2000.

The Policy Committee requested that the Ontario Student Record (OSR) Policy be vetted from November 29, 2013 to February 7, 2014 with a recommended deadline for presentation to the Policy Committee in February 2014, for consideration to the Committee of the Whole and Board in February 2013.

6.2 **Employee Meals & Hospitality (201.14)**

Giancarlo Vetrone, Superintendent of Business & Financial Services, presented the amendments to the Employee Meals & Hospitality Policy.

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- First paragraph, change *acknowledges that the employees* to **acknowledges that employees.**
- Include **Broader Public Sector Accountability Act (BPSAA), 2010** to the references.

#### **ADMINISTRATIVE GUIDELINES**

- Section 7, remove the word *lavish* and *other individuals* at the end of the sentence.

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Employee Meals & Hospitality Policy (201.14), as amended.

**Approved**

### **6.3 Employee Conferences, Workshops & Meetings Policy (201.15)**

Superintendent Vetrone presented the amendments to the Employee Conferences, Workshops & Meetings Policy (201.15).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- Change title of Policy Statement and Guidelines to read **Employee Conferences, Workshops and Meetings.**
- Include **Broader Public Sector Accountability Act (BPSAA), 2010** to the references.

#### **ADMINISTRATIVE GUIDELINES**

- Amend Section 2 to read:  
**All requests to attend conferences, workshops and meetings shall be submitted to the employee's immediate supervisor and the appropriate managing Senior Administrative Council member for consideration.**
- Section 6, add All *approved* requests; *non-alcoholic* beverages.

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Employee Conferences, Workshops & Meetings Policy (201.15), as amended.

**Approved**

### **6.4 Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4)**

Superintendent Vetrone presented the amendments to the Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4).

The Policy Committee suggested the following amendments:

#### **ADMINISTRATIVE GUIDELINES**

- Change the word *care* to *Card* in the first paragraph.
- Change the word *value* to *cost* throughout the Administrative Guidelines.

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4), as amended.

**Approved**

### **6.5 Admission of Elementary and Secondary Students (301.1)**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the amendments to Admission of Elementary and Secondary Students Policy (301.1).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- Change the word *shall* to *will* in the last paragraph.

#### **ADMINISTRATIVE GUIDELINES**

- Copy and reword 2<sup>nd</sup> paragraph under Secondary School Admission Non-Catholic on page 2, to Elementary School Admission Non-Catholic.
- Section 4, 2<sup>nd</sup> paragraph, change *were* to *where*
- Add **and Senior Administrative Council** to end of 3<sup>rd</sup> paragraph in Section 4.
- Delete 7<sup>th</sup> and 8<sup>th</sup> paragraph under Section 4. Attendance Area Exceptions.

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Admission of Elementary and Secondary Students Policy (301.1), as amended.

**Approved**

### **6.6 Continuing Education (400.1)**

Frank Iannantuono, Superintendent of Education/Human Resources, presented the amendments to the Continuing Education Policy (400.1).

The Policy Committee suggested the following amendments:

Moved by Trustee Sicoli

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Continuing Education Policy (400.1), as presented.

**Approved**

### **6.7 Access to School Premises (302.6.3)**

Superintendent Forsyth-Sells presented the amendments to the Access to School Premises Policy (302.6.3).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- Change title of Policy to **Access to Board Premises Policy**

#### **ADMINISTRATIVE GUIDELINES**

- Section 4 i. Trespass to Property, change Confront to **Approach**
- Section 4 v., include **With consultation and approval of the FOS Superintendent**
- Section 4v., change Trespass Warning letter to **Trespass to Property letter**



Moved by Trustee Burtnik

THAT the Policy Committee recommend to the Committee of the Whole approval of the Access to School Premises Policy (302.6.3), as presented.

**Approved**

## **POLICIES - PRIOR TO VETTING**

### **6.8 Advertising Expenditures Policy (600.5)**

Superintendent Vetrone presented the amendments to the Advertising Expenditures Policy.

The Policy Committee suggested the following amendments:

In the discussion of the committee, Director Crocco recommended that Senior Staff design a new policy on the Use of Board Logo for the consideration of the March Policy Committee meeting.

#### **POLICY STATEMENT**

- Change title of Policy to **Board Advertising Policy**
- Include as 2<sup>nd</sup> paragraph the following:  
**Board advertising refers to system wide announcements, postings and promotional publications of events, programs, services, employment opportunities, and other promotional campaigns, which are disseminated through the media, including television, radio, newspapers, magazines, flyers, billboards, and various social media networks.**
- Change 2<sup>nd</sup> paragraph to read:  
**The Board supports advertising expenditures directed at the implementation of specific business practices of the Board such as, but not limited to advertising for the recruitment of staff, tendering for goods and services, and Board publications.**

#### **ADMINISTRATIVE GUIDELINES**

- Delete Section #2.
- Section 4, include **Board** before *advertising campaigns*, delete *by the Director of Education and/or*.
- Section 5, include **Board** before *advertising campaigns*.
- Section 6, include **Board** before *advertising*.

The Policy Committee requested that the Advertising Expenditures Policy be vetted from November 29, 2013 to February 7, 2014 with a recommended deadline for presentation to the Policy Committee in February 2014, for consideration to the Committee of the Whole and Board in February 2013.

### **6.9 Architect Selection Policy (701.1)**

Scott Whitwell, Controller of Facilities Services, presented the amendments to the Architect Selection Policy.

The Policy Committee suggested the following amendments:

#### **ADMINISTRATIVE GUIDELINES**

- Section 2. Rationale, 2<sup>nd</sup> paragraph, change *cheapest* to **least costly**.
- Section 5. Capital Projects, 2<sup>nd</sup> bullet, include **or Director of Education**; 3<sup>rd</sup> bullet, include **or representative of site**.

The Policy Committee requested that the Architect Selection Policy be vetted from November 29, 2013 to February 7, 2014 with a recommended deadline for presentation to the Policy Committee in February 2014, for consideration to the Committee of the Whole and Board in February 2013.

#### ***INFORMATION***

##### **6.10 Policies Being Vetted (Deadline – January 7, 2014)**

- School Generated Funds Policy (301.6)
- Religious Education Courses for Staff Policy (201.3)

##### **6.11 Policy and Guideline Review 2013-2014 Schedule**

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

##### **7. Date of Next Meeting**

Tuesday, January 28, 2014 – 4:30 p.m.

##### **8. Adjournment**

The meeting adjourned at 6:45 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 3, 2013**

*PUBLIC SESSION*

**TOPIC: EMPLOYEE MEALS & HOSPITALITY POLICY (201.14)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Meals & Hospitality Policy (201.14), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: December 3, 2013



## EMPLOYEE MEALS AND HOSPITALITY POLICY

### STATEMENT OF POLICY

Section:	200 – Human Resources
No:	201.14
Adopted:	March 27, 2007
Revised:	NIL

In keeping with, the Mission, Vision, and Values of the Niagara Catholic District School Board, ~~the Board recognizes~~ **acknowledges that the need for** employees may incur expenses related to their work for the Board. **It is the Policy of Niagara Catholic District School Board that staff designated by the Director of Education may provide hospitality on behalf of the Board where necessary and reasonable in the course of their duties.**

~~The Policy defines~~ Hospitality is **defined as** the provision of food, beverages, accommodations, transportation, **and/or other amenities expensed to Board funds.** ~~at Board expenses.~~

**The Board shall assume no obligation to reimburse hospitality expenses that are not in compliance with this Policy.**

~~This Policy~~ **The Niagara Catholic District School Board shall comply with the Broader Public Sector Expenses Directive in a manner that achieves value for money while treating all employees fairly and equitably. These expenditures shall be reasonable, transparent, appropriate and as approved.**

~~All expenditures related to Hospitality shall be made available through the Freedom of Information (FOI) requests. to provide appropriate meals and hospitality to visitors, volunteers and other education stakeholders, in order to foster good relationships, to maintain effective networking and to enhance business activities and in order to carry out the business of the board.~~

~~All employees shall keep track of legitimate expenses relating to meal and hospitality, which are incurred in carrying out their responsibilities, in order to ensure that the expense are properly reimbursed and/or properly processed for payment.~~

~~All employees shall submit for reimbursement and/or for payment all legitimate expenses incurred while attending conferences, workshops and networking activities, using the appropriate forms and following the related administrative guidelines.~~

**Expenditures shall be reimbursed in accordance with administrative guidelines established by the Board Director of Education.**

~~All expenses relating to Meals and Hospitality claimed by employees shall be reviewed and approved by the appropriate supervisor. The expenses relating to Meals and Hospitality claimed by the Director of Education shall be reviewed and approved by the Chairperson of the Board.~~

**The Director of Education will establish issue Administrative Guidelines in support for the implementation of this Policy.**

#### Reference:

- *Code of Conduct Policy No. 302.6.2*
- *Broader Public Sector Accountability Act, 2010*



## EMPLOYEE MEALS AND HOSPITALITY POLICY

### ADMINISTRATIVE GUIDELINES

Section:	200 – Human Resources
No:	201.14
Adopted:	March 27, 2007
Revised:	NIL

#### General Approval Procedure

1. All employees shall be reimbursed for legitimate approved expenses, which are incurred in fostering good relationships and networking.
2. Employees are directed to ensure that the expenses related to Hospitality are reasonable and economical and that they are required in carrying out their responsibilities.

#### Reimbursement Procedure

3. 1. All claims for reimbursement of expenses require the authorization of the supervisor. All claims for reimbursement of expenses by the Director of Education are to be approved by the Chairperson of the Board.
4. 2. All claims for reimbursement of expenses shall be supported by original receipts, as well as the Credit Card Slips. The receipts shall indicate the specific purpose of the travel and hospitality, indicating location, dates and individuals in attendance.
5. 3. All claims for reimbursement of expenses should be submitted on a monthly basis, following the appropriate procedures and using the prescribed expense forms.
6. 4. All expenses shall be claimed during the appropriate corresponding budget year.

#### ~~Expenses Related to Hospitality~~

- ~~1. Employees are directed to ensure that the expenses related to Hospitality are reasonable and economical and that they are required in carrying out their responsibilities.~~
- ~~2. The Director of Education will establish an individual hospitality allowance for employees in positions of responsibility, as well as a general hospitality allowance for various board functions.~~
4. 5. All claims for hospitality shall be submitted for reimbursement and/or for payment using the appropriate forms and related procedures, including:
  - o Request for Payment of Corporate Card Form
  - o Request for Payment of Purchasing Card Form
  - o Request for Reimbursement of Petty Cash Form
  - o Cheque Requisition Form
2. 6. All requests for payment of expenses related to hospitality shall be supported by the original receipts and related details. The following expenses and charges will be eligible for reimbursement and/or payment: travel costs by automobile and other means, hotel room charges (standard room rates), meals (including food, beverages, taxes and gratuities), telephone calls, taxi costs, parking fees, etc.
3. 7. The following expenses and charges will not be eligible for reimbursement and/or payment: movies or entertainment charges, charges for use of recreational/fitness facilities, alcohol, charges incurred by a family member, parking violation charges, traffic violation charges, lavish gifts for staff, and other individuals.
4. ~~All claims for expenses related to hospitality shall not exceed the annual amount allocated the respective employees, unless approved by the immediate supervisor.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 3, 2013**

*PUBLIC SESSION*

**TOPIC: EMPLOYEE CONFERENCES, WORKSHOPS & MEETINGS  
POLICY (201.15)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Conferences, Workshops & Meetings Policy (201.15), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: December 3, 2013

# DRAFT

	<p><b>EMPLOYEE CONFERENCES, WORKSHOPS, AND MEETINGS SEMINARS POLICY</b></p> <p>STATEMENT OF POLICY</p>	<p>Section: 200 – Human Resources</p> <p>No: 201.15</p> <p>Adopted: March 27, 2007</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~~ ~~Niagara Catholic District School Board~~ recognizes and supports where appropriate the value of professional staff development and that, conventions, conferences, and meetings assist in facilitating this objective. ~~need for Employees to keep up to date with all aspects of the board's operations.~~

All employees are encouraged to attend ~~business related~~ ~~appropriate~~ and ~~Board approved~~ conferences, workshops and meetings, ~~in order to fulfill the mandates inherent in their roles and in order to carry out the business of the Board~~ in their capacity as Niagara Catholic District School Board employees.

Authorized employee expenditures incurred while attending conferences, conventions, and other professional development activities as an approved representative of the Niagara Catholic District School Board shall be reimbursed.

~~All employees shall keep track of legitimate expenses incurred in carrying out their responsibilities, in order to ensure that the expense are properly reimbursed and/or properly processed for payment.~~

~~All employees shall submit for reimbursement and/or for payment all legitimate expenses incurred while attending conferences, workshops and networking activities, using the appropriate forms and following the related administrative guidelines.~~

~~All claims for reimbursement of expenses relating to Conference, Workshops and Meetings require the authorization of the immediate supervisor. Expense claimed by the Director of Education shall require the approval of the Chairperson of the Board.~~

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

Reference:

- Code of Conduct Policy No. 302.6.2
- Broader Public Sector Accountability Act, 2010

	<b>EMPLOYEE CONFERENCES, WORKSHOPS, AND MEETINGS SEMINARS POLICY</b>	Section:	200 – Human Resources
	<b>ADMINISTRATIVE GUIDELINES</b>	No:	201.15
		Adopted:	March 27, 2007
		Revised:	NIL

## **GENERAL APPROVAL PROCEDURE**

1. For all Conferences, Workshops and Meetings, which are held outside the Province of Ontario, prior approval by the Director of Education shall be required.
2. All ~~Requests to Attend Conferences, Workshops and Meetings Forms~~ shall be ~~approved~~ **submitted to the** ~~by the immediate supervisor and the Administrator of Staff Development.~~ **appropriate managing Senior Administrative Council member for consideration.**
3. All eligible ~~Employees~~ shall be reimbursed for ~~legitimate~~ **approved** expenses, which are incurred while attending conferences, workshops and meetings.
4. **Employees shall ensure that the expenses related to Conferences and Workshops are reasonable and economical and that they are required in carrying out their responsibilities.**

## **REIMBURSEMENT PROCEDURE**

1. All claims for reimbursement of expenses require the authorization of the immediate supervisor. Expense claims by the Director of Education are to be approved by the Chairperson of the Board.
2. All expense claims shall be supported by original receipts, as well as the ~~€credit €card \$slips~~. The receipts shall indicate the specific purpose of the travel and hospitality, indicating location, dates and individuals in attendance.
3. All expense claims of the Employees should be submitted on a monthly basis, following the appropriate procedures and using the prescribed expense forms.
4. All expenses shall be claimed during the appropriate corresponding budget year.

## **~~Expense Related Conferences and Workshops~~**

1. ~~All Requests to Attend Conferences, Workshops and Meetings Forms shall be approved by the immediate supervisor and the Administrator of Staff Development.~~
2. ~~Employees shall ensure that the expenses related to Conferences and Workshops are reasonable and economical and that they are required in carrying out their responsibilities.~~
3. ~~The Director of Education will establish a Conference Allowance for Employees in positions of responsibility.~~
5. All requests for payment of expenses related to Conferences, Workshops and Meetings shall be submitted for reimbursement and/or for payment, using the appropriate Employee Conferences, Workshops and Meetings Form and the related instructions.
6. All **approved** requests for payment of expenses related to Conferences, Workshops and Meetings shall be supported by the original receipts and related details. The following expenses and charges



# DRAFT

will be eligible for reimbursement and/or payment: travel costs by automobile and other ~~means,~~  
~~—hotel~~ means, hotel room charges (standard room rates), meals (including food, non-alcoholic  
beverages, taxes and —gratuities), telephone calls, taxi costs, parking fees, etc.

7. The following expenses and charges will not be eligible for reimbursement and/or payment: movies or entertainment charges, charges for use of recreational/fitness facilities, alcohol, charges incurred by a family member, parking violation charges, traffic violation charges.
- ~~7. For all Conferences, Workshops and Meetings, which are held outside the Province of Ontario, prior approval by the Director of Education shall be required.~~
- ~~8. All expense claims for Conferences and Workshops for Employees shall not exceed the amount allocated to their respective Conference Allowance account, without the approval of the person approving their claims.~~

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 3, 2013**

***PUBLIC SESSION***

**TOPIC: CORPORATE CARDS, PURCHASING CARDS & PETTY CASH  
POLICY (600.4)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic Corporate Cards, Purchasing Cards & Petty Cash Policy (600.4), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: December 3, 2013

	<b>CORPORATE CARDS, PURCHASING CARDS AND PETTY CASH POLICY</b>  STATEMENT OF POLICY	Section:	600 – Business Services
		No:	600.4
		Adopted:	March 27, 2007
		Revised:	Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~The~~ **Purchasing of Goods and Services Policy** (#600.1) and the related Administrative Guidelines recognize that the purchase and payment of low value goods and services can be expedited through the use of Corporate Cards, Purchasing Cards and Petty Cash.

Accordingly, ~~The~~ Niagara Catholic District School Board authorizes the Director of Education to provide Corporate Cards, Purchasing Cards and Petty Cash to appropriate employees in order to **fulfill their duties**. ~~achieve the following objectives:~~

- ~~• Reduce the cost of processing low value purchases~~
- ~~• Receive faster delivery of goods and services~~
- ~~• Simplify and expedite the payment process~~

~~All expenses paid by Corporate Card, Purchasing Card and Petty Cash shall be reviewed and approved by the appropriate supervisor, with the following exceptions:~~

- ~~• The expenses of the Director of Education shall be approved by the Chairperson of the Board.~~
- ~~• The expenses of the Chairperson shall be approved by the Superintendent of Business~~
- ~~• The expenses of the Trustees shall be approved by the Director of Education.~~

The Director of Education ~~shall~~ **will** issue the Administrative Guidelines **for the implementation** ~~in support~~ of this policy.

#### References:

- *Purchasing/Supply Chain Management Policy (#600.1)*
- *Employee Code of Conduct and Ethics Policy (#201.17)*
- *Broader Public Sector Accountability Act (BPSAA), 2010*



## CORPORATE CARDS, PURCHASING CARDS AND PETTY CASH POLICY

### ADMINISTRATIVE GUIDELINES

Section:	600 – Business Services
No:	600.4
Adopted:	March 27, 2007
Revised:	Nil

### DEFINITIONS

#### *Corporate Card*

Niagara Catholic ~~Company~~ credit card ~~that~~ is issued to corporate executives who can then acquire goods and services without having to process the transaction through the traditional purchasing procedure, such as using purchase requisitions or purchase orders. The purchases made by an executive using the corporate card are generally larger and higher in ~~value~~ cost.

#### *Purchase Card*

Procurement card, or P-card, is a form of company credit card that is issued to employees who can then acquire goods and services without having to process the transaction through the traditional purchasing procedure, such as using purchase requisitions or purchase orders. The purchases made by an employee using a procurement card are generally small and low ~~value~~ cost.

All cards are issued to employees who are expected to follow ~~their organization's~~ Niagara Catholic's policies and procedures related to credit card use, including reviewing and approving transactions according to a set schedule.

~~The liability for abuse of both Corporate/Purchasing cards rests with the company and not with the employee.~~

1. Corporate Cards will be issued to Members of **Senior** Administrative Council.
2. Purchasing Cards will be provided to all Principals and Vice-Principals.
3. Corporate Cards and/or Purchasing Cards may be provided **with the approval of the Director of Education** to other board employees, if it is **deemed** necessary for them to carry out their responsibilities.
4. **Through the Superintendent of Business & Financial Service, t**~~The~~ appropriate **Family of Schools Superintendent of Education** may provide adequate Petty Cash Funds for the schools and departments under his/her supervision, in order to facilitate the purchase and payments of low value goods and services.
5. Approved Corporate Cards and Purchasing Cards will ~~by~~ **be** issued by the bank responsible for the Board's Banking Services and they shall be issued **in** the name of the Board and the Employee. Approved Petty Cash Funds will be issued by the Accounting Department.
6. Corporate Cards, Purchasing Cards and Petty Cash Funds are to be used **solely** for expenses related to Board Business.
7. Cash Advances from Corporate Cards, Purchasing Cards and Petty Cash are not permitted.

8. Personal expenses shall not be charged to Corporate Cards, Purchasing Cards and Petty Cash. Any personal expenses charged in error shall be recovered from the respective employee. ~~as soon as possible.~~
9. Purchases and payments paid by Corporate Card shall be processed using the **Request for Payment of Corporate Card Form** and in accordance with the related instructions.
10. Purchases and payments paid by Purchasing Card shall be processed using the **Request for Payment of Purchasing Card Form** and in accordance with the related instructions.
11. Purchases and payments paid by Petty Cash shall be processed using the **Request for Reimbursement of Petty Cash Form** and the related instructions.
12. All expenses paid by Corporate Card, Purchasing Card and Petty Cash shall be reviewed and approved by the appropriate supervisor, with the following exceptions:
  - The expenses of the Director of Education shall be approved by the Chair~~person~~ of the Board.
  - The expenses of the Chair~~person~~ **of the Board** shall be approved by the Superintendent of Business **and Director of Education.**
  - ~~• The expenses of the Trustees shall be approved by the **Chair of the Board and** Director of Education.~~
13. Failure to abide by this policy and the related administrative guidelines may lead to the cancellation of the Corporate Cards, Purchasing Cards and Petty Cash and may lead to appropriate disciplinary action at the discretion of the Director of Education.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 3, 2013**

*PUBLIC SESSION*

**TOPIC: ADMISSION OF ELEMENTARY AND SECONDARY STUDENTS  
POLICY (301.1)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Admission of Elementary and Secondary Students Policy (301.1), as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: December 3, 2013



# ADMISSION OF ELEMENTARY AND SECONDARY STUDENTS POLICY

## STATEMENT OF POLICY

Section: 300 – Schools/Students

No: 301.1

Adopted: February 24, 1998

Revised: February 26, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, Niagara Catholic embraces the opportunities and challenges of providing a learning environment in which the teachings of Christ and the Catholic faith provide a distinctive Catholic education for all students within its jurisdiction.

The Board, in cooperation with the Bishop, pastors/priests and the parent/guardian community, fosters the spiritual growth of all students enabling them to become responsible citizens, who give witness to Catholic social teachings by promoting peace, justice and sacredness of human life.

The purpose of this policy is to provide direction on the process for admission of students to the elementary and secondary schools of the Niagara Catholic District School Board.

Therefore, upon approval, any student within the Niagara Region, electing to attend a Niagara Catholic elementary or secondary school may attend with the understanding that they respect the environment and traditions of Catholic Education, and the expectations of the Niagara Catholic District School Board.

The Director of Education ~~shall~~ **will** issue Administrative Guidelines for the implementation of this policy.

### *References:*

- [\*Education Act, Section 33 \(3\), 1997\*](#)
- [\*Ontario Catholic School Graduation Expectations\*](#)
- [\*Immigration and Refugee Protection Act \(Canada\)\*](#)
- [\*Aboriginal Affairs and Northern Development Canada\*](#)
- [\*International Exchange Student-Ontario \(ISE\)\*](#)
- [\*Niagara Catholic - Attendance Areas Policy \(301.3\)\*](#)
- [\*Niagara Catholic - Ontario Student Record: Policy No. \(301.7\)\*](#)
- [\*Niagara Catholic - Safe Schools Policy No. \(302.6\)\*](#)
- [\*Niagara Catholic - Student Transportation Policy \(500.2\)\*](#)
- [\*Niagara Catholic - Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students Policy No. \(301.9\)\*](#)



# ADMISSION OF ELEMENTARY AND SECONDARY STUDENTS POLICY

## ADMINISTRATIVE GUIDELINES

Section:	300 – Schools/Students
No:	301.1
Adopted:	February 24, 1998
Revised:	February 26, 2013

The residential address of the parent(s)/guardian(s) of a student or where applicable adult student will determine the designated home school.

The Principal/Vice-Principal, in consultation with the parent(s)/guardian(s) or where applicable adult student is responsible for placing the student in the most appropriate program. Where applicable, a student transferring from outside of Ontario may be granted a course equivalency in accordance with authority granted by the Ministry of Education.

### 1. ADMISSION REQUIREMENTS-ELEMENTARY AND SECONDARY

#### Early Learning Kindergarten Program (ELKP)

In a school where the Early Learning Kindergarten Program (ELKP) has been implemented, a student shall be admitted on the first day of school in September provided that they reach the age of four (4) on, or before December 31, in that same calendar year.

#### Junior Kindergarten

A student shall be admitted to Junior Kindergarten on the first day of school in September provided that they reach the age of four (4) on, or before December 31, in that same calendar year.

#### Senior Kindergarten

A student shall be admitted to Kindergarten on the first day of school in September provided that they reach the age of five (5) on, or before December 31, in that same calendar year.

Note: A student currently registered in an Early Learning Kindergarten Program (year one) or Junior Kindergarten are not required to register for the Early Learning Kindergarten Program (year two) or Senior Kindergarten Program. Placement will be processed by the school unless otherwise notified by the parent(s)/guardian(s).

#### Grade One

A student shall be admitted to Grade One (1) on the first day of school in September provided that they reach the age of six (6) on, or before December 31, in that same calendar year.

### 2. ELEMENTARY AND SECONDARY ADMISSION NON-CATHOLIC

#### Elementary School Admission Non-Catholic

Parent(s)/Guardian(s) requesting to register a student in a Niagara Catholic elementary school, and who is not eligible to direct their school support to the Catholic Board, ~~it is expected that compliance with the Admission of Elementary and Secondary Students' Policy be followed~~ shall make application to the Principal of the school.

~~The admission of a non-Catholic ratepayer's student~~ The application will require the recommendation from the school Principal/Vice-Principal in consultation with, and the approval of the Family of Schools' Superintendent of Education



Principals/Vice-Principals will ensure that all students attending a Niagara Catholic elementary school will participate in the faith life activities of the Catholic elementary school and respect the environment and traditions of Catholic Education and the expectations of the Niagara Catholic District School Board.

Parent(s)/Guardian(s) have the responsibility to notify the school of changes regarding biographical information.

### **Secondary School Admission Non-Catholic**

Parent(s)/Guardian(s) or where applicable adult student requesting admission to a Niagara Catholic secondary school, and who is not eligible to direct their school support to the Catholic Board, shall make application to the Principal/Vice-Principal of the Catholic secondary school.

Principals/Vice-Principals will ensure that all students attending a Niagara Catholic secondary school will: successfully achieve a credit in Religious Education for every year of attendance, up to graduation (total of four Religious Education Credits), participate fully in the faith life activities of the Catholic secondary school, and respect the environment and traditions of Catholic Education and the expectations of the Niagara Catholic District School Board.

### **Religious Education Credits and Graduation**

Achievement of Religious Education credits and participation in faith life activities are criteria for all students to participate in faith-based graduation ceremonies. This expectation is to fulfill the Ontario Catholic School Graduate Expectations as endorsed by the Niagara Catholic District School Board for all graduates.

## **3. REQUIRED DOCUMENTATION: ELEMENTARY AND SECONDARY**

### **Responsibility of Parent(s)/Guardian(s) or adult student**

It is the responsibility of the parent(s)/guardian(s) or where applicable adult student to complete the required Niagara Catholic District School Board Admission Forms (where applicable):

- [Elementary Student Registration Form](#)
- [Secondary Student Registration Form](#)
- [Consent for Release of Information](#)
- [Application for Direction of School Support](#)
- [Roman Catholic School Assessment Lease](#)
- [Request for Admission Form \(Non-Catholic/Out-of-Boundary\)](#)
- [Confirmation of Pupil Eligibility for English as a Second Language/Literacy Development Funding](#)
- [International Student Application Form](#)
- [Renewal International Student Application Form](#)
- Completion of the Niagara Region Public Health Confidential Student Immunization Form (*provided by the school*)

In addition, it is the responsibility of the parent(s)/guardian(s) or where applicable adult student to provide original documentation or a copy certified as original (where applicable) for the following:

- Proof of age: Birth Certificate, Statement of Live Birth or Passport
- A Roman or Eastern Rite Catholic Baptismal Certificate. If the student has not been baptized, the student may be admitted if one parent can provide a Roman/Eastern Rite Baptismal Certificate. If necessary, a letter from a pastor certifying that the child or parent/guardian has been baptized in the Roman or Eastern Rite will be accepted in lieu of a Baptismal Certificate.
- Ontario Health Card
- Immunization Record or Statement of Conscience or Religious Belief Affidavit
- Proof of Immigration Status
- Court Order
- International Student Letter of Confirmation

**Note:** Staff is to ensure that the Niagara Catholic Registration Checklist (internal use only) and copies of all relevant registration documents are placed in the student's OSR.

#### **4. ATTENDANCE AREA EXCEPTIONS**

In accordance with the Education Act, the Niagara Catholic District School Board has established boundaries for student attendance.

If, parent(s)/guardian(s) request to register a student or where applicable, an adult student in a Niagara Catholic school other than their home school, it is expected that the Admission of Elementary and Secondary Students' Policy and the Attendance Areas Policy are followed.

Approval for an Out-of-Boundary admission request will require a recommendation from the Principal/Vice-Principal in consultation with, and the approval of the Family of Schools' Superintendent of Education. **Exceptions will be approved by Senior Administrative Council.**

Transportation for an approved Out-of-Boundary admission request shall be the sole responsibility of the parent(s)/guardian(s) or where applicable adult student.

Approved attendance area exceptions are for the identified school boundaries at the time of the approval. Any changes which occur to the attendance area boundaries may require attendance area exceptions for those families currently registered to attend the school within the boundaries of their residence.

Parent(s)/Guardian(s) or where applicable adult student have the responsibility to notify the Principal/Vice-Principal of changes to their residency status and/or circumstances for the initial attendance area exception request.

~~Approval for Out of Boundary requests will not be granted into:~~

- ~~• Schools identified by Board motion~~
- ~~• Schools at or above on the ground capacity (no surplus space)~~

~~Any exemptions to these specific exceptions will require the approval of the Principal, the Family of Schools' Superintendent of Education and Senior Administrative Council:~~

- ~~• Out of Boundary approval will be granted with admission into a Board approved academic program that is not offered at the student's home school.~~
- ~~• Unless otherwise approved, transportation for an Out of Boundary Board approved academic program that is not offered at the student's home school shall be the sole responsibility of the parent(s)/guardian(s) or where applicable adult student.~~

#### **5. NON-RESIDENT OF CANADA (VISA) STUDENT**

The designated Superintendent of Education may approve the admission of a non-resident student in accordance with the Education Act. Such approval shall be reviewed annually.

- The student must obtain approval from the designated Superintendent of Education prior to admission into any school.
- The International Student Application form must be completed. Prior to admission into any school, a Visa student will be provided with a letter from the designated Superintendent of Education confirming attendance.
- A Visa student shall be charged the fee determined by the Board.

#### **6. RESIDENTS OF ONTARIO BUT OUTSIDE OF THE NIAGARA REGION**

Parent(s)/Guardian(s) or where applicable adult student who reside in Ontario, but outside of the Niagara Region, may request to register a student in a Niagara Catholic District School Board school in compliance with the Admission of Elementary and Secondary Students' Policy and the Attendance Areas Policy.

A student, whose legal residence is outside the jurisdiction of the Niagara Catholic District School Board, but within Ontario requesting admission to a school under the jurisdiction of the Board, may have fees paid by the resident Board. Such a request is to be accompanied by a statement from the resident Board indicating fees will be paid on behalf of the student. Where fees are not paid, approval must be obtained from the Director of Education and are reviewed on an annual basis.

## **7. EXCHANGE STUDENTS**

A student approved, as an Exchange Student will participate in reciprocal, school-based programs, provided in co-operation with the Canadian School Authorities and the foreign exchange partners of the International Student Exchange-Ontario (ISE) in compliance with the Admission of Elementary and Secondary Students' Policy.

## **8. STUDENTS WITH IMMIGRATION DOCUMENTS**

A student identified as a: Non-Landed Immigrant, Permanent Resident, Refugee, Work Permit, or Diplomatic Status, will be admitted in accordance to the Ontario Education Statutes and Regulations, following Immigration Canada Laws and procedures, and in compliance with the Admission of Elementary and Secondary Students' Policy.

A Principal/Vice-Principal who receives immigration documents from a student applying for admission will review the documents for eligibility and request completion of the Confirmation of Eligibility Form. The Principal/Vice-Principal will ensure that the information is completed according to the immigration documents provided.

## **9. ABORIGINAL PEOPLES**

A student identified as Aboriginal Peoples will be admitted in accordance with the Aboriginal Affairs and Northern Development Canada, the Ontario Education Statutes and Regulations, and in compliance with the Admission of Elementary and Secondary Students' Policy.

## **10. EXPELLED STUDENTS**

An expelled student will be referred to the Family of Schools' Superintendent of Education, who in consultation with the Principal/Vice-Principal, parent(s)/guardian(s)/student or where applicable adult student will determine an appropriate placement recommendation.

## **11. EXTENUATING CIRCUMSTANCES**

A request for school admission which has extenuating and/or compelling family circumstances shall be submitted in writing to the Family of Schools' Superintendent of Education for consideration.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 3, 2013**

*PUBLIC SESSION*

**TOPIC: ADULT AND CONTINUING EDUCATION POLICY (400.1)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Adult and Continuing Education Policy (400.1), as presented..

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Prepared by: Frank Iannantuono, Superintendent of Business & Financial Services  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: December 3, 2013



# ADULT AND CONTINUING EDUCATION LEARNING POLICY

## STATEMENT OF POLICY

Section:	400 – Educational Programs
No:	400.1
Adopted:	February 24, 1998
Revised:	Nil

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes the importance of Continuing Education programs and accepts its role in providing quality Catholic education programs through in the field of Adult and its Continuing Education Learning Centres to enhance lifelong learning opportunities for elementary students, secondary students, and adult students.

~~It is also important for our elementary and secondary students to have the opportunity to obtain credits and/or remedial instruction and International Languages to assist newcomers to our country to realize their aspirations in Canada.~~

The Niagara Catholic learning ~~Our community and society, as a whole~~ benefits when Continuing Education programs and courses ~~opportunities~~ are provided for students ~~adults~~ in order to complete their high Secondary School Graduation Diploma, improve their literacy and numeracy skills, learn English as a Second Language, International Languages, or obtain new skills for life and career endeavours through a variety of program delivery models which allows all students to realize their potential.

Staff will continue to actively pursue Local, National and International Continuing Education initiatives, in collaboration with ~~cooperation with local and~~ government agencies and community partners to provide quality Catholic Continuing Education courses and programs ~~these services~~ for all ~~its~~ students and staff.

~~All courses and of our programs and services provided delivered through in Adult and Continuing Education will be presented within the context of the Board's Mission Statement within the framework of our Catholic mission.~~

The Niagara Catholic Continuing Education Department is mandated to be self-funded and self-sustaining and will endeavor to provide a wide variety of Catholic Continuing Education courses and programs subject to funding and viability.

In order for the Niagara Catholic District School Board to be recognized as an international destination for students and staff, Catholic educational experiences and educational partnerships will continue to be developed through International Education partnership agreements which in turn will facilitate international experiences and opportunities for students and staff.

### References:

- Education Act, Section 171.(1),31.
- *Ontario Schools: Kindergarten to Grade 12, Policy and Program Requirements, 2011*
- *Ontario Schools, 2011*
- *Ministry of Citizenship and Immigration Website, 2013*
- *Citizenship and Immigration Canada Website, 2013*
- *Literacy and Basic Skills: Service Provider Guidelines, 2012*
- *Continuing Education Enrolment Registers: Instructions for Administrators, 2012-2013*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 3, 2013**

***PUBLIC SESSION***

**TOPIC: ACCESS TO SCHOOL PREMISES POLICY (302.6.3)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Access to School Premises Policy (302.6.3), as presented..

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: December 3, 2013



**ACCESS TO SCHOOL BOARD  
PREMISES POLICY**  
STATEMENT OF POLICY

Section:	300 – Schools/Students
No:	302.6.3
Adopted:	June 26, 2001
Revised:	June 17, 2008

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, current legislation which specifies who is permitted to be on school Board premises when the premises are being used for a purpose authorized by the Board on any day or at any time.


The Niagara Catholic District School Board authorizes its staff to utilize the provision of the regulation and the Criminal Code in efforts to ensure the safety of staff and students all authorized persons on Board premises, including all schools, Board sites and all adjacent Board property of the Niagara Catholic District School Board, inclusive of playgrounds, parking lots, and school buses.

The Principal, Vice-Principal and authorized persons each agent of the Board is authorized to may prohibit entry to the Board premises by of an unauthorized person or to direct any unauthorized person to leave the Board premises.

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

References:

- *Access to School Premises, Regulation (0.Reg.474/00) and Amendments (0.Reg. 471/07) s. 305 of the Education Act*
- *Trespass to Property Act (R.S.O. 1990 C. T. 21; Sections 1-5, 9)*
- *Video Security Surveillance Policy No. 701.3*
- *Protocol between Niagara Regional Police Service and the Niagara Catholic District School Board*

	<b>ACCESS TO SCHOOL BOARD PREMISES POLICY</b>	Section: 300 – Schools/Students
	<b>ADMINISTRATIVE GUIDELINES</b>	No: 302.6.3
		Adopted: June 26, 2001 Revised: June 17, 2008

The Access to School Premises Administrative Guidelines clarify the expectations and procedures governing who is and who is not permitted on school premises in keeping with O. Reg. 474/00 as amended by O. Reg. 471/07.

**1. Subject to any restrictions set out in this regulation, the following persons are permitted to be on school premises when the premises are being used for a purpose authorized by the board:**

**O. Reg. 471/07:**

- A person/pupil enrolled in the school.
- A parent or guardian of such pupil.
- A person employed or retained by the Board.
- A person on the premises for lawful purpose.

~~These right to~~ Access to school premises does not entitle the person to have access to all areas of the school.

**2. Conditional Access is granted to the following:**

- A person invited to attend an event, class or meeting.
- A person invited by the Principal/Vice-Principal or someone else authorized by Board policy to be in the school for a specific purpose.

**3. Prohibition from Access**

- All entrances of elementary schools shall remain locked and/or secured.
- All entrances of secondary schools shall remain locked and/or secured where appropriate.
- A Principal/Vice-Principal or another person authorized by the board has the duty to exercise his/her discretion to refuse admission to anyone whose presence on the premises would be detrimental to the safety or well-being of a person on the premises. *O. Reg. 474/00, s. 3 (1)*
- A Principal/Vice-Principal or another person authorized by the board has the duty to exercise his/her discretion to refuse admission to anyone who fails to report his or her presence on the premises in a specified manner. *O. Reg. 474/00, s. 3 (2)*

**4. Trespass to Property**

A Principal or Vice-Principal or designate of a school may direct a person to leave the school premises if ~~it is believed that~~ the person is prohibited by regulation or ~~under a~~ Board policy. ~~from being there.~~

~~If In the event~~ a Principal, Vice-Principal or designate staff member observes or becomes aware of a person ~~who has or is~~ entering the premises where entry is prohibited, or is



engaging in a prohibited activity, or fails to leave the premises immediately after being directed to do so, they may do the following **procedures will be followed**:

- i. ~~if possible, Confront~~ **Approach** the "trespasser" **person**. and identify yourself.
  - ii. Ask the "trespasser" **person** to identify him/herself ~~including postal address and the reason for his/her presence on school~~ **Board** property.
  - iii. If the ~~trespasser~~ **person** ~~appears to be~~ **is** a student from another school, ask for the name of the school.
  - iv. ~~verbally~~ **Request** **that** the person ~~to~~ leave the premises. and ~~not return.~~
  - v. ~~Send the "trespasser" a written notice~~ **In consultation with the Family of Schools' Superintendent, the Principal will send a Trespass to Property Letter (Appendix A) by registered mail with copies of the letter to the Niagara Regional Police Service, the Family of Schools' Superintendent and the Board Lawyer. (Appendix A), by registered mail with copies of the letter to the police and Area Superintendent of Education.**
  - vi. If a **Principal or Vice-Principal or designate** **is** unable to identify the person for the purpose of sending a letter, the Principal or Vice-Principal **or designate** ~~should~~ **will** record the incident and that the ~~trespasser~~ **person** **has** received a verbal warning.
  - vii. ~~Once warned, If a Principal or Vice-Principal or designate~~ **school official** observes or becomes aware of the ~~trespasser~~ **person** returning, it is his/her responsibility to ~~immediately contact the police~~ **will be contacted** and then ~~monitor the situation~~ **will be monitored.** while awaiting the arrival of the police, as he/she may be necessary as a witness in any subsequent proceedings.
- ~~It is the responsibility of the police to investigate, arrest and charge an alleged trespasser if they observe the trespassing or it is deemed to be "fresh departure". Alternatively, the police will issue the trespasser with a summons under the Ontario Regulation 474/00, Access to School Premises.~~

## 5. Building Entrance Signage

~~While schools are not required to have signage indicating that unauthorized persons may be charged and fined up to \$5,000 under the~~ Schools are encouraged to make their public aware of the *Education Act's Access to School Premises Regulation 474/00.*

All schools ~~will be~~ **are** required to post signs welcoming and requiring all visitors to **begin their visit** ~~first report~~ to the school **by reporting to the school** office or designated area before going to other sections of the building.

- a. Each school shall designate the location or locations it wishes to be identified as visitor entrances. These entrances will be the locations to be posted with the Board approved sign.
- b. Schools may wish to consider other control measures to ensure that these identified entrances are the only entrances available to visitors during the regular school hours.
- c. ~~An initial supply of school specific signs shall be provided to each school. Replacement quantities, if required at a future date, can be directly ordered by each school from the Catholic Education Centre.~~

## 6. School Watch Program

School Watch Program signs are posted at all schools and Board sites in the Niagara Catholic District School Board. Principals and Vice-Principals will invite community neighbours by letter (Appendix B) to participate in the school watch program by anonymously contacting the police during non-school hours if they observe any inappropriate activities or actions on school board property.

## 7. Visitor's Log Book

Each school will keep a Visitor's Log Book ~~in which~~ to record pertinent information regarding **all** visitors. The Visitor's Log Book will be maintained as per the following guidelines:

- i. As outlined in Section 265(n) of the Education Act, the maintenance of the Visitor's Log-Book shall be the responsibility of the school **Principal**.
- ii. The Visitor's Log Book shall be kept in a location determined by the **Principal** and shall be administered by such personnel as directed by the school **Principal**.
- iii. All visitors **entering the school beyond the office** ~~in possession of a Photo I.D. Badge or who are issued a School Specific I.D. Badge~~ must complete the information required in the Visitor's Log Book **and wear a Visitor's Identification Card**.
- ~~iv. Each school shall determine the practice it wishes to follow regarding any obligation to sign the Visitor's Log Book for other categories of personnel who visit the building (e.g. School volunteers).~~
- ~~v. In general, it is not anticipated that parents who bring their children to school or pick them up at the end of the school day should be required to sign the school's Visitor's Log Book. Individual schools may develop other such examples of exclusion from the requirement to sign the Visitor's Log Book.~~

## 8. Visitors to Schools – **Visitor Identification Badges Cards**

All ~~school~~ visitors authorized to be in a school building or on **Board and** school property are required to wear ~~Board issued I.D. badges~~ **a Visitor Identification card issued by the Board's Facilities Services department**. The ~~badges are a means by which visitors approved to be in a school building or on school property can be readily identified. Those without the proper identification would also be readily identifiable and their purpose for being on school property can be determined.~~

The use of **I.D. Visitor Identification badges cards** is generally intended to apply during the typical daytime hours of operation of the schools. ~~There are two forms of Identification badges available as follows:~~

## 9. Photo Identification Cards

### ~~i. Photo I.D. Badges Cards~~

~~Photo I.D. Identification Badges Cards shall be issued to all Niagara Catholic employees who are required to wear the photo identification card during the hours of operation of the schools.~~

~~Photo Identification cards are the property of the Board and must be returned as required when no longer in use.~~

~~A lost photo identification card must be reported to the Facilities Services Department.~~

~~i. To all central service employees and Trustees of the Board. (Catholic Education Centre staff, Student Services Area staff, Maintenance staff ) who have occasion to visit various school buildings as a requirement of their jobs.~~

~~1. To all Trustees of the Board.~~

~~ii. **School Specific I.D. Badges**~~

~~A quantity of School Specific I.D. Badges shall be provided to each school to be used to identify those visitors who have not been issued a photo I.D. by the Board and who the school has determined should be issued such badges in accordance with the school's established procedures.~~

~~All personnel who have been issued either Photo I.D. or School Specific Badges shall be required to wear those badges prominently at all times when in the schools of the Board.~~

**10. GENERAL**

~~i. A member of Central Office Staff shall be appointed to coordinate the issuing of Building Entrance Signage and Photo I.D. Badges.~~

~~ii. The administration of the School Visitors' Log Book and distribution of School Specific Visitor I.D. Badges within each school building shall be directed by the school principal.~~

SAMPLE LETTER

Date

~~Mr. J. Sample Name~~  
~~1234 Main Street Address~~  
~~Niagara Falls, Ontario Town, Province~~  
~~L1J 2E4 Postal Code~~

Dear ~~Mr. Sample~~:

Re: Trespass ~~Warning~~ to Property Letter  
*Sent by Registered Mail*

This letter is to inform you that under ~~the Education Act, Section 265~~, the *Trespass to Property Act*, and ~~the Access to School Premises Regulation 474/00~~ s. 305 of the *Education Act*, that you are not under any circumstances, permitted access to, or be on the premises of, \_\_\_\_\_ [Name of School, municipality and address], Ontario and all Board sites. Board sites include all schools of the Board, other Board sites, and all adjacent Board property of the Niagara Catholic District School Board, inclusive of playgrounds, parking lots, and school buses.

The conditions of this letter are in effect from \_\_\_\_\_ to \_\_\_\_\_.  
insert date insert date

~~In the event that~~ If you [or Name of Student] ~~the above is violated~~, for any reason disregard the conditions set out in this letter, and enter(s) the premises of the Board ~~if you set foot on the school property, a telephone call will be made to the Niagara Regional Police Service who will be instructed to charge you under the Access to School Premises Regulation 474/00 Trespass to Property Act, R.S.O. 1990 c.T.21 as amended. Conviction of such an offence may result in a fine of up to \$5,000.00.~~

If found guilty of trespassing, you (he/she) could be liable to a fine of up to \$2000, and in the event of any damage, a further judgement of up to \$1000.

Please be advised that no further warning will be given and you are ~~advised~~ expected to conduct yourself accordingly appropriately.

Should you wish to appeal the conditions set out in this letter, you must provide written notice of your intention to appeal to the Family of Schools' Superintendent within ten (10) days of receipt of this letter. Please forward such written notice to the Family of Schools' Superintendent, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1 or (Fax 905.735.9710).

~~Yours truly~~ Sincerely,

Principal

e.c. Chief of Police, Niagara Regional Police Services  
\_\_\_\_\_, ~~Family Superintendent~~ of Schools' Superintendent  
~~Parent Board Lawyer~~

## APPENDIX B

### SAMPLE LETTER OF PARTICIPATION-SCHOOL WATCH PROGRAM

**Place on School Letterhead**

**RE: COMMUNITY SCHOOL WATCH PROGRAM**

**Dear Community Partner/Neighbour:**

**As community partners and neighbours you are invited to participate in the School Watch Program simply by anonymously contacting the Niagara Regional Police Service during non-school hours if you observe any inappropriate activities or actions on school board property.**

**For non-emergency calls or for general information, do not dial 9-1-1.**

**Use the Niagara Regional Police Service number for your area and follow the instructions given by the automated attendant:**

<b>Area</b>	<b>Phone Number</b>
<b>St. Catharines, Niagara-on-the-Lake, Niagara Falls and Thorold</b>	<b>905.688.4111</b>
<b>Pelham</b>	<b>905.735.7811</b>
<b>Grimsby, Lincoln and West Lincoln</b>	<b>905.945.2211</b>
<b>Welland, Wainfleet and Port Colborne</b>	<b>905.735.7811</b>
<b>Callers with a TTY, a text telephone device that is used by the hearing or speech impaired</b>	<b>905.688.1466</b>

**Thank you for your participation in the Niagara School Watch Program, for your continued support of Catholic education and the safety of our school communities in the Niagara Catholic District School Board.**

**Sincerely,**

**(Insert Principal's Name/Designate)  
(Insert Title)**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 3, 2013**

***PUBLIC SESSION***

**TOPIC: POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE**

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

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: Policy Committee  
Recommended by: Policy Committee  
Date: December 3, 2013

## POLICY AND GUIDELINE REVIEW 2013-2014 SCHEDULE

AS AT DECEMBER 3, 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
1998	2002	201.3	Religious Education Courses for Staff	FI		Oct. 2013	Feb. 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
1998	2010	301.1	Admission of Elementary & Secondary Students	LAFS		Nov. 2013	Mar. 2014
2007		600.5	Advertising Expenditures	GV		Nov. 2013	Mar. 2014
1998		701.1	Architect Selection	SW		Nov. 2013	Mar. 2014
2006		301.7	Ontario Student Record (OSR)	ML		Nov. 2013	Mar. 2014
2001	2008	302.6.3	Access to School Premises - <i>Safe Schools</i>	LAFS		Nov. 2013	Dec. 2013
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
2006		301.6	School Generated Funds	GV		Jan. 2014	Feb. 2014
2005		100.8	Electronic Meetings (Board and Committees)	JC		Feb. 2014	May 2014
<b>NEW</b>		<b>NEW</b>	Enrolment Register Policy	GV		Feb. 2014	May 2014
1998	2010	301.1	Admission of Elementary & Secondary Students	LAFS		Feb. 2014	Mar. 2014
2007		600.5	Advertising Expenditures	GV		Feb. 2014	Mar. 2014
1998		701.1	Architect Selection	SW		Feb. 2014	Mar. 2014
2006		301.7	Ontario Student Record (OSR)	ML		Feb. 2014	Mar. 2014
2001	2003	302.6.7	Criminal Background Check - <i>Safe Schools</i>	FI		Mar. 2014	Jun. 2014
<b>NEW</b>		<b>NEW</b>	Use of Board Logo	JC		Mar. 2014	Apr. 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
<b>NEW</b>		<b>NEW</b>	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	301.1	Admission of Elementary & Secondary Students	FI		
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: ST. CATHARINES ELEMENTARY AND SECONDARY  
FAMILY OF SCHOOLS /MICHAEL J. BRENNAN CATHOLIC,  
ST. JAMES CATHOLIC, ASSUMPTION CATHOLIC, ST.  
ALFRED CATHOLIC, ST. ANN CATHOLIC,  
CANADIAN MARTYRS CATHOLIC AND OUR LADY OF  
FATIMA CATHOLIC ELEMENTARY SCHOOLS  
AD HOC ATTENDANCE AREA REVIEW COMMITTEE**

**UNAPPROVED MINUTES OF THE TOWN HALL FEEDBACK  
SESSION – NOVEMBER 18, 2013**

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The Unapproved Minutes of the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee Town Hall Feedback Session of November 18, 2013, are presented for information.

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



*“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.”*

**UNAPPROVED MINUTES**

**St. Catharines Elementary and Secondary Family of Schools**

**Ad Hoc Attendance Area Review Town Hall Feedback Session**

Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools

**November 18, 2013**

**7:00 p.m.**

**SAINT FRANCIS CATHOLIC SECONDARY SCHOOL**

Minutes of Ad Hoc Attendance Area Review Town Hall Feedback Session for the St. Catharines Elementary and Secondary Family of Schools of November 18, 2013 at 7:00 p.m. at Saint Francis Catholic Secondary School.

The meeting was called to order at 7:00 p.m. by Superintendent Baldasaro

**A. ROUTINE MATTERS**

**1. Opening Prayer: Yolanda Baldasaro, Family of Schools Superintendent**

The opening prayer was led by Yolanda Baldasaro, Family of Schools Superintendent

<b>Committee Members</b>		<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Rhianon Burkholder	Trustee/Chair	✓		
Kathy Burtnik	Trustee	✓		
Maurice Charbonneau	Trustee	✓		

<b>Resources to Committee</b>		<b>Present</b>	<b>Excused</b>	<b>Absent</b>
John Crocco	Director of Education	✓		
Yolanda Baldasaro	Superintendent of Education/Secretary	✓		
Scott Whitwell	Controller of Facilities Services	✓		
Kathy Levinski	Manager of Facilities Services	✓		
Tina DiFrancesco	Recording Secretary	✓		

The following staff were in attendance:

Glenda Hillier, Principal, St. James Catholic; Victoria Wegelin, Principal, St. Ann Catholic; Susan Tromanhauser, Principal, St. Alfred Catholic; Sheri Bassett, Vice-Principal, St. Alfred Catholic; Alan Creelman, Principal, Canadian Martyrs Catholic; Maria Solomon, Vice-Principal, Canadian Martyrs Catholic; Clare Tofano, Assumption Catholic; Branka Jones, Principal, Our Lady of Fatima St. Catharines; Ken Griepsma, Principal, Saint Francis Catholic Secondary; Kevin Timmins, Vice-Principal, Saint Francis Catholic Secondary

Members of the public registered their attendance via sign in sheet.

**2. Welcome: Rhianon Burkholder, Trustee – Chair of St. Catharines Ad Hoc Attendance Area Review Committee**

Trustee Burkholder welcomed everyone and announced that this is the Ad Hoc Attendance Area Review Town Hall Feedback Session. The final recommendation will be determined by the Ad Hoc Attendance Area Review Committee at the November 18<sup>th</sup> Committee Meeting being held after the Town Hall Feedback Session at Saint Francis Catholic Secondary School. On December 3<sup>rd</sup> this recommendation will be brought forth to the Committee of the Whole and the Committee of the Whole will bring the recommendation to the December 17<sup>th</sup> Board meeting. Trustee Burkholder stated that all meetings are public and invited everyone to attend.

Trustee Burkholder introduced the Ad Hoc Attendance Area Review Committee which is made up of two area trustees for St. Catharines, Kathy Burtnik and Maurice Charbonneau and Rhianon Burkholder, who is the Chair of the Ad Hoc Attendance Area Review Committee and Trustee for Thorold. Information and options come from staff who acts as resource to the Committee: Superintendent Baldasaro, Scott Whitwell, Controller of Facilities Services, Kathy Levinski, Manager of Facilities Services, Tina DiFrancesco, Administrative Assistant to Superintendent Baldasaro and John Crocco, Director of Education.

**3. Terms of Reference: Rhianon Burkholder**

Trustee Burkholder presented the Terms of Reference for information.

**4. Meeting Schedule: Rhianon Burkholder**

Trustee Burkholder presented the Meeting Schedule and informed the audience that an additional Committee meeting was held on November 14<sup>th</sup>, 2013.

**5. Process to Date: Kathy Burtnik, Trustee – Chair of the Niagara Catholic District School Board**

*Realities*

- *St. James Catholic Elementary School*
- *Early Learning Kindergarten Program*
- *French Immersion*
- *Grandfathering*
- *Attendance Area Policy 301.3*
- *Committee Considerations*

Trustee Burtnik stated this is the ninth meeting for the Attendance Area Review Committee and all information is posted on the Board website.

Trustee Burtnik stated that the Board had to make the difficult decision to close Michael J. Brennan due to declining enrollment. The Ministry will not fund for capital projects in any school if they see empty spaces, therefore an attendance area review was required to solve enrollment issues. Trustee Burtnik informed the audience that there is no mediocrity anywhere in Niagara Catholic and that all schools are excellent.

Trustee Burtnik stated that every school in the province of Ontario must have ELKP by next year and the rollout of the French Immersion Program happened in September of this year.

Trustee Burtnik stated that there was a clause that gave right of attendance to St. James school to those families that would be affected by a boundary change. The Board is bound by policy, stating that we cannot provide transportation to out of boundary students should they chose to go to out of boundary schools. Trustee Burtnik informed the audience that there is a process that takes place for out of boundary students and that anyone can apply as an out of boundary student, keeping in mind that transportation cannot be provided.

Trustee Burtnik stated the mandate was to find balance in enrollment in the attendance area identified schools and that the Committee has looked at over fifteen options. A number of options were looked at regarding secondary school boundaries; however the Committee did not consider those options because it was not in our mandate.

Trustee Burtnik expressed that the Committee is here to receive feedback as a final decision has not been made. A Committee meeting will be held after the Town Hall Feedback Session to determine the final recommendation to present to the Committee of the Whole on December 3<sup>rd</sup>, 2013. The Committee of the Whole will then bring the recommendation forward to the December 17<sup>th</sup> Board Meeting.

**6. Presentation of November 14<sup>th</sup> St. Catharines Ad Hoc Attendance Are Committee Meeting Recommendation: Kathy Burtnik**

**Option 4:** Current Boundaries

**Option 11:** Revised boundaries between St. James, St. Ann, Our Lady of Fatima Catholic Elementary Schools plus revised boundaries with Our Lady of Fatima and Assumption Catholic Elementary Schools

Trustee Burtnik presented option 4 and option 11 showing current and revised boundaries, building utilization, school areas of change and boundary descriptions.

Trustee Burtnik stated that the Committee is looking at giving consideration to the right of transportation for the current Grade 6 and Grade 7 students to St. James school so that they can transition into their Grade 7 and Grade 8 years. The Committee called a Special Meeting on November 14<sup>th</sup> to look at more information regarding transportation.

Trustee Burtnik reviewed the three transportation options for consideration.

1. Grandfathered right of attendance to current students at Our Lady of Fatima Catholic Elementary School without transportation (as per Policy).
2. Grandfathered right of attendance to St. James Catholic Elementary School, with transportation (as per Policy) provided to current Grade 6 Michael J. Brennan/St. James Catholic Elementary School students only, and their siblings, who choose to attend St. James Catholic Elementary School until June 2016 at which time transportation will be discontinued.
3. Students currently in Grade 7 at St. James Catholic Elementary School will be considered as a grandfathered right of attendance with transportation (as per Policy) until June 2015.

Trustee Burtnik encouraged the audience to ask any questions and informed everyone that every family will receive a letter once a decision is finalized by the Board. More information will follow in January regarding the transition process.

## 7. Comments/Input/Feedback

Candy Carnovale:

*I am going to give you this petition, as you know, you received my letter. I attended these homes after my working hours. I want to submit this to you right now. It says that "We, the undersigned, hereby affirm that if the Niagara Catholic District School Board (NCDSB) does not provide transportation to the grandfathered children of Michael J. Brennan to attend St. James Catholic Elementary School in September 2014, we will switch our taxes to support the District School Board of Niagara (DSBN)."*

*What happens if all of our children decide that they are going to attend St. James, are you going to be able to accommodate everyone at St. James in September of 2014?*

Kathy Burtnik:

*Yes*

Candy Carnovale:

*How much time do the parents have to respond to the letter they receive from the Board? Is there a deadline to respond to St. Ann's or St. James about our enrollment?*

Kathy Burtnik:

*There is not a deadline. There is a reasonable request so that schools can do their planning and staffing. It's a courtesy, there is no deadline.*

Candy Carnovale:

*How much longer for myself and to let the other parents/guardians know at Michael J. Brennan; this grandfathering clause, does it protect us just for enrollment for September 2014 or will it protect us in future? You said out of boundary is always considered.*

Kathy Burtnik:

*The right of attendance would be for September 2014. If all of these folks regardless of where they live inside or outside the transportation policy, so if they were inside the 1.6 they would expect transportation? Is that what I am hearing; .8 for JK/K. I need clarity on the petition. Is it as per policy?*

Candy Carnovale:

*It would be per transportation policy.*

Kathy Burtnik:

*And all of these folks understand that?*

Candy Carnovale:

*Yes*

Kathy Burtnik:

*OK. Back to your question as to if you left for a year and then wanted to come back into St. James you would go through the out of boundary application process. If you didn't come over for September, you waived that right of attendance without going through the out of boundary process.*

Candy Carnovale:

*I would have to take that approach to go through the out of boundary process?*

Kathy Burtnik:

*Yes. Which is available to everybody; it's never guaranteed. It's always considered. Whatever the reasons it might not be granted would be a school by school individual basis.*

Kathy Burtnik:

*Your letter was presented at the Committee meeting that we held on last Thursday. Thank you.*

Trustee Burtnik asked if there were any further questions and stated if the audience members would like to speak privately the Committee is here to receive feedback so that they can incorporate their concerns in the decision making process.

Trustee Burtnik stated that the Board in conjunction with Catholic School Councils will work towards a smooth transition plan once the Board makes a final decision.

**8. Future Action – Committee Meeting – November 18<sup>th</sup>, 2013, Saint Francis Catholic Secondary School 9:00p.m.**

Trustee Burtnik stated that the Committee Meeting will convene at 8:00p.m. in the cafeteria at Saint Francis Catholic Secondary School and everyone is welcome to participate.

**9. Closing Prayer**

Trustee Burkholder ended the meeting with a moment of silent reflection.

**10. Adjournment**

**Moved** by Trustee Burtnik

**THAT** the Ad Hoc Attendance Area Review Town Hall Feedback Session for the St. Catharines Elementary and Secondary Family of Schools of November 18<sup>th</sup>, 2013 be adjourned.

**CARRIED**

This meeting was adjourned at 7:50 p.m.

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

*PUBLIC SESSION*

**TOPIC: ST. CATHARINES ELEMENTARY AND SECONDARY  
FAMILY OF SCHOOLS /MICHAEL J. BRENNAN CATHOLIC,  
ST. JAMES CATHOLIC, ASSUMPTION CATHOLIC, ST.  
ALFRED CATHOLIC, ST. ANN CATHOLIC,  
CANADIAN MARTYRS CATHOLIC AND OUR LADY OF  
FATIMA CATHOLIC ELEMENTARY SCHOOLS  
AD HOC ATTENDANCE AREA REVIEW COMMITTEE**

**UNAPPROVED MINUTES OF THE COMMITTEE MEETING –  
NOVEMBER 18, 2013**

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The Unapproved Minutes of the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee Meeting of November 18, 2013, are presented for information.

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





*“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.”*

**UNAPPROVED MINUTES**

**St. Catharines Elementary and Secondary Family of Schools**

**Ad Hoc Attendance Area Review Committee Meeting**

Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools

**November 18, 2013**

**8:15 p.m.**

**SAINT FRANCIS CATHOLIC SECONDARY SCHOOL**

Minutes of Ad Hoc Attendance Area Review Committee Meeting for the St. Catharines Elementary and Secondary Family of Schools of November 18, 2013 at 8:15 p.m. at Saint Francis Catholic Secondary School.

The meeting was called to order at 8:15 p.m. by Trustee Burkholder.

**A. ROUTINE MATTERS**

**1. Opening Prayer**

The opening prayer was led by Superintendent Baldasaro.

**2. Roll Call and Attendance**

<b>Committee Members</b>		<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Rhianon Burkholder	Trustee/Chair	✓		
Kathy Burtnik	Trustee	✓		
Maurice Charbonneau	Trustee	✓		

<b>Resources to Committee</b>		<b>Present</b>	<b>Excused</b>	<b>Absent</b>
John Crocco	Director of Education	✓		
Yolanda Baldasaro	Superintendent of Education/Secretary	✓		
Scott Whitwell	Controller of Facilities Services	✓		
Kathy Levinski	Manager of Facilities Services	✓		
Tina DiFrancesco	Recording Secretary	✓		

The following staff were in attendance:

Glenda Hillier, Principal, St. James Catholic; Victoria Wegelin, Principal, St. Ann Catholic; Susan Tromanhauser, Principal, St. Alfred Catholic; Sheri Bassett, Vice-Principal, St. Alfred Catholic; Alan Creelman, Principal, Canadian Martyrs Catholic; Maria Solomon, Vice-Principal, Canadian Martyrs Catholic; Clare Tofano, Assumption Catholic; Branka Jones, Principal, Our Lady of Fatima St. Catharines

A member of the public was in attendance.

**3. Approval of Agenda**

Moved by Trustee Charbonneau

**THAT** the Agenda of the Ad Hoc Attendance Area Review Committee Meeting for the St. Catharines Elementary and Secondary Family of Schools of November 18, 2013 be approved as presented.

**CARRIED**

**4. Approval of Minutes**

Moved by Trustee Charbonneau

**THAT** the Minutes of the Ad Hoc Attendance Area Review Committee Meeting for the St. Catharines Elementary and Secondary Family of Schools of November 14<sup>th</sup>, 2013 be approved as presented.

**CARRIED**

**5. Declaration of Conflict of Interest**

No Declaration of Conflict of Interest was declared with any items on the agenda.

**B.**

**1. Review of Feedback – November 18<sup>th</sup>, 2013 Town Hall Feedback Session**

Trustee Burtnik presented the petition that was received by a parent at the Town Hall Feedback Session. A discussion was held regarding communication outreach and a decision was made to have Principals contact the individuals on the list to provide them with further information.

Trustee Burtnik stated that there was positive feedback from parents at the Town Hall Feedback Session.

**2. Consideration of Recommendation(s) to December 3<sup>rd</sup>, 2013 Committee of the Whole**

A decision was made by the Attendance Area Review Committee to present the following recommendations to the Committee of the Whole on December 3<sup>rd</sup>, 2013.

Moved by Trustee Burtnik

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board receive the report of the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee and approve the recommendations as presented.

**THAT** upon further consideration by the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee that the following proposed boundary changes occur for St. Ann Catholic, St. James Catholic, Our Lady of Fatima Catholic, and Assumption Catholic Elementary Schools effective September 2014.

**THAT** the new boundary description for St. Ann Catholic Elementary School be described as:

*East:* Commencing on Lake Street (centerline) to

*South:* Lakeshore Road (centerline) to Lakeport Road (centerline) to  
Linwell Road (centerline) to Ontario Street (centerline) to Ontario  
Jaycee Gardens (Fairview Creek) projected west to Twelve Mile  
Creek South to Hwy 406 to Vansickle Road N (centerline) to  
Martindale Road to Erion Road (centerline – and its extension) to

*West:* Hwy 406 to the QEW to

*North:* Fifteen Mile Creek to Lake Ontario to the point of commencement on Lake  
Street (centerline)

**THAT** the new boundary for St. James Catholic Elementary School be described  
as:

*East:* Commencing at Lake Ontario and Vine Street (centerline) to

*South:* Linwell Road (centerline) to

*West:* Lakeport Road (centerline) to Ontario Street (centerline) to  
Lakeshore Road (centerline) to Lake Street (centerline) to

*North:* Lake Ontario to the point of commencement on Vine Street

**THAT** the new boundary description for Our Lady of Fatima Catholic Elementary School  
be described as:

*East:* Commencing on Niagara Street (centerline) at Linwell Road to

*South:* Scott Street (centerline) to

*West:* Lake Street (centerline) to

*North:* Linwell Road (centerline) to the point of commencement on Niagara Street

**THAT** the new boundary description for Assumption Catholic Elementary School be  
described as:

*East:* Commencing on the City Boundary (St. Catharines & Niagara on the Lake) to

*South:* Linwell Road East (centerline), crossing Welland Canal to Linwell Road to

*West:* Vine Street (centerline) to

*North:* Lake Ontario to the point of commencement on the City Boundary

**CARRIED**

Moved by Trustee Burtnik

**THAT** there is grandfathered right of attendance to current students at Our Lady of Fatima  
Catholic Elementary School without transportation (as per Board Policy/Guidelines 301.1,  
Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2,  
Student Transportation).

**CARRIED**

Moved by Trustee Burtnik

**THAT** there is grandfathered right of attendance to St. James Catholic Elementary School,  
with transportation (as per as per Board Policy/Guidelines 301.1, Admission of Elementary  
and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) provided  
to current Grade 6 Michael J. Brennan Catholic/St. James Catholic Elementary School  
students only, and their siblings, who choose to attend St. James Catholic Elementary School  
until June 2016 at which time transportation will be discontinued.

**CARRIED**

Moved by Trustee Burtnik

**THAT** students currently in Grade 7 at St. James Catholic Elementary School will be  
considered as a grandfathered right of attendance with transportation (as per Board  
Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board  
Policy/Guidelines 500.2, Student Transportation) until June 2015.

**CARRIED**

Moved by Trustee Burtnik

**THAT** Senior Staff proceed with the transition plan in consultation with staff and Catholic School Councils for the transition of students of the affected school communities.

**CARRIED**

**C. OTHER BUSINESS**

**D. FUTURE ACTION**

1. Report to the Committee of the Whole Meeting – December 3<sup>rd</sup>, 2013

A discussion was held regarding the information package that will be presented to the Committee of the Whole along with the recommendations. The package will include the Terms of Reference, Meeting Schedule and Unapproved Minutes from the November 18<sup>th</sup> meeting.

2. Report from the Committee of the Whole and Recommendation(s) – December 17<sup>th</sup>, 2013

Information from the December 3<sup>rd</sup> Committee of the Whole meeting will be presented at the December 17<sup>th</sup> Board meeting.

Trustee Burtnik thanked Principals for their support throughout the whole attendance area review process.

**E. ADJOURNMENT**

Moved by Trustee Burtnik

**THAT** the Ad Hoc Attendance Area Review Committee Meeting for the St. Catharines Elementary and Secondary Family of Schools of November 18<sup>th</sup>, 2013 be adjourned.

**CARRIED**

This meeting was adjourned at 8:50p.m.

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

***PUBLIC SESSION***

**TOPIC: ST. CATHARINES ELEMENTARY AND SECONDARY  
FAMILY OF SCHOOLS /MICHAEL J. BRENNAN CATHOLIC,  
ST. JAMES CATHOLIC, ASSUMPTION CATHOLIC, ST.  
ALFRED CATHOLIC, ST. ANN CATHOLIC,  
CANADIAN MARTYRS CATHOLIC AND OUR LADY OF  
FATIMA CATHOLIC ELEMENTARY SCHOOLS  
AD HOC ATTENDANCE AREA REVIEW COMMITTEE**

**ST. CATHARINES AD HOC ATTENDANCE AREA REVIEW  
COMMITTEE REPORT**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board receive the report of the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee and approve the recommendations as presented.

- 1. THAT** upon further consideration by the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee that the following proposed boundary changes occur for St. Ann Catholic, St. James Catholic, Our Lady of Fatima Catholic, and Assumption Catholic Elementary Schools effective September 2014.

**THAT** the new boundary description for St. Ann Catholic Elementary School be described as:

*East:* Commencing on Lake Street (centerline) to

*South:* Lakeshore Road (centerline) to Lakeport Road (centerline) to Linwell Road (centerline) to Ontario Street (centerline) to Ontario Jaycee Gardens (Fairview Creek) projected west to Twelve Mile Creek South to Hwy 406 to Vansickle Road N (centerline) to Martindale Road to Erion Road (centerline – and its extension) to

*West:* Hwy 406 to the QEW to

*North:* Fifteen Mile Creek to Lake Ontario to the point of commencement on Lake Street (centerline)

**THAT** the new boundary for St. James Catholic Elementary School be described as:

*East:* Commencing at Lake Ontario and Vine Street (centerline) to

*South:* Linwell Road (centerline) to

*West:* Lakeport Road (centerline) to Ontario Street (centerline) to Lakeshore Road (centerline) to Lake Street (centerline) to

*North:* Lake Ontario to the point of commencement on Vine Street

**THAT** the new boundary description for Our Lady of Fatima Catholic Elementary School be described as:

*East:* Commencing on Niagara Street (centerline) at Linwell Road to

*South:* Scott Street (centerline) to

*West:* Lake Street (centerline) to

*North:* Linwell Road (centerline) to the point of commencement on Niagara Street

**THAT** the new boundary description for Assumption Catholic Elementary School be described as:

*East:* Commencing on the City Boundary (St. Catharines & Niagara on the Lake) to

*South:* Linwell Road East (centerline), crossing Welland Canal to Linwell Road to

*West:* Vine Street (centerline) to

*North:* Lake Ontario to the point of commencement on the City Boundary

2. **THAT** there is grandfathered right of attendance to current students at Our Lady of Fatima Catholic Elementary School without transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation).
3. **THAT** there is grandfathered right of attendance to St. James Catholic Elementary School, with transportation (as per as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) provided to current Grade 6 Michael J. Brennan Catholic/St. James Catholic Elementary School students only, and their siblings, who choose to attend St. James Catholic Elementary School until June 2016 at which time transportation will be discontinued.
4. **THAT** students currently in Grade 7 at St. James Catholic Elementary School will be considered as a grandfathered right of attendance with transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) until June 2015.
5. **THAT** Senior Staff proceed with the transition plan in consultation with staff and Catholic School Councils for the transition of students of the affected school communities.

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Prepared by: St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee

Presented by: Rhianon Burkholder, Chair of the Ad Hoc Committee

Recommended by: St. Catharines Ad Hoc Attendance Area Review Committee

Date: November 12, 2013



## **REPORT TO THE COMMITTEE OF THE WHOLE DECEMBER 3, 2013**

### **REPORT OF THE ST. CATHARINES ELEMENTARY AND SECONDARY FAMILY OF SCHOOLS/MICHAEL J. BRENNAN CATHOLIC, ST. JAMES CATHOLIC, ASSUMPTION CATHOLIC, ST. ALFRED CATHOLIC, ST. ANN CATHOLIC, CANADIAN MARTYRS CATHOLIC AND OUR LADY OF FATIMA CATHOLIC ELEMENTARY SCHOOLS AD HOC ATTENDANCE AREA REVIEW COMMITTEE**

#### **ST. CATHARINES AD HOC ATTENDANCE AREA REVIEW COMMITTEE REPORT**

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#### **BACKGROUND INFORMATION**

The mandate of the St. Catharines Elementary and Secondary Family of Schools/ Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee is the result of the System Priority 2012-2013 to submit to the Board a School Capacities, Enrolment Trends, Attendance Area Boundaries and Building Utilization 2013 – Phase Two Report by Senior Administrative Council presented to the Board. The annual Report was submitted to the April 23, 2013 Board Meeting where the following recommendation was approved by the Board:

***THAT** the Niagara Catholic District School Board approve that the St. Catharines Elementary and Secondary Ad Hoc Attendance Area Review Committee of the Board review the attendance boundaries of the following St. Catharines Catholic Elementary Schools, Assumption Catholic Elementary School, St. Alfred Catholic Elementary School, St. Ann Catholic Elementary School, Canadian Martyrs Catholic Elementary School, Our Lady of Fatima Catholic Elementary School and the consolidated St. James Catholic Elementary School/Michael J. Brennan Catholic Elementary School and that a report be submitted to the Committee of the Whole no later than December 2013.*

#### **Terms of Reference**

The terms of reference for the St. Catharines Elementary and Secondary Family of Schools/ Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee were as follows:

*The Terms of Reference for the St. Catharines Elementary and Secondary Ad Hoc Attendance Area Review Committee 2013 are for the following identified schools: Michael J Brennan/St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools only.*

*In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and the Board's Vision 2020 Strategic Plan, and fulfilling the Board motions of April 23, 2013, the Terms of Reference for the Committee are established as follows:*

- 1. To be open and transparent throughout the consultation and decision making process with the identified school communities involved in the Attendance Area Review towards a recommendation to the December 2013 Committee of the Whole Meeting.*
- 2. To design a new attendance area boundary for the St. James Catholic Elementary School effective for September 2014.*
- 3. To balance an increased maximization of school occupancy utilization through the adjustment of attendance area boundaries for the identified schools while endeavoring to minimize adjustments to the identified school attendance boundaries to have a minimum impact on families.*
- 4. To recommend to the December 2013 Committee of the Whole attendance area boundaries for the identified school facilities which can operate long term in a fiscally responsible manner within the Board's available resources to continue to provide Catholic programs and services to all present and future students.*

### **Committee Membership**

The St. Catharines Elementary and Secondary Family of Schools/ Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee as outlined in the Niagara Catholic District School Board Attendance Areas Policy and Administrative Guidelines 301.3 consisted of the following members:

Rhianon Burkholder	Trustee/Chair of the Committee – Thorold/Merritton
Kathy Burtnik	Trustee – St. Catharines
Maurice Charbonneau	Trustee – St. Catharines
John Crocco	Director of Education/Secretary – Resource
Yolanda Baldasaro	Superintendent of Education/Committee Secretary – Resource
Scott Whitwell	Controller of Facilities Services – Resource
Kathy Levinski	Manager of Facilities Services – Resource
Tina DiFrancesco	Recording Secretary

Elementary Principals of the schools within the Ad Hoc Attendance Area Review Committee mandate were references to the Committee and attended all committee and public consultation meetings.

### **Timelines of Committee and Recommendation to the December Committee of the Whole**

The following timeline and public meeting schedule was followed by the Ad Hoc Attendance Area Review Committee:

Tuesday, September 10, 2013	Committee Meeting
Wednesday, September 25, 2013	Committee Meeting
Wednesday, October 9, 2013	Public Consultation Meeting
Thursday, October 10, 2013	Public Consultation Meeting
Wednesday, October 23, 2013	Committee Meeting
Tuesday, November 5, 2013	Public Consultation Meeting
Tuesday, November 12, 2013	Committee Meeting
Thursday, November 14, 2013	Committee Meeting
Monday, November 18, 2013	Town Hall Feedback Session
Monday, November 18, 2013	Committee Meeting
Tuesday, December 3, 2013	Report to the Committee of the Whole
Tuesday, December 17, 2013	Board Meeting



## Considerations by the Committee

The following information was taken into consideration by the Ad Hoc Attendance Area Review Committee:

- Current student population in identified schools
- Projected student population growth in identified schools for the next thirteen years
- Number of surplus spaces in identified schools
- Number of portables at identified schools
- Current existing boundaries of identified schools
- Early Learning Kindergarten Program
- French Immersion Program
- Grandfathering clause: that subject to Ministry of Education funding, students attending Michael J. Brennan and St. James Catholic Elementary Schools as of February 1<sup>st</sup>, 2012 be grandfathered, including siblings, until completion of Grade 8 at the St. James Catholic Elementary School site commencing September, 2014
- Fourteen proposed attendance area/boundary options
- Realignment of transportation routes for students
- Recommendations and feedback from members of Senior Staff, Principal and Vice- Principals of identified schools, Parents/Guardians of students attending identified schools, and Niagara Student Transportation Services Staff during the consultation process about proposed boundary changes
- Niagara Catholic District School Board Policies/Administrative Guidelines, 301.1 – Admission of Elementary and Secondary Students, 500.2 – Student Transportation

Information detailing the work of the St. Catharines Elementary and Secondary Family of Schools Ad Hoc Attendance Area Committee, including all agendas, presentations, and minutes, were posted and available on the Niagara Catholic website under the Attendance Area Review link.

## Recommendations

Following the final town hall feedback session on November 18<sup>th</sup>, 2013, the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee met at 8:00 p.m. on November 18<sup>th</sup>, 2013 to consider all of the feedback and recommendations discussed throughout the process to meet the Board approved motion and Terms of Reference.

At the final meeting of the Ad Hoc Attendance Committee, the following committee motions were approved to be submitted to the Committee of the Whole for consideration.

**THAT** the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee recommend to the December 2013 Committee of the Whole:

1. **THAT** upon further consideration by the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee that the following proposed boundary changes occur for St. Ann Catholic, St. James Catholic, Our Lady of Fatima Catholic, and Assumption Catholic Elementary Schools effective September 2014.

**THAT** the new boundary description for St. Ann Catholic Elementary School be described as:

*East:* Commencing on Lake Street (centerline) to

*South:* Lakeshore Road (centerline) to Lakeport Road (centerline) to Linwell Road (centerline) to Ontario Street (centerline) to Ontario Jaycee Gardens (Fairview Creek) projected west to Twelve Mile Creek South to Hwy 406 to Vansickle Road N (centerline) to Martindale Road to Erion Road (centerline – and its extension) to

*West:* Hwy 406 to the QEW to

*North:* Fifteen Mile Creek to Lake Ontario to the point of commencement on Lake Street (centerline)

**THAT** the new boundary for St. James Catholic Elementary School be described as:

*East:* Commencing at Lake Ontario and Vine Street (centerline) to

*South:* Linwell Road (centerline) to

*West:* Lakeport Road (centerline) to Ontario Street (centerline) to Lakeshore Road (centerline) to Lake Street (centerline) to

*North:* Lake Ontario to the point of commencement on Vine Street

**THAT** the new boundary description for Our Lady of Fatima Catholic Elementary School be described as:

*East:* Commencing on Niagara Street (centerline) at Linwell Road to

*South:* Scott Street (centerline) to

*West:* Lake Street (centerline) to

*North:* Linwell Road (centerline) to the point of commencement on Niagara Street

**THAT** the new boundary description for Assumption Catholic Elementary School be described as:

*East:* Commencing on the City Boundary (St. Catharines & Niagara on the Lake) to

*South:* Linwell Road East (centerline), crossing Welland Canal to Linwell Road to

*West:* Vine Street (centerline) to

*North:* Lake Ontario to the point of commencement on the City Boundary

2. **THAT** there is grandfathered right of attendance to current students at Our Lady of Fatima Catholic Elementary School without transportation (as per Board Policy and Administrative Guidelines 301.1, Admission of Elementary and Secondary Students).
3. **THAT** there is grandfathered right of attendance to St. James Catholic Elementary School, with transportation (as per Board Policy and Administrative Guidelines 500.2, Student Transportation) provided to current Grade 6 Michael J. Brennan Catholic/St. James Catholic Elementary School students only, and their siblings, who choose to attend St. James Catholic Elementary School until June 2016 at which time transportation will be discontinued.
4. **THAT** students currently in Grade 7 at St. James Catholic Elementary School will be considered as grandfathered right of attendance with transportation (as per Board Policy and Administrative Guidelines 500.2, Student Transportation) until June 2015.
5. **THAT** Senior Staff proceed with the transition plan in consultation with staff and Catholic School Councils for the transition of students of the affected school communities.

Appendix A: Attendance Areas as per recommended new boundary descriptions.

### **Future Action**

The St. Catharines Elementary and Secondary Family of Schools Ad Hoc Attendance Area Committee requested that a letter detailing the approved recommendations of the December 17<sup>th</sup>, 2013 Board Meeting be sent by Senior Staff to parents/guardians of the identified school communities by December 18<sup>th</sup>, 2013. The Committee also requested that the transition process for the affected school communities commence and be communicated to the parents/guardians of students of the affected school communities beginning mid-January, 2014.

## RECOMMENDATION

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board receive the report of the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee and approve the recommendations as presented.

- 1. THAT** upon further consideration by the St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee that the following proposed boundary changes occur for St. Ann Catholic, St. James Catholic, Our Lady of Fatima Catholic, and Assumption Catholic Elementary Schools effective September 2014.

**THAT** the new boundary description for St. Ann Catholic Elementary School be described as:

*East:* Commencing on Lake Street (centerline) to

*South:* Lakeshore Road (centerline) to Lakeport Road (centerline) to Linwell Road (centerline) to Ontario Street (centerline) to Ontario Jaycee Gardens (Fairview Creek) projected west to Twelve Mile Creek South to Hwy 406 to Vansickle Road N (centerline) to Martindale Road to Erion Road (centerline – and its extension) to

*West:* Hwy 406 to the QEW to

*North:* Fifteen Mile Creek to Lake Ontario to the point of commencement on Lake Street (centerline)

**THAT** the new boundary for St. James Catholic Elementary School be described as:

*East:* Commencing at Lake Ontario and Vine Street (centerline) to

*South:* Linwell Road (centerline) to

*West:* Lakeport Road (centerline) to Ontario Street (centerline) to Lakeshore Road (centerline) to Lake Street (centerline) to

*North:* Lake Ontario to the point of commencement on Vine Street

**THAT** the new boundary description for Our Lady of Fatima Catholic Elementary School be described as:

*East:* Commencing on Niagara Street (centerline) at Linwell Road to

*South:* Scott Street (centerline) to

*West:* Lake Street (centerline) to

*North:* Linwell Road (centerline) to the point of commencement on Niagara Street

**THAT** the new boundary description for Assumption Catholic Elementary School be described as:

*East:* Commencing on the City Boundary (St. Catharines & Niagara on the Lake) to

*South:* Linwell Road East (centerline), crossing Welland Canal to Linwell Road to

*West:* Vine Street (centerline) to

*North:* Lake Ontario to the point of commencement on the City Boundary

2. **THAT** there is grandfathered right of attendance to current students at Our Lady of Fatima Catholic Elementary School without transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation).
3. **THAT** there is grandfathered right of attendance to St. James Catholic Elementary School, with transportation (as per as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) provided to current Grade 6 Michael J. Brennan Catholic/St. James Catholic Elementary School students only, and their siblings, who choose to attend St. James Catholic Elementary School until June 2016 at which time transportation will be discontinued.
4. **THAT** students currently in Grade 7 at St. James Catholic Elementary School will be considered as a grandfathered right of attendance with transportation (as per Board Policy/Guidelines 301.1, Admission of Elementary and Secondary Students and Board Policy/Guidelines 500.2, Student Transportation) until June 2015.
5. **THAT** Senior Staff proceed with the transition plan in consultation with staff and Catholic School Councils for the transition of students of the affected school communities.

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Prepared by: St. Catharines Elementary and Secondary Family of Schools/Michael J. Brennan Catholic, St. James Catholic, Assumption Catholic, St. Alfred Catholic, St. Ann Catholic, Canadian Martyrs Catholic and Our Lady of Fatima Catholic Elementary Schools Ad Hoc Attendance Area Review Committee

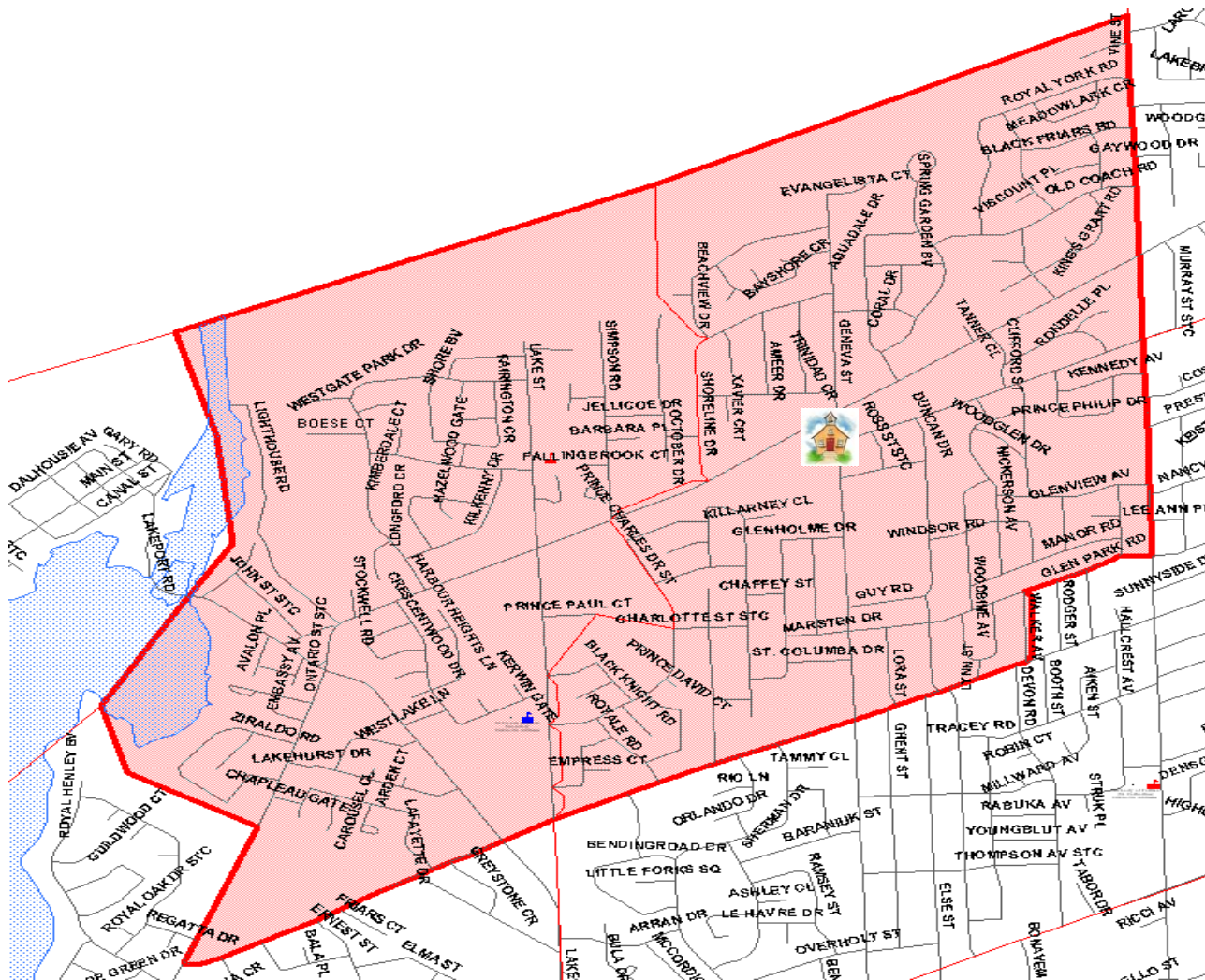
Presented by: Rhianon Burkholder, Chair of the Ad Hoc Committee

Recommended by: St. Catharines Ad Hoc Attendance Area Review Committee

Date: December 3, 2013



# Current St. James Catholic Elementary School



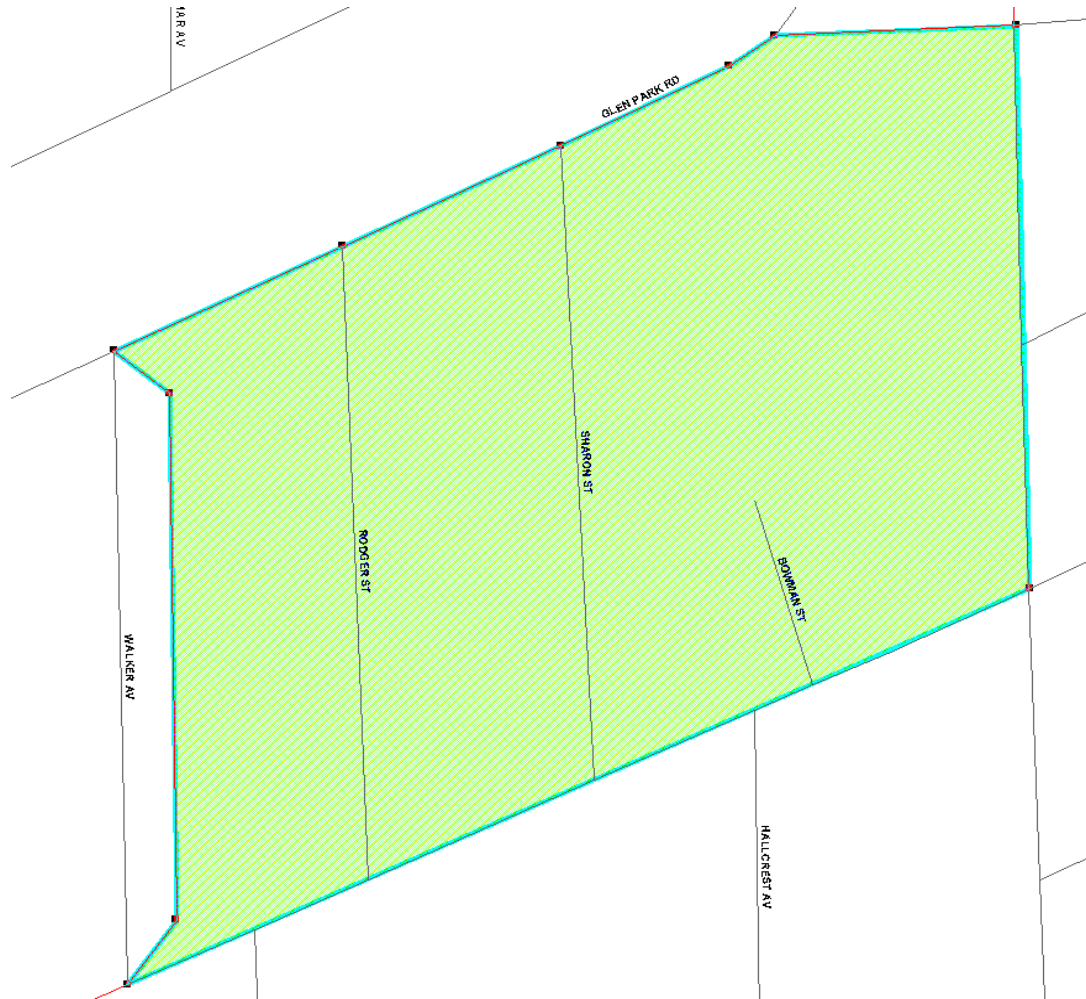








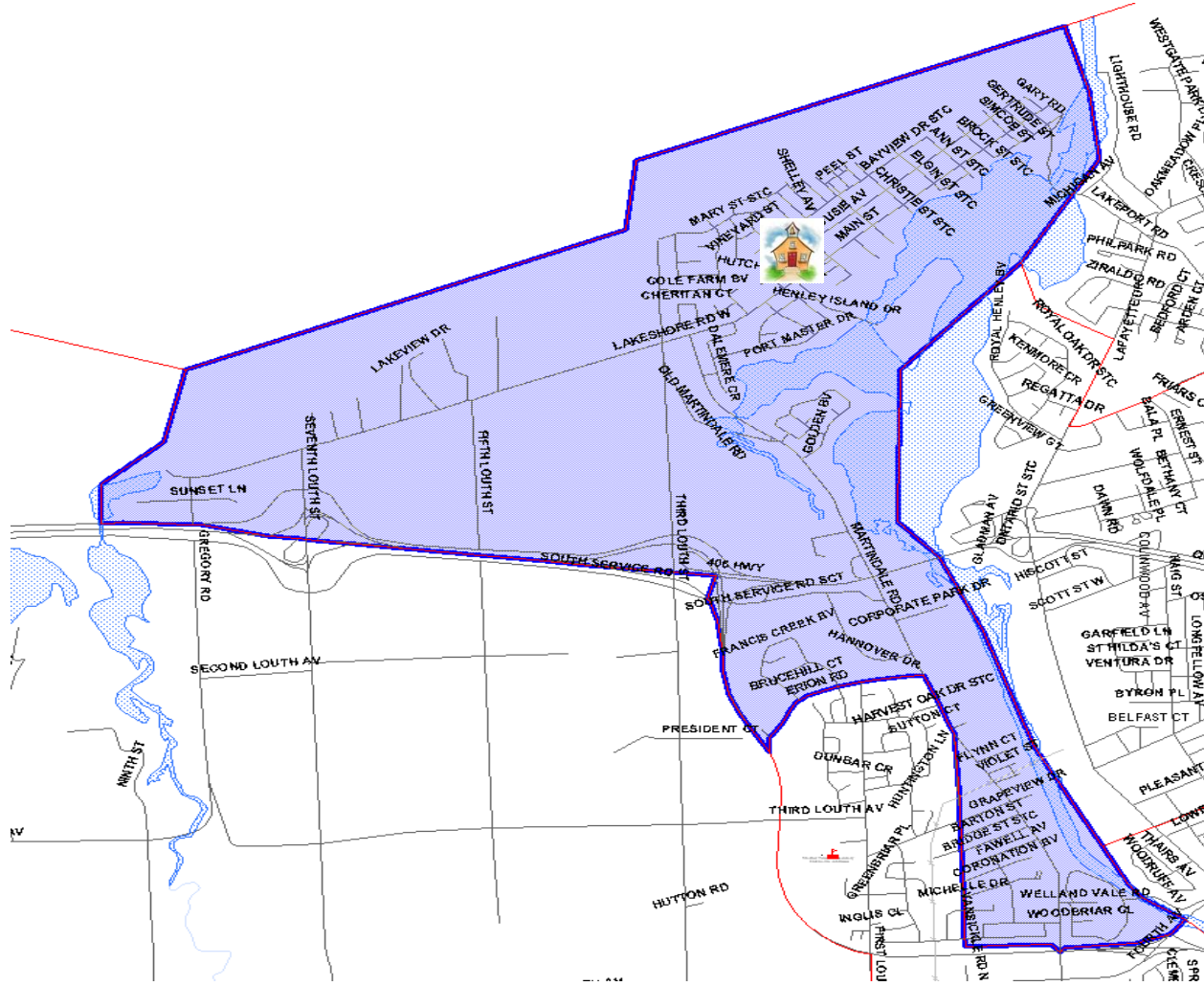
# Our Lady of Fatima Area of Change to St. James Catholic Elementary School





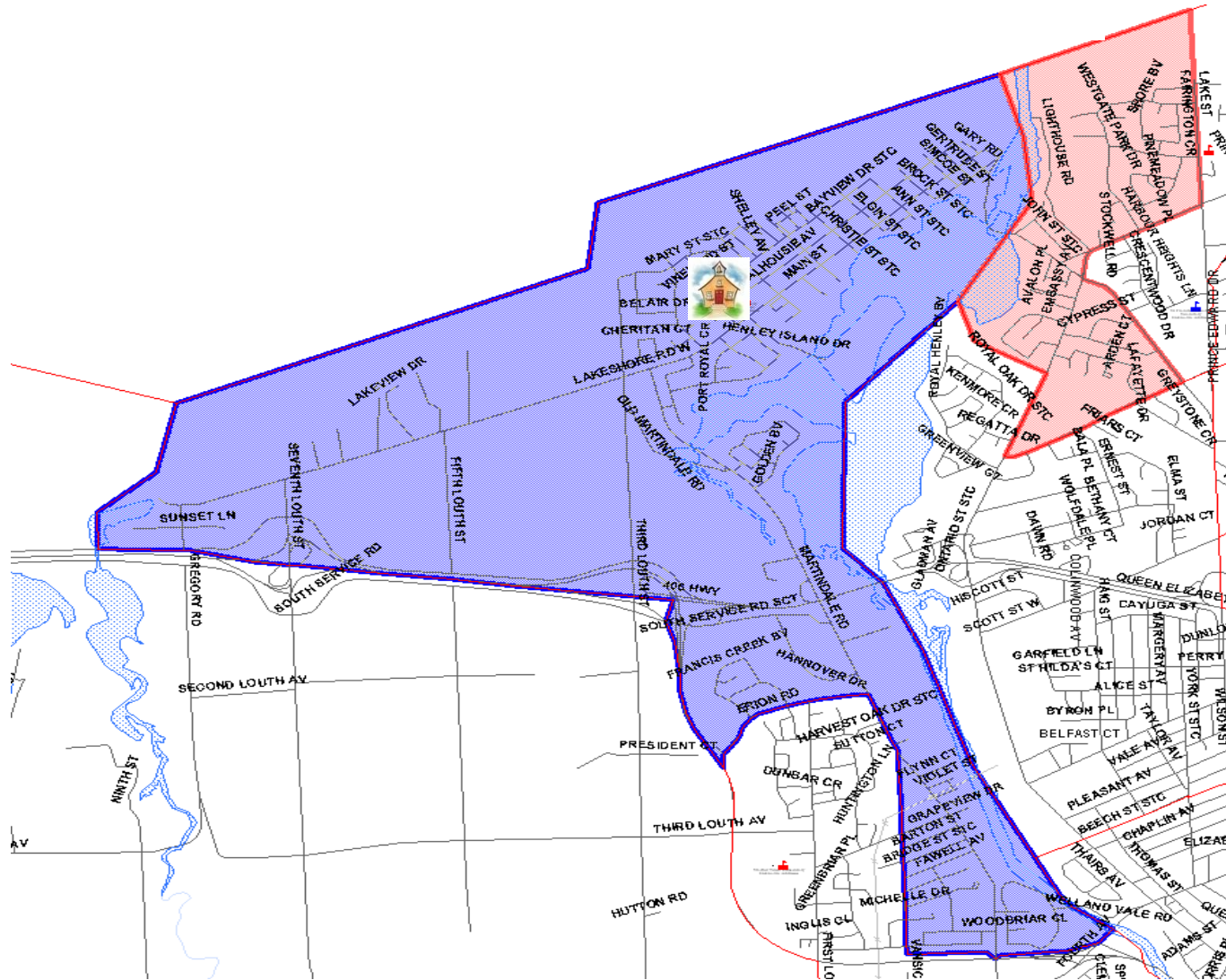


# Current St. Ann Catholic Elementary School Boundary





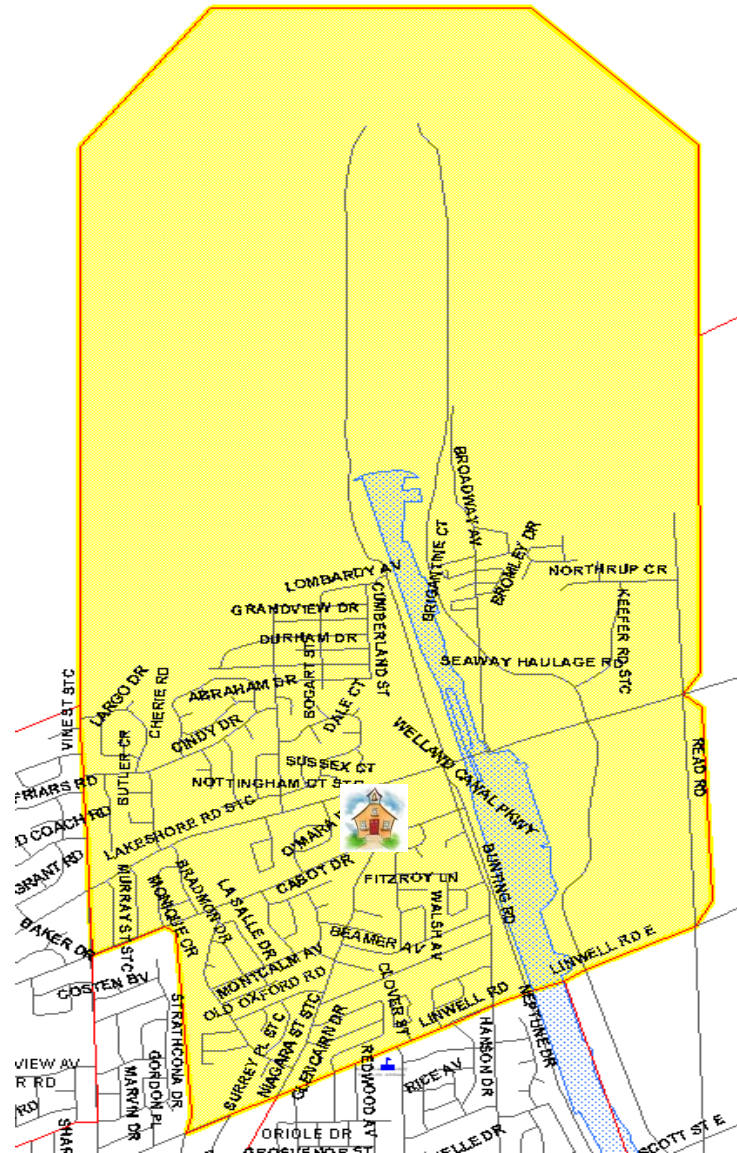
# Revised St. Ann Catholic Elementary School Boundary





# Option 11

## Current Assumption Catholic Elementary School Boundary



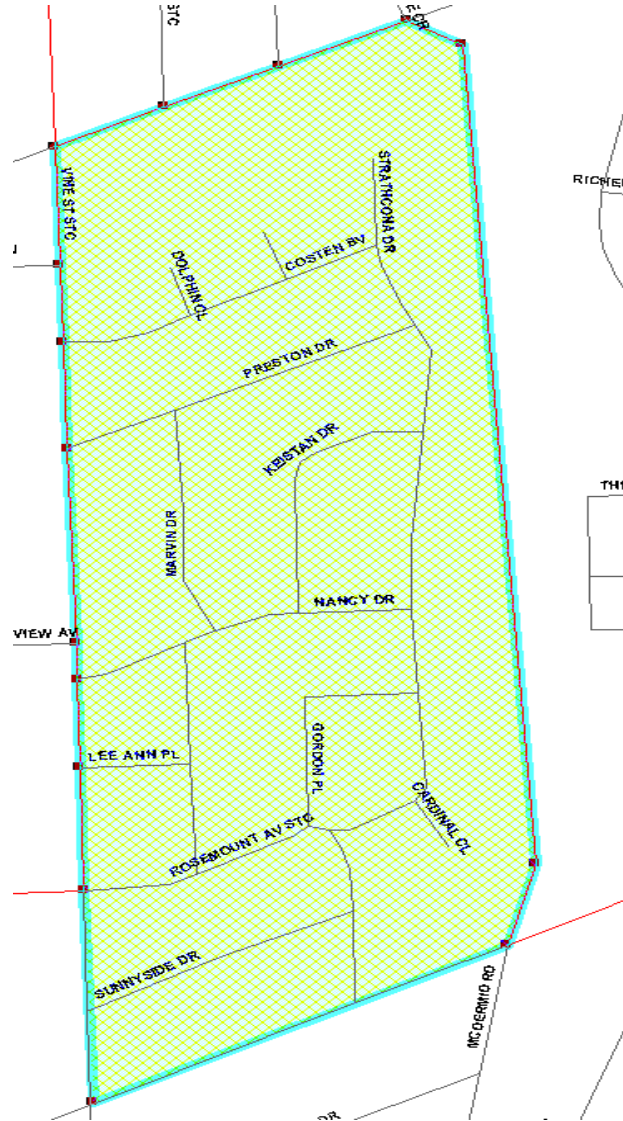






# Option 11

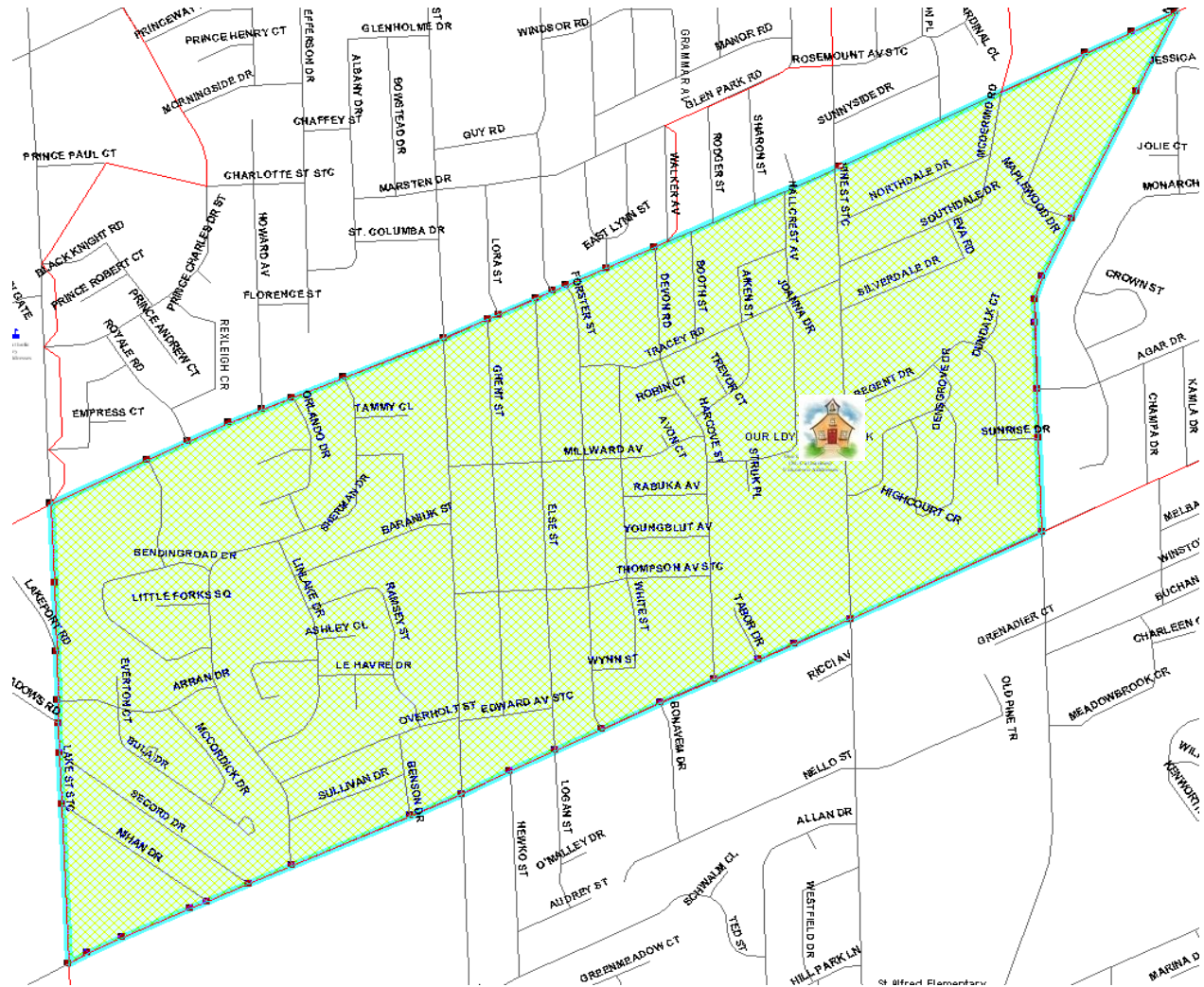
## Our Lady of Fatima Catholic Elementary School to Assumption Catholic Elementary School Area of Change





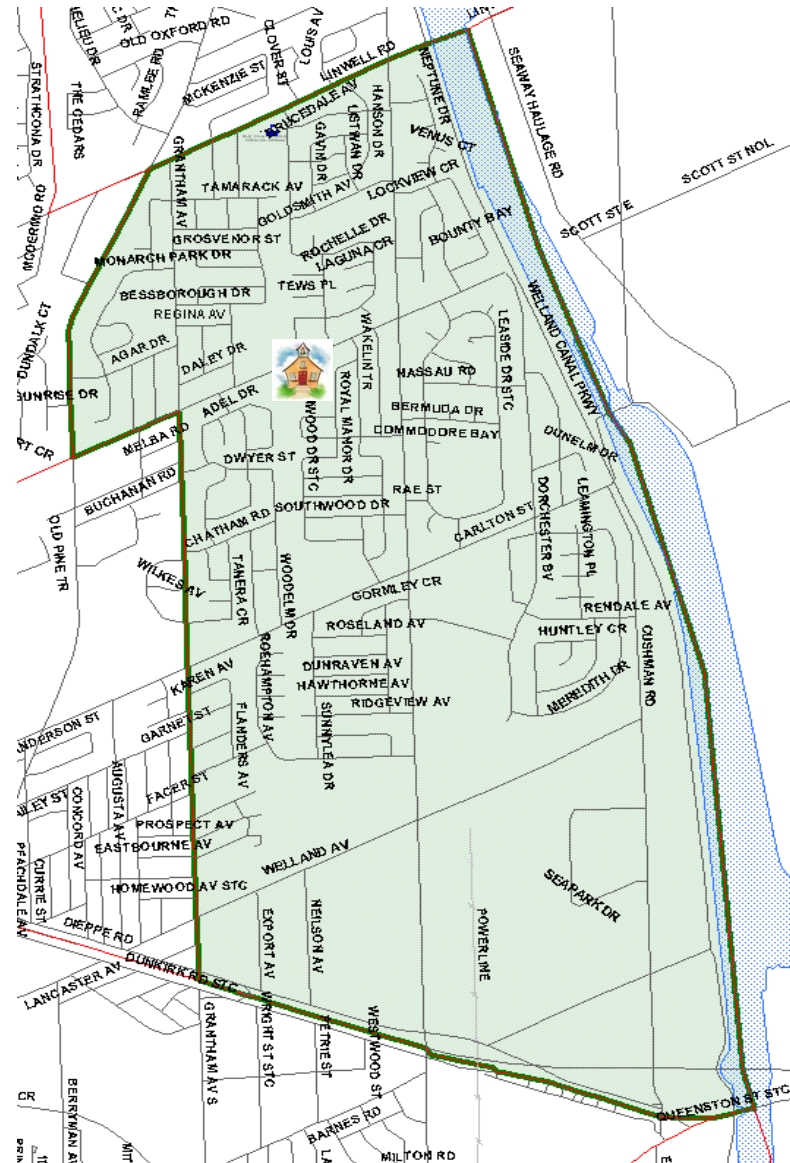


# Revised Our Lady of Fatima Catholic Elementary School Boundary





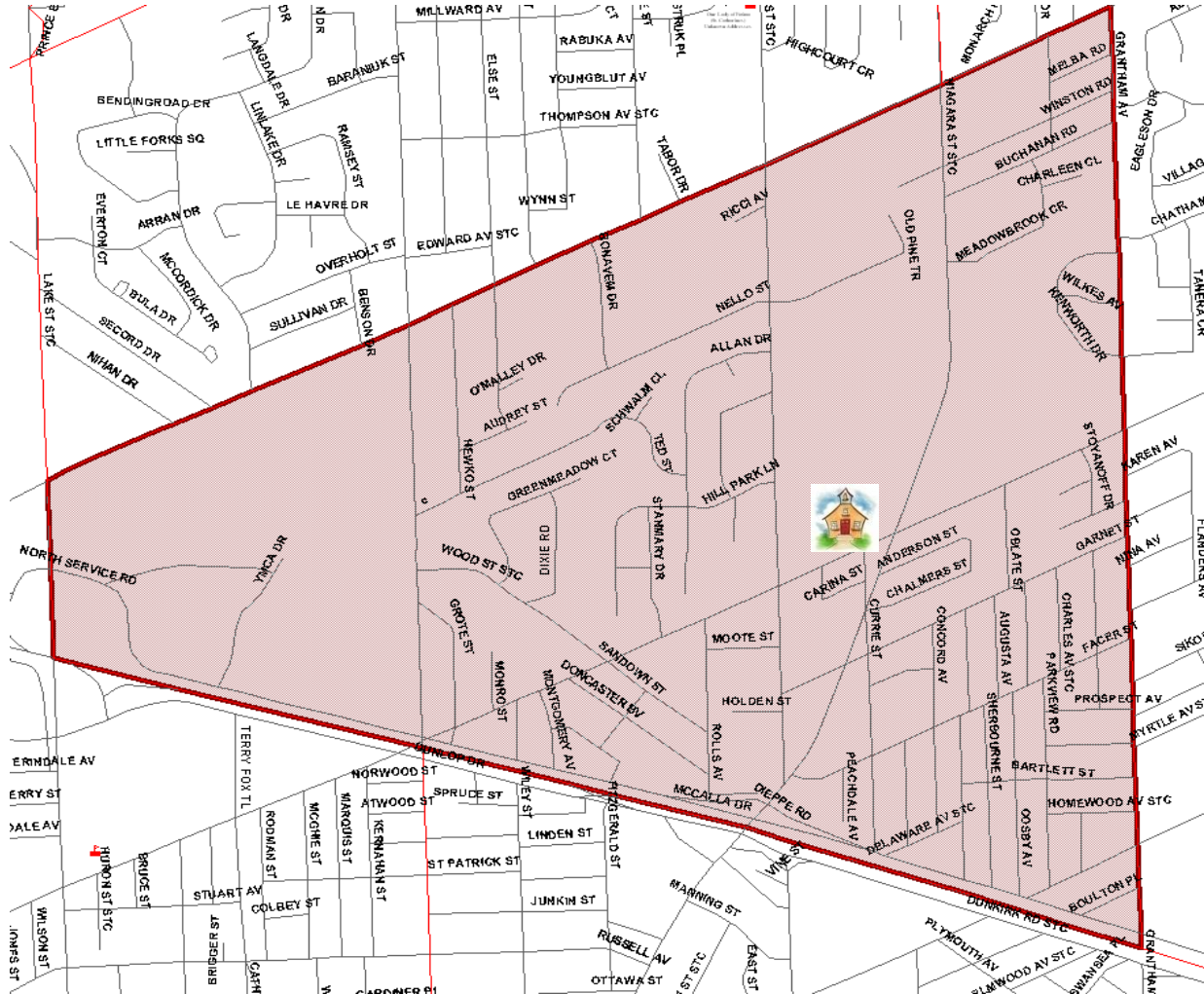
# Canadian Martyrs Catholic Elementary School Boundary





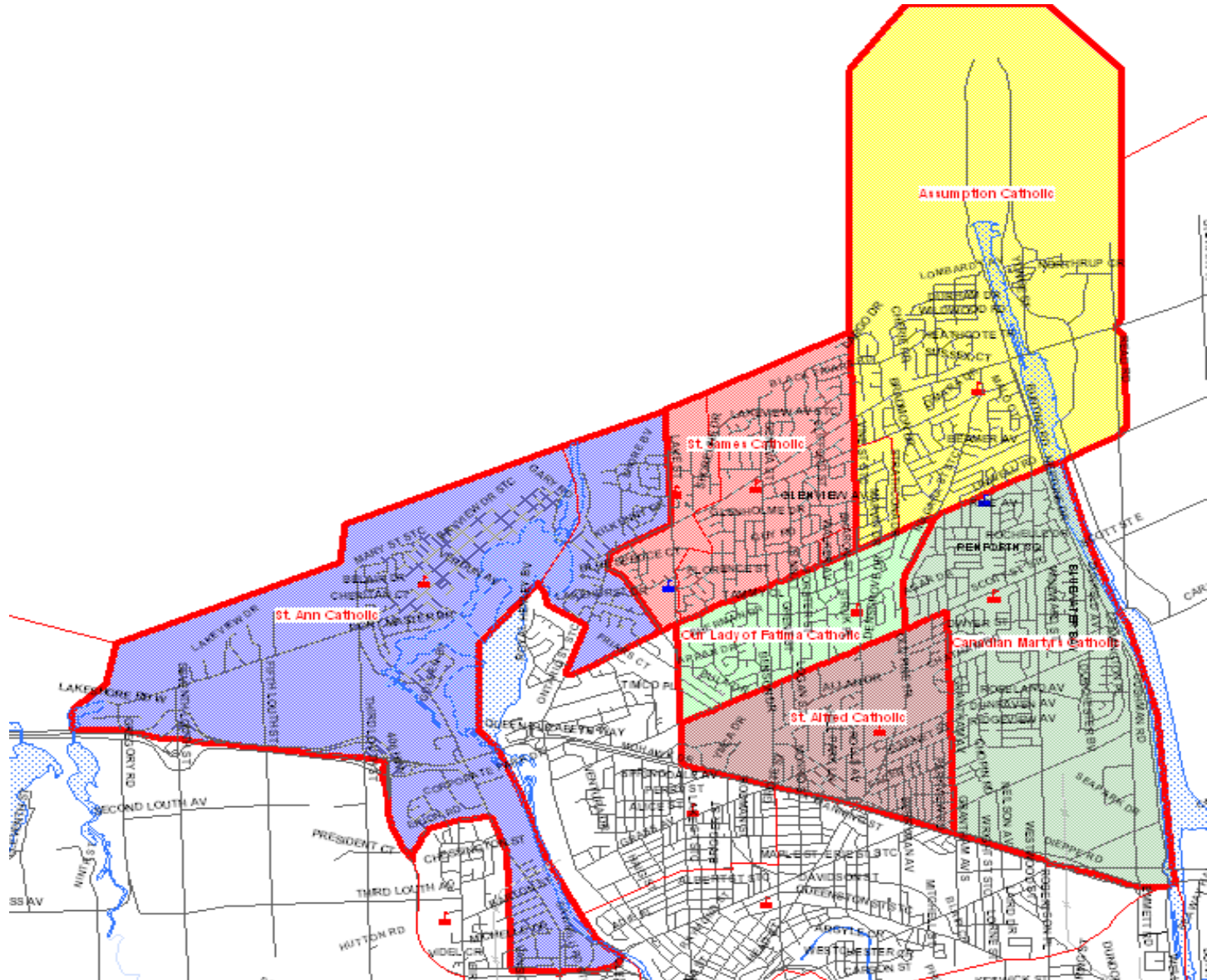


# St. Alfred Catholic Elementary School Boundary





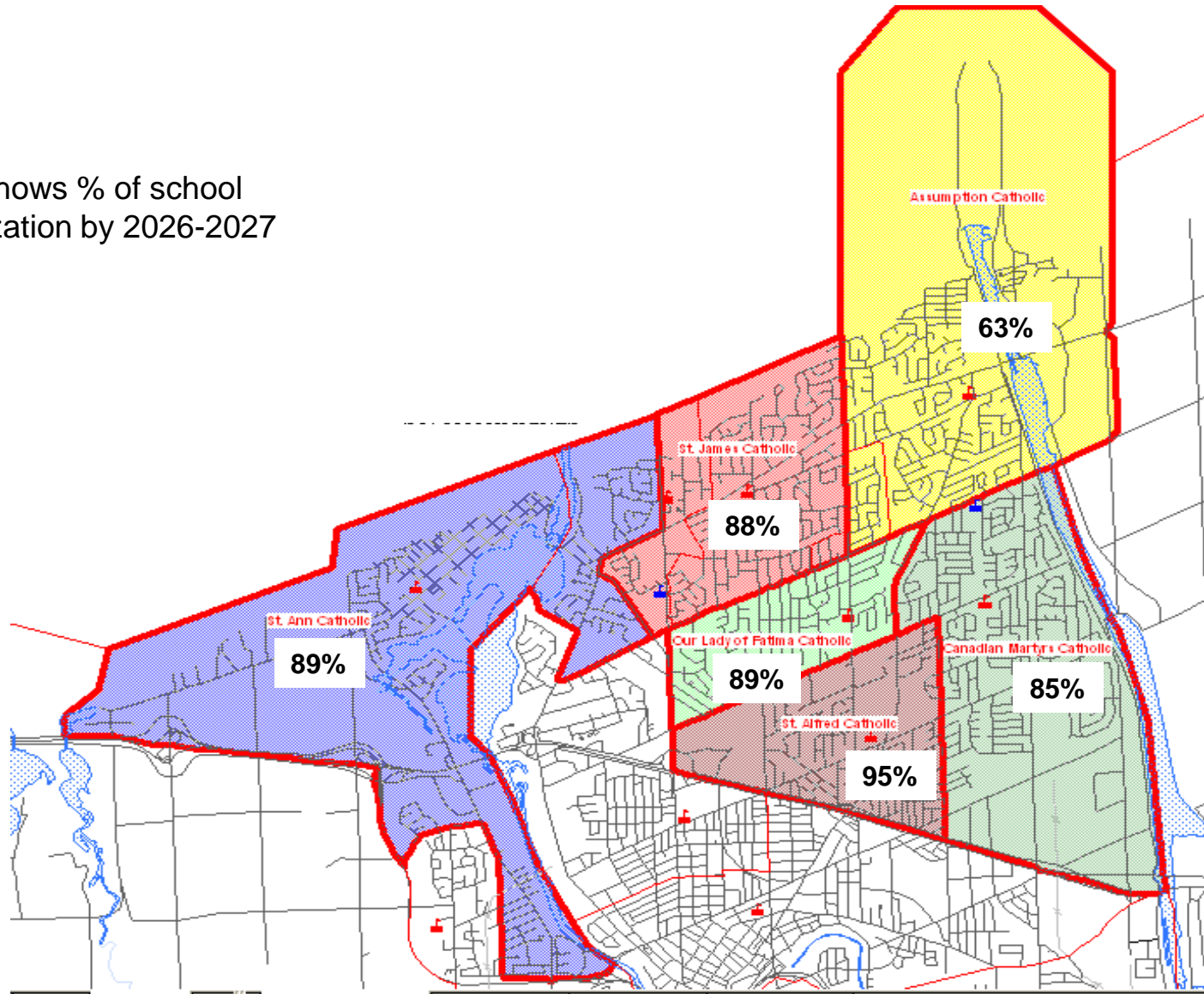
# Map with Revised Boundaries





# Map with Revised Boundaries

Shows % of school utilization by 2026-2027







## BUILDING UTILIZATION

Revised boundaries between St. James, St. Ann, Our Lady of Fatima Catholic Elementary Schools  
plus revised boundaries with Our Lady of Fatima and Assumption Catholic Elementary School

School Name	On-The-Ground Capacity	2014/	2017/	2020/	2023/	2026/
		2015	2018	2021	2024	2027
ASSUMPTION	340.0	220	211	211	215	214
CANADIAN MARTYRS	495.0	431	413	410	416	419
ST JAMES	259.0	322	284	249	234	227
OUR LADY FATIMA, V	282.0	193	219	249	248	250
ST ALFRED	472.0	466	508	487	459	447
ST ANN	397.0	305	311	334	351	353
<b>TOTAL STUDY AREA</b>	<b>2,245.0</b>	<b>1,940</b>	<b>1,954</b>	<b>1,946</b>	<b>1,926</b>	<b>1,910</b>

SURPLUS SPACES				
2014/	2017/	2020/	2023/	2026/
2015	2018	2021	2024	2027
120	129	129	125	126
64	82	85	79	76
-63	-25	10	25	32
89	63	33	34	32
6	-36	-15	13	25
92	86	63	46	44
<b>305</b>	<b>291</b>	<b>299</b>	<b>319</b>	<b>335</b>

UTILIZATION				
2014/	2017/	2020/	2023/	2026/
2015	2018	2021	2024	2027
65%	62%	62%	63%	63%
87%	83%	83%	84%	85%
124%	110%	96%	90%	88%
68%	78%	88%	88%	89%
99%	108%	103%	97%	95%
77%	78%	84%	88%	89%
<b>86%</b>	<b>87%</b>	<b>87%</b>	<b>86%</b>	<b>85%</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 3, 2013**

***PUBLIC SESSION***

**TOPIC: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
NIAGARA CATHOLIC PARENT INVOLVEMENT  
COMMITTEE CATHOLIC SCHOOL COUNCIL CHAIRS  
/CO-CHAIRS AND MEMBERS' SHARING SESSION**

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The report on the Niagara Catholic District School Board, Niagara Catholic Parent Involvement Committee, Catholic School Council Chairs/Co-Chairs and Members' Sharing Session is presented for information.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: December 3, 2013



**REPORT TO THE COMMITTEE OF THE WHOLE  
DECEMBER 3, 2013**

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE  
CATHOLIC SCHOOL COUNCIL CHAIRS/CO-CHAIRS  
AND MEMBERS' SHARING SESSION**

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The Niagara Catholic District School Board and the Niagara Catholic Parent Involvement Committee hosted a Catholic School Council Chairs/Co-Chairs and Members' Sharing Session on Wednesday, October 23, 2013 at Monsignor Clancy Catholic Elementary School from 7:00 p.m. to 9:00 p.m.

John Crocco, Director of Education/Secretary Treasurer, Mary-Jo Au, Chair of the Niagara Catholic Parent Involvement Committee welcomed all participants and thanked them for their continued support of parent engagement in the Niagara Catholic District School Board.

Rev. Christopher Szczepanik commissioned all Catholic School Council Chairs and Co-Chairs of the Niagara Catholic District School Board.

Sharing Sessions focused on the best practices of Catholic School Councils were facilitated by Principals/Vice-Principals and members of the Niagara Catholic Parent Involvement Committee.

The Niagara Catholic Parent Involvement Committee would like to acknowledge all the Principals and Vice-Principals for their continued support of parent engagement with the Niagara Catholic Parent Involvement Committee and Catholic School Councils in the Niagara Catholic District School Board.

The report on the Niagara Catholic District School Board, Niagara Catholic Parent Involvement Committee, Catholic School Council Chairs/Co-Chairs and Members' Sharing Session is presented for information.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Approved by: John Crocco, Director of Education/Secretary-Treasurer  
Date: December 3, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
DECEMBER 3, 2013**

*PUBLIC SESSION*

**TOPIC: EARLY LEARNING PROGRAM INITIATIVES 2013-2014**

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This report on Early Learning Program Initiatives for 2013-2014  
is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education/Program  
Kendall Cappellazzo, Early Years Consultant (ELKP Lead)

Presented by: Mark Lefebvre, Superintendent of Education/Program  
Kendall Cappellazzo, Early Years Consultant (ELKP Lead)

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

Date: December 3, 2013



## REPORT TO THE COMMITTEE OF THE WHOLE DECEMBER 3, 2013

### EARLY LEARNING PROGRAM INITIATIVES 2013-2014

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In compliance with the Ministry of Education initiative, Niagara Catholic's Vision 2020 Strategic Plan and our System Priorities, as of September 2013 Niagara Catholic District School Board has thirty-five (35) schools with full day kindergarten (ELKP). By September 2014 all forty-nine (49) Niagara Catholic elementary schools will provide ELKP to children aged three years and nine months (3.9) to six (6) years old.

As of November 2013, Niagara Catholic has eighty-two (82) ELKP classrooms, two of which are also French Immersion. This year the Ministry of Education allocated funds to each school board for a new ELKP team member. Niagara Catholic made the decision to hire an ELKP to Grade Two (2) coach, Rose Gentilcore, to work on assisting ELKP teams and teachers of Grade One (1) and Two (2) classes in establishing an inquiry stance in their classrooms so that students, teachers and early childhood educators teach and learn through inquiry.

*Inquiry-based learning is an approach to teaching and learning that places students' questions, ideas and observations at the centre of the learning experience. Educators play an active role throughout the process by establishing a culture where ideas are respectfully challenged and tested moving children from a position of wondering to a position of understanding and further questioning. Both educators and students share responsibility for learning." Capacity Building Series K-12, Inquiry-Based Learning, May 2013*

During the 2013-2014 school year, all Early Years to Grade Two (2) educators will receive three (3) half days of release time to explore all aspects of inquiry-based learning with colleagues from at least one other school within our Board. One of the key pieces to this training is that daycares that are currently operating out of Niagara Catholic schools will also take part in this collaborative inquiry alongside Niagara Catholic educators. This will move Niagara Catholic students towards a seamless day as was outlined in Charles Pascal's report "With Our Best Future in Mind: Implementing Early Learning in Ontario".

Early morning Principal breakfast meetings commenced in November 2013 where elementary Principals were invited to discuss and share successes and any challenges about the ELKP delivery with Jill Ferneyhough, Reading Recovery Teacher Leader and Kendall Cappellazzo, Early Years Consultant. Principals were able to partake in engaging professional development and then return to their school for the beginning of the day. One of the innovative outcomes from the Principal meetings was the decision to commence a book study on self-regulation using the book Calm, Alert and Learning: Classroom Strategies for Self-Regulation by Stuart Shanker, a leading Ontario researcher. Currently we are in the process of booking one of Dr. Shanker's researchers to speak at a joint parent and educator event.



Once of the many highlights of this school year has been the continuation and solidification of the close Student Achievement relationship between Special Education and Early Years to Grade Two (2) through coordinated team school visits. These visits have assisted in creating effective strategies for ELKP teams to work with students lacking self-regulation. This new initiative has lead to a self-regulation workshop being developed by ABA supervisors and the Early Years to Grade Two (2) Consultant for administrators, teachers, educational assistants and early childhood educators.

Christopher Moscato, Numeracy Facilitator, has teamed with researchers from Brock University to increase student achievement in Mathematics in the Early Years. The focus of this research will be building early number sense and mathematical skills as this is a profound indicator of later academic achievement in literacy and mathematics.

Jill Ferneyhough, Reading Recovery Teacher Leader, continues to provide leadership and support to our Reading Recovery teachers and classroom educators through specific engagement and visitations to discuss early reading and writing strategies and assessment.

As part of this information report, a presentation will be made to visually highlight some of the Early Learning Program Initiatives for 2013-2014.

This report on Early Learning Program Initiatives for 2013-2014  
is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education/Program  
Kendall Cappellazzo, Early Years Consultant (ELKP Lead)

Presented by: Mark Lefebvre, Superintendent of Education/Program  
Kendall Cappellazzo, Early Years Consultant (ELKP Lead)

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

Date: December 3, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
DECEMBER 3, 2013**

*PUBLIC SESSION*

**TOPIC: STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL  
DEVELOPMENT OPPORTUNITIES**

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The report on the  
Staff Development Department  
Professional Development Opportunities  
is presented for information.

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources  
Anthony Corapi, Coordinator of Staff Development

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

Date: December 3, 2013



## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING DECEMBER 3, 2013**

### **STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

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#### **BACKGROUND INFORMATION**

In alignment with the Board's Vision 2020 Strategic Plan and annual System Priorities, the Department of Staff Development, as an integral aspect of its mandate, acts as the point of co-ordination among various departments. Thus ensuring that all professional development opportunities for staff, both teaching and non-teaching, occur in a seamless fashion so as to minimize disruptions to the myriad services provided within our Niagara Catholic community.

The following is a listing of activities occurring during the period October 8, 2013 through December 3, 2013.

#### **Wednesday, October 9, 2013**

##### *Early Primary Collaborative Inquiry Training*

- The Ministry of Education has funded EPCI for the past four years. Niagara Catholic has been funded to implement another collaborative inquiry for the 2013-2104 school year.
- The intent of the EPCI is to:
  - o Highlight evidence-informed teaching and learning practices that support young learners.
  - o Build connections to programming decisions for grades 1 and 2 and explore the common context between these years
  - o Provide support for teachers and boards to 'inquire' about their teaching and learning practice so that others may learn from their experience through a structured sharing process.

#### **Thursday, October 22, 2013**

##### *New Teacher Induction Program (NTIP) 2013-2014*

- The second of six NTIP sessions was held at the Holiday Inn and Suites Parkway Conference Centre. The focus of the second session was on Mental Health. The highlight of the session was the half-day safeTALK Training provided by Bridgette Ridley (Stay in School Coordinator).

#### **Thursday, October 24, 2013 and Thursday November 7, 2013**

##### *Educational Assessment Training and Best Practices for Educational Resource Teachers (ERTs) New to the Role*

- Elementary and Secondary ERTs new to the role attended training sessions focusing on:
  - o Kaufman Test of Educational Achievement Second Edition (K-TEA II)
  - o Mental Health Screening Tools (both panels)
  - o The Canadian Test of Cognitive Skills (CTCS)
  - o Referrals to Speech Services Niagara (SSN)
  - o Reading Strategies that Work for the elementary panel

**Wednesday, October 30, 2013**

*Early Learning in Mathematics Inquiry (ELMI)*

- The Program Department and Brock University are eager to work together on a research project to increase student achievement in mathematics. Educators involved in the research project will participate in co-learning and co-teaching sessions throughout the year, as well as, differentiated numeracy coaching support with release days at the school that will be incorporated throughout the project.
- The Niagara Catholic elementary schools participating in the ELMI research study are:
  - o St. Patrick (Niagara Falls)
  - o St. Alfred (St. Catharines)
  - o St. Mary (Welland)

**Wednesday, November 13, 2013**

*Leadership Identification Program (LIP) 2013-2014*

- The first of five LIP sessions for the year was held at the Holiday Inn and Suites Parkway Conference Centre. Melanie Sotkka (Live Wire Consulting) delivered a Myers Briggs Personality Type Indicator workshop offering LIP candidates:
  - o Positive road-mapping to self-awareness.
  - o Straight-forward and affirmative ways to better understand the differences in others.
  - o Tools for improving communication and interaction patterns with others.
  - o Tips for anticipating and preventing unnecessary conflict.
  - o Increased ability to influence others positively.
  - o Motivation to improve overall effectiveness in the arenas of self-management and interpersonal interaction.

**Wednesday, November 20, 2013**

*New Teacher Induction Program (NTIP) 2013-2014*

- The third of six NTIP sessions was held at the Holiday Inn and Suites Parkway Conference Centre. The focus of the third interactive session was on Growing Success (Assessment, Evaluation and Reporting). The session was delivered by Christine Battagli (Consultant – Research, Assessment and Evaluation) and Laura Tancredi (K – 12 Numeracy Coach).
- The Staff Development Department of Human Resources will continue to inform the Committee of the Whole of the variety of customized staff professional development provided this school year which is designed to meet specific expectations in alignment with the Board’s Vision 2020 Strategic Plan and the annual System Priorities.

The Report on Staff Development: Professional Development Opportunities is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Anthony Corapi, Coordinator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources  
Anthony Corapi, Coordinator of Staff Development

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

Date: December 3, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
DECEMBER 3, 2013**

*PUBLIC SESSION*

**TOPIC: CAPITAL PROJECT UPDATE**

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The Capital Project Update  
is presented for information

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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: December 3, 2013



**REPORT TO COMMITTEE OF THE WHOLE  
DECEMBER 3, 2013  
CAPITAL PROJECTS PROGRESS REPORT**

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**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.

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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: December 3, 2013



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 3, 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
	<b>\$904,814</b>

**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
	<b>\$700,500</b>	<b>\$1,011,878</b>	<b>\$908,593</b>

**Project Timelines:**

	Scheduled Completion	Actual Completion
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 Labbancz
Superintendent	Mark Lefebvre
Principal	Domenic Massi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 3, 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
	<b>\$573,633</b>

**Project Costs:**

	Budget	Paid	Forecast
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
	<b>\$392,265</b>	<b>\$563,163</b>	<b>\$574,133</b>

**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	October 2013	October 4, 2013

**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  
DECEMBER 03, 2013**

**APPENDIX C**

**ST. ANDREW CATHOLIC ELEMENTARY SCHOOL**

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**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
	<b>\$600,957</b>

**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
	<b>\$348,000</b>	<b>\$639,726</b>	<b>\$600,957</b>

**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	October 2013	October 3, 2013

**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  
DECEMBER 3, 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
	<b>1,392,693</b>

**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
	<b>\$1,002,200</b>	<b>\$1,407,944</b>	<b>\$1,392,693</b>

**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	December 2013	December 2, 2013

**Project Team:**

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 3, 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:** Completed.

**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
	<b>\$1,143,657</b>

**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
	<b>\$908,500</b>	<b>\$1,136,631</b>	<b>\$1,143,447</b>

**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	October 2013	October 15, 2013

**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  
DECEMBER 3, 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
	<b>\$342,246</b>

**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
	<b>\$289,900</b>	<b>\$376,871</b>	<b>\$358,209</b>

**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	November 2013	November 14, 2013

**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  
DECEMBER 3, 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:** Project tendered November 12, 2013. Tender closing December 3, 2013.



**Project Information:**

New Area to be Constructed	162	sq. m.
Existing Area to be Renovated	481	sq. m.
Total New Facility Area	3825	sq. m.
Total Site Area	3.193	ha.
Pupil Places Added	52	students
New Facility Capacity		students

**Project Funding:**

FDK Grant	959,850
Facilities Renewal	0
	<b>\$959,850</b>

**Project Costs:**

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

**Project Timelines:**

	Scheduled Completion	Actual Completion
Funding Approval	June 2012	June 2012
Architect Selection	June 2013	June 25, 2013
Design Development	October 2013	October 18, 2013
Contract Documents	November 2013	November 12, 2013
Tender & Approvals	December 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing	October 2013	

**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  
DECEMBER 3, 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:** Project tendered on November 19, 2013. Tender closing on December 10, 2013.



**Project Information:**

New Area to be Constructed	199	sq. m.
Existing Area to be Renovated	228	sq. m.
Total New Facility Area	7689	sq. m.
Total Site Area	6.070	ha.
Pupil Places Added	29	students
New Facility Capacity		students

**Project Funding:**

FDK Grant	959,850
Facilities Renewal	0
	<b>\$959,850</b>

**Project Costs:**

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

**Project Timelines:**

	Scheduled Completion	Actual Completion
Funding Approval	June 2012	June 2012
Architect Selection	June 2013	June 28, 2013
Design Development	October 2013	October 28, 2013
Contract Documents	November 2013	November 19, 2013
Tender & Approvals	December 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing	October 2013	

**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  
DECEMBER 03, 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:** Project tendered on November 5, 2013. Tender closing on November 26, 2013.

**Project Information:**

New Area to be Constructed	122.3	sq. m.
Existing Area to be Renovated	109.1	sq. m.
Total New Facility Area	2181.1	sq. m.
Total Site Area	4.452	ha.
Pupil Places Added	29	students
New Facility Capacity		students

**Project Funding:**

FDK Grant	479,925
Facilities Renewal	0
	<b>\$479,925</b>

**Project Costs:**

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

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	June 2012	June 2012
Architect Selection	June 2013	June 28, 2013
Design Development	October 2013	October 16, 2013
Contract Documents	November 2013	November 5, 2013
Tender & Approvals	December 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing	October 2013	

**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  
DECEMBER 03, 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 completed. 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
	<b>\$5,927,880</b>

**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
	<b>\$5,927,880</b>	<b>\$1,163,457</b>	<b>\$5,927,880</b>

**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	May 2013
Tender	June 2013	June 2013
Ministry Approval (cost)	June 2013	May 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  
DECEMBER 03, 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:**

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
	<b>\$9,430,364</b>

**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
	<b>\$9,430,364</b>	<b>\$316,826</b>	<b>\$9,430,364</b>

**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  
DECEMBER 03, 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
	<u>0</u>
	<b>\$5,501,722</b>

**Project Costs:**

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

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development	November 2013	
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  
DECEMBER 3, 2013**

**APPENDIX M**

**ST. JAMES CATHOLIC ELEMENTARY SCHOOL**

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



**Current Status:** Project tender November 28, 2013. Tender closing December 19, 2013.

**Project Information:**

New Area to be Constructed	458	sq. m.
Existing Area to be Renovated	499	sq. m.
Total New Facility Area	2590	sq. m.
Total Site Area	2.340	ha.
Pupil Places Added	78	students
New Facility Capacity		students

**Project Funding:**

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

**Project Costs:**

Construction Contract
Fees & Disbursements
Furniture & Equipment
Other Project Costs

Budget	Paid	Forecast
	51,046	
<b>\$1,837,689</b>	<b>\$51,046</b>	<b>\$</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development	November 2013	November 14, 2013
Contract Documents	November 2013	November 28, 2013
Tender & Approvals	December 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing	October 2013	

**Project Team:**

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 03, 2013**

**APPENDIX N**

**OUR LADY OF MOUNT CARMEL CATHOLIC ELEMENTARY SCHOOL**

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



**Current Status:** Project tender November 26, 2013. Closing December 17, 2013.

**Project Information:**

New Area to be Constructed	140	sq. m.
Existing Area to be Renovated	1601	sq. m.
Total New Facility Area	4909	sq. m.
Total Site Area	3.440	ha.
Pupil Places Added	55	students
New Facility Capacity		students

**Project Funding:**

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

**Project Costs:**

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

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	January 2013	January 2013
Architect Selection	May 2013	May 2013
Design Development	November 2013	November 4, 2013
Contract Documents	November 2013	November 26, 2013
Tender & Approvals	December 2013	
Construction	August 2013	
Occupancy	September 2013	
Official Opening & Blessing	October 2013	

**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  
DECEMBER 3, 2013**

*PUBLIC SESSION*

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – NOVEMBER 26, 2013**

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# Spotlight

on

## NIAGARA CATHOLIC

*Nurturing Souls & Building Minds*

[www.niagaracatholic.ca](http://www.niagaracatholic.ca)

November 26, 2013



### Niagara Catholic Raises More Than \$33,000 For Mary's Meals Canada



*On Random Act of Kindness Day earlier this month, Niagara Catholic held a system-wide Oatmeal Day in support of Mary's Meals Canada, which was co-founded by the late Bridgid Davidson, an Educational Resource Teacher at Sacred Heart Catholic Elementary School. Our goal was to raise \$8,800 - enough to feed a school of 800 children one hot meal a day for an entire year. During the November 26th Board Meeting, Niagara Catholic Director of Education John Crocco shared with Trustees the news that we raised close to four times that amount - an excess of \$33,000, which will feed more than 3,000 children in Malawi one hot meal a day for an entire year. It is the first time in the organization's history that an entire Board of Education has supported Mary's Meals with such a sweeping initiative, said Daniel Adams, Head of Fundraising for Mary's Meals who travelled to Canada for the event (shown above with students from Sacred Heart Catholic Elementary School on Random Act of Kindness Day.*

*The Mary's Meals fundraiser is part of an incredible outpouring of generosity across our system. Between this event, the 38th Annual Pilgrimage, Holy Childhood Walks, Thanksgiving food drives and collections for the Philippines, Niagara Catholic students and staff have donated more than \$250,000 to those in need at home and overseas.*

### St. Nicholas Facility Update

Niagara Catholic continues to work with the French Catholic District School Board, the City of St. Catharines and the Ministry of Education to secure a site and funding for a new St. Nicholas Catholic Elementary School.

Board Chair Kathy Burtnik and Director of Education John Crocco met with St. Catharines Mayor Brian McMullan November 19th to discuss how a new school would fit the city's downtown revitalization plan.

A new St. Nicholas Catholic Elementary School would have a projected cost of \$6.3 million.

### Six Policies Approved

Trustees approved six revised Policies during the November 26th Board Meeting.

Acceleration Retention Policy Elementary (400.5), Employee Leaves of Absence Policy (201.1), Opening or Closing Exercises Policy - Safe Schools (302.6.1), Employee Workplace Harassment Policy (201.7), Employee Workplace Violence Policy (201.11) and Occupational Health and Safety Policy (201.6) were revised as part of Niagara Catholic's ongoing cyclical review process to ensure our Policies comply with Ministry regulations and meet the Board's current needs.



# School Excellence Program

FOCUS on

## St. Kevin Catholic Elementary School

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. Kevin Students and Staff: Looking Beyond Ourselves

Kevin School Catholic School was erected in 1951 as Notre Dame Private School by the School Sisters of Notre Dame. In 1956, the school was purchased by the Welland Separate School Board, and renamed St. Kevin Catholic Elementary School. It was blessed by the Most Reverend F.V. Allen, D.D. Auxiliary Bishop of Toronto on September 30, 1956.

Today, St. Kevin Catholic Elementary School has a student body of more than 360 students in Early Learning Kindergarten through Grade 8, each of whom are proud to display their Celtic Pride.

Staff at St. Kevin Catholic School strive to "build a better world-one student at a time." During the November 26th Board Meeting, Principal Enrico Schirru and several members of his school community shared the many things that make St. Kevin such an important part of his neighbouring community.

Students and staff are encouraged to look beyond themselves every day, to support their students, colleagues and friends. Staff work together to ensure the learning pathways are connected from grade to grade and challenge each other to enhance skills to improve student performance.

Students support one another and are committed to bettering the culture of life at their school and in their neighbourhoods by volunteering their time and talents to help those in need.

Parents and parish priests are key parts of the equation, working with students and staff to bring the lessons learned in school to life at home and in the parish.

There are many diverse co-curricular opportunities available to students at St. Kevin, which enhance the overall student experience. Sports teams, arts clubs and other organizations allow students to try new things to explore new gifts and talents.



**A dog can be a child's best friend, especially when they are specially trained to be reading buddies. St. Kevin Catholic Elementary School recently welcomed some of the pooches from Therapy Tails to be patient companions while youngsters practice their reading. This is another example of the many ways St. Kevin staff provide unique learning opportunities for students.**



**The Gotcha! Board at St. Kevin Catholic Elementary School is one of the ways in which staff recognize students for outstanding academic achievement and behaviour.**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
DECEMBER 3, 2013**

*PUBLIC SESSION*

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

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# December 2013

Sun Mon Tue Wed Thu Fri Sat

NIAGARA  
CATHOLIC  
DISTRICT SCHOOL  
BOARD

<i>1</i>	<i>2</i>	<i>3</i> ORG/CW Meeting	<i>4</i> Gr. 8 Mass SEAC Meeting	<i>5</i>	<i>6</i>	<i>7</i>
<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i> Director's Meeting/Faith Formation for Admin/Priests/ Trustees	<i>13</i>	<i>14</i>
<i>15</i>	<i>16</i> Christmas Choirfest all week	<i>17</i> Board Meeting	<i>18</i>	<i>19</i>	<i>20</i> Elementary/ Secondary PA Day	<i>21</i>
<i>22</i>	<i>23</i> Christmas Vacation	<i>24</i>	<i>25</i> Christmas Day	<i>26</i> Boxing Day	<i>27</i>	<i>28</i>
<i>29</i>	<i>30</i>	<i>31</i> New Year's Eve				

Nurturing  
SOULS  
&  
Building

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
DECEMBER 3, 2013**

*PUBLIC SESSION*

**TOPIC: GENERAL DISCUSSION TO PLAN FOR FUTURE ACTION  
  
DRAFT LETTER OF REPLY TO DISTRICT SCHOOL BOARD  
OF NIAGARA**

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# DRAFT



November 29, 2013

Kevin Maves  
Chair of the Board  
District School Board of Niagara  
191 Carlton Street  
St. Catharines, Ontario L2R 7P4

Dear Chair Maves:

As Chair of the Niagara Catholic District School Board I write this letter on behalf of the Board to address a matter of concern.

While we enjoy a cooperative relationship on a number of staff and consortium levels, a recent statement by DSBN Trustee Dalton Clark in the November 13<sup>th</sup>, 2013 issue of the St. Catharines Standard is problematic and troublesome if quoted accurately. A copy of the article is attached for your reference.

In the November 13<sup>th</sup>, 2013 article entitled “Board renews call for special-needs money” Trustee Clark is quoted in reference to Niagara Catholic funding for special education, “gets for whatever reason, more money than we get”. If quoted accurately, we are troubled by this statement given the direct reference to Niagara Catholic rather than no reference at all or a more general reference to other Boards, or to coterminous Boards. As a Board, we do not engage in this type of reference to another school Board, especially one in the same region. We only speak on matters directly related to Niagara Catholic while leaving other Boards to speak for themselves. Such a reference to Niagara Catholic is most disappointing especially given a very clear understanding of the difference in Board philosophy and practice for providing programs and services for students with special education needs along with the historical facts related to the funding differences between school Boards in Ontario. While there may be inequities in special education funding based on provincial decisions which we should all work collectively to address at a provincial level, insights into the funding difference began with the submissions by school Boards to the Ministry of Education to identify levels of need for students with special education needs within a school Board.

In the future, we would request that such direct references to Niagara Catholic not be used and that we be afforded the opportunity to speak for Niagara Catholic. We wish you every success lobbying the government to receive the funding you require to serve your students with special education needs. I would be most pleased to discuss this matter with you further and can be reached at 905.329.1072.

Sincerely,

Kathy Burtnik  
Chair of the Board

Cc – Niagara Catholic Trustees  
John Crocco, Director of Education – Niagara Catholic District School Board  
Warren Hoshizaki, Director of Education – District School Board of Niagara  
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John Crocco, Director of Education/Secretary Treasurer

# St. Catharines Standard

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## NEWS LOCAL

### DSBN calls for equitable special-needs funding

By Don Fraser, QMI Agency



Tuesday, November 12, 2013 11:15:34 EST PM



DSBN education centre

#### ST. CATHARINES -

Niagara's public school board has ramped up its call for more provincial funding for its special needs programs.

The District School Board of Niagara says it has been chronically underfunded on a per-student basis for nearly a decade. Had it received the average provincial school board amount, that would have meant \$9 million more per year.

Instead, it has dealt with a shortfall of about \$90 million over that period.

Repeated calls to address the matter have gone unheeded by the province, trustees charged Tuesday night.

The board was told Oct. 25 that letters to Education Minister Liz Sandals and Premier Kathleen Wynne urged the two to visit the board, check out its programs and listen to the DSNB plea.

"We've been after this for 10 years," said trustee Dalton Clark. "There have been countless meetings ... we've pleaded with several different ministers.

"We've never had any luck, but we just can't just stop trying as it means so much to our special education kids."

Board officials say the "inequitable distribution" of "high needs amount" funds at \$355 per student put it second-lowest of school boards in Ontario.

Given average per-pupil funds to other boards is \$636, it says a more equitable provincial distribution process is needed.

Clark also referred to the Niagara Catholic District School Board, which he said "gets for whatever reason, more money than we get."

Meanwhile, Niagara Catholic education director John Crocco said his board has been spending more than the ministry has allocated for its special needs students.

In a previous interview, Crocco said his board's funding for special needs students varies. It depends on programs to ensure the appropriate inclusion of students in their home schools and "age-appropriate classes."

To this end, Niagara Catholic spends about \$800,000 to \$900,000 per year more than the ministry provides it through that funding.

At Tuesday's meeting, board chair Kevin Maves said DSBN's efforts for improved funding would continue, "until they right this inequity."

"It is a travesty, because we could certainly use that money," he said. "We will certainly keep up that fight."

Education director Warren Hoshizaki said the DSBN is working with other provincial boards dealing with the same perceived low-funding plight for special needs students.

"We're not asking to add more money to the education system," he told the board. "We're asking it be distributed fairly ... for special education."

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Dollars and cents

District School Board of Niagara spokeswoman Kim Yielding in a statement:

\* school boards get a baseline for funding programs and services for students with high needs, under a special education funding formula.

\* based on the level of funding they got in 2003- 2004.

\* not adjusted annually to reflect the enrolment of special education students with high needs.

\* because of this, DSBN gets \$355.46 for each of those students, while the average amount in Ontario is \$635.76.

\* DSBN's board wants the education ministry to fund such students on a per-pupil basis.

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