



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

BOARD MEETING

TUESDAY, DECEMBER 18, 2012

7:00 P.M.

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



A. ROUTINE MATTERS

1. Opening Prayers – Trustee Sicoli -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meetings
 - 5.1 November 27, 2012 A5.1
 - 5.2 December 4, 2012 A5.2

B. DELEGATIONS/PRESENTATIONS

1. OFSAA Medalists 2012 B1
 - Lakeshore Catholic High School Senior Football Team
 - Saint Francis Catholic Secondary School Senior Ladies Basketball Team

2. Christmas Cards 2012 B2

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program C1
Canadian Martyrs Catholic Elementary School
2. Unapproved Minutes of the Committee of the Whole Meeting of December 4, 2012 C2
and Consideration of Recommendations
 - 2.1 Approval of Policies
 - 2.1.1 Niagara Catholic Education Award of Distinction Policy (#100.7) C2.1.1
 - 2.1.2 Student Parenting Policy (#302.5) C2.1.2
 - 2.1.3 Accessibility Standards Policy (*new*) (*Interim*) C2.1.3
3. Approved Minutes of the Special Education Advisory Committee (SEAC) C3
Meeting of November 7, 2012
4. Trustee Honorarium for the Year from December 1, 2012 to November 30, 2013 C4
5. Extended Overnight Field Trip, Excursion and Exchange Committee Approvals C5
6. Catholic Leadership: Superintendent of Business and Financial Services Pool 2013 C6
7. Director's Annual Report 2012 C7
8. Revised Budget for the Year 2012-2013 C8

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|-----|---|------|
| 9. | Financial Reports | |
| 9.1 | Monthly Banking Transactions for the Month of November 2012 | C9.1 |
| 9.2 | Statement of Revenue and Expenditures as at November 30, 2012 | C9.2 |

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

- | | | |
|-----|--|------|
| 1. | Correspondence | |
| 1.1 | OCSTA Catholic Education Week 2013 | D1.1 |
| 1.2 | St. Clair Catholic DSB Letter to Minister Broten re Memorandum of Understanding | D1.2 |
| 1.3 | Minister of Education Broten – Amalgamation | D1.3 |
| 1.4 | Minister of Education Broten – 34 Credits | D1.4 |
| 2. | Report on Trustee Conferences Attended | - |
| 3. | General Discussion to Plan for Future Action | - |
| 4. | Trustee Information | |
| 4.1 | Spotlight on Niagara Catholic – December 4, 2012 | D4.1 |
| 4.2 | Calendar of Events – January 2013 | D4.2 |
| 4.3 | Christmas Break – December 22, 2012 - January 6, 2013 | - |
| 4.4 | Niagara Catholic Baby Celebration – January 16, 2013 | - |
| 4.5 | Letter to Students and Parents from Niagara Catholic and Bishop Bergie re System Update | D4.5 |
| 4.6 | BEC Annual Partners Breakfast – February 8, 2013 | - |
| 5. | Open Question Period | - |
| | <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> | |

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

G. REPORT ON IN CAMERA SESSION

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: MINUTES OF THE BOARD MEETING OF
NOVEMBER 27, 2012**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of November 27, 2012, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE BOARD MEETING

TUESDAY, NOVEMBER 27, 2012

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, November 27, 2012, 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 Chairperson Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Nieuwesteeg.

2. Roll Call

Chairperson Burtnik noted that all Trustees and Student Trustees were in attendance.

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

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Mario Ciccarelli**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Linda Marconi**, Recording Secretary

3. **Approval of the Agenda**

Moved by Trustee Charbonneau
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of November 27, 2012, as presented.

CARRIED

4. **Disclosure of Interest**

A Disclosure of Interest was declared by Trustee Burtnik with Item C7.1 of the Public Agenda. This item may show cheques issued to this trustee's family business. She refrained from voting on this item.

Disclosures of Interest were declared by Trustees Fera and O'Leary with Item F9 of the In Camera Agenda. These Trustees have family members who are employees of the Board. These Trustees left the meeting during discussion of this item.

5. **Approval of Minutes of the Board Meetings**

5.1 **October 23, 2012**

Moved by Trustee Sicoli
Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of October 23, 2012, as presented.

CARRIED

5.2 **November 13, 2012**

The minutes were amended to note that Trustee Nieuwesteeg was excused from the meeting.

Moved by Trustee Sicoli
Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of November 13, 2012, as amended.

CARRIED

B. DELEGATIONS/PRESENTATIONS

1. **Sarah VanDerLee; Lynnette & David Gilles; Lynda Filbert**

Sarah VanDerLee; Lynnette & David Gilles; and Lynda Filbert presented their views on the proposed Elementary Standardized Dress Code Policy.

Trustees asked questions of clarification.

Chairperson Burtnik thanked the delegation for their presentation.

2. **Michelle Zappitelli**

Michelle Zappitelli presented her view on the proposed Elementary Standardized Dress Code Policy.

Trustees asked questions of clarification.

Chairperson Burtnik thanked Michelle Zappitelli for her presentation.

COMMITTEE AND STAFF REPORTS

1. School Excellence Program – Saint Michael Catholic High School

Director Crocco provided background information on the monthly School Excellence Program. Mark Lefebvre, Superintendent of Education introduced Jim Whittard, Principal of Saint Michael Catholic High School.

Principal Whittard, with the assistance of students and staff showcased Saint Michael Catholic High School as part of the School Excellence Program.

Chairperson Burtnik thanked Principal Whittard, the staff and students for their presentation and performance.

2. Unapproved Minutes of the Committee of the Whole Meeting of November 13, 2012 and Consideration of Recommendations

Moved by Trustee Burkholder

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of November 13, 2012, as presented.

CARRIED

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of November 13, 2012.

2.1 Approval of Policies

2.1.1 Attendance Support Program Policy (new)

Moved by Trustee Nieuwesteeg

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Attendance Support Program Policy, as presented.

CARRIED

2.1.2 Elementary Standardized Dress Code Policy – Safe Schools (new)

Trustee Fera made a recommendation to remove the first point under the heading *Acceptance of the Standardized Elementary Dress Code* of the Administrative Guidelines.

Moved by Trustee Fera

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the amendment to the Elementary Standardized Dress Code Policy – Safe Schools to remove the first point under the heading *Acceptance of the Standardized Elementary Dress Code* of the Administrative Guidelines.

CARRIED

Trustee MacNeil requested a recorded vote.

Trustee	Yay	Nay
Rhianon Burkholder	✓	
Kathy Burtnik	✓	
Maurice Charbonneau	✓	
Frank Fera	✓	
Fr. Paul MacNeil		✓
Ed Nieuwesteeg	✓	
Ted O'Leary	✓	
Dino Sicoli	✓	

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Elementary Standardized Dress Code Policy – Safe Schools, as amended.

CARRIED

2.1.3 Employee Code of Conduct and Ethics Policy (new)

Moved by Trustee Fera

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Employee Code of Conduct and Ethics Policy (new), as presented.

CARRIED

3. Approved Minutes of the Special Education Advisory Committee Meeting of October 3, 2012 and Consideration of Recommendations

Moved by Trustee Burkholder

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of October 3, 2012, as presented for information.

CARRIED

The following recommendations were presented for the Board's consideration from the Special Education Advisory Committee Meeting of October 3, 2012. A recommendation was made to change "would" to "could" in the last sentence.

3.1 Approval of Policies

Moved by Trustee Burkholder

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the amended letter from the Special Education Advisory Committee to Bluewater District School Board regarding the Electronic Portal.

CARRIED

4. **Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of September 13, 2012**

Moved by Trustee Sicoli

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the Approved Minutes of The Niagara Catholic Parent Involvement Committee Meeting of September 13, 2012, as presented for information.

CARRIED

5. **Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2012-2013**

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

6. **Staff Development Department Professional Development Opportunities**

Khayyam Syne, Administrator of Staff Development, presented the report on the Staff Development Department Professional Development Opportunities for information, as well information regarding the November 16, 2012 Elementary and Secondary Professional Activity Day Programs.

Trustee Fera made a recommendation to Director Crocco to have him consider establishing an award to honour employees for their ability to inspire the public.

7. **Financial Reports**

7.1 **Monthly Banking Transactions**

Moved by Trustee Nieuwesteeg

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Monthly Banking Transactions for the months of September and October 2012, as presented for information.

CARRIED

7.2 **Statement of Revenue & Expenditures**

Moved by Trustee MacNeil

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at October 31, 2012, as presented for information.

CARRIED

C. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. **Correspondence**

Nil Report

2. **Report on Trustee Conferences Attended**

Trustees Fera and Sicoli presented information on the Ontario College of Teachers Conference "Inspiring Public Confidence" they attended November 21-23, 2012 in Toronto.

3. General Discussion to Plan for Future Action

Nil Report

4. Trustee Information

4.1 Spotlight on Niagara Catholic – November 13, 2012

Director Crocco presented the Spotlight on Niagara Catholic – November 13, 2012 issue for Trustees' information.

4.2 Calendar of Events – December 2012

Director Crocco presented the Calendar of Events – December 2012 for Trustees' information

4.3 Blessed Trinity Catholic Secondary School Blessing

Director Crocco informed Trustees that the Blessed Trinity Catholic Secondary School Blessing is scheduled for Monday, December 17, 2012 at 7:00 p.m.

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

4.4 2013 OCSTA Labour Relations/Trustees' Professional Development Seminar

Director Crocco presented information on the 2013 OCSTA Labour Relations/Catholic Trustees' Professional Development Seminar being held on January 17-19, 2013 in Toronto.

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

4.5 Annual Advent Faith Formation Session

Trustees are invited to attend the Annual Advent Faith Formation Session on December 13, 2012 for Administrators with Bishop Bergie at Club Roma. Confirm your attendance with Sherry Morena.

5. Open Question Period

None Submitted

D. NOTICES OF MOTION

E. BUSINESS IN CAMERA

Moved by Trustee O'Leary

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board move into the In Camera Session.

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 9:40 p.m. and reconvened at 11:10 p.m.

F. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of November 27, 2012.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Sicoli

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of October 23, 2012, as presented.

CARRIED (Item F1)

Moved by Trustee Fera

Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of November 13, 2012, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Nieuwesteeg

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.1 of the In Camera Agenda.

CARRIED (Item F4.2)

Moved by Trustee Charbonneau

Seconded by Trustee Fera

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.2 of the In Camera Agenda.

CARRIED (Item F4.3)

Moved by Trustee Nieuwesteeg

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of October 23, 2012, as presented.

CARRIED (Item F5.1)

The following motion was passed at 11:00 p.m.

Moved by Trustee Fera

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve that the Board Meeting be extended by fifteen (15) minutes.

CARRIED

Moved by Trustee Nieuwesteeg
Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Special Board Meeting - SECTION B: Student Trustees Excluded of November 13, 2012, as presented.

CARRIED (Item F5.2)

Moved by Trustee Nieuwesteeg
Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of November 13, 2012, as presented.

CARRIED (Item F6)

G. FUTURE MEETINGS AND EVENTS

Director Crocco presented information on the Organizational Meeting of the Board scheduled for December 4, 2012 at 6:00 p.m. and the Committee of the Whole Meeting scheduled for December 4, 2012 at 7:00 p.m. at the Catholic Education Centre.

1. *Organizational Meeting of the Board – December 4, 2012 - 6:00 p.m. – CEC*
2. *Committee of the Whole Meeting – December 4, 2012 – 7:00 p.m. – CEC*

H. MOMENT OF SILENT REFLECTION FOR LIFE

I. ADJOURNMENT

Moved by Trustee O'Leary
Seconded by Trustee Sicoli

THAT the November 27, 2012 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 11:15 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on November 27th, 2012.

Approved on the 18th day of December 2012.

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: MINUTES OF THE ANNUAL ORGANIZATION MEETING
OF THE BOARD OF DECEMBER 4, 2012**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Annual Organizational Meeting of the Board of December 4, 2012, as presented.



MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

TUESDAY, DECEMBER 4, 2012

Minutes of the Annual Organizational Meeting of the Niagara Catholic District School Board, held on Tuesday, December 4, 2012, at 6:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

A. ROUTINE MATTERS

1. Meeting Call to Order – John Crocco, Director of Education/Secretary-Treasurer/CEO

The meeting was called to order at 6:10 p.m. by Chief Executive Officer and Director of Education John Crocco, in accordance with section 208-4 of the Education Act.

Director Crocco thanked Bishop Bergie, Principals, Vice-Principals, Managers, special guests, students, family and friends for attending the Annual Organizational Meeting of the Board.

Director Crocco informed the guests in attendance that at the Inaugural Meeting of the Board in 2010, the first action of the elected Board of Trustees was to approve a motion naming His Excellency - Bishop Gerard Bergie as the Honourary Chair of the Niagara Catholic District School Board.

On behalf all in attendance, the Director expressed gratitude to Bishop Bergie for his valued partnership with Niagara Catholic, his continuous support and celebration of the importance and excellence of Niagara Catholic schools, the Board, Administrators and staff, as Niagara Catholic models and shares the teachings of Jesus and the church.

2. Opening Prayer

Bishop Bergie thanked the Director for his kind words and the opportunity to participate in the Annual Organizational Meeting of the Board. The Bishop expressed appreciation for the dedication of Trustees, administrators, staff and everyone involved in the gift of Catholic Education.

His Excellency opened the 2012 Annual Organizational Meeting of the Board with a dedicated prayer and inspiration remarks to all in attendance.

Bishop Bergie reflected on the journey of the Advent Season, reminding everyone that it is a time of preparation and waiting, and that the Church asks us to open our hearts and remove the clutter in our lives as we await the great feast of Christmas where we remember the birth of Jesus Christ.

3. **Roll Call**

Director Crocco noted that Bishop Bergie, all Trustees and Student Trustees were in attendance.

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

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Mario Ciccarelli**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

4. **Approval of the Agenda**

Moved by Trustee Nieuwesteeg
 Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board approve the Agenda of the Annual Organizational Meeting of the Board of December 4, 2012, as presented.

CARRIED

5. **Disclosure of Interest**

No Disclosures of Interest were declared with any items on the agenda of the Annual Organizational Meeting of the Board.

6. **Holy Cross Catholic High School Concert Band & Choir Performance**

Mario Ciccarelli, Superintendent of Education, welcomed Denice Robertson, Principal of Holy Cross Catholic Secondary School, who introduced J.P. Dupont, Program Chair of the Arts, Mr. Ryan Gway, and the Holy Cross Concert Band and Choir students who performed for the Board.

Director Crocco, on behalf of Trustees, Senior Staff and everyone present, thanked the students of Holy Cross Catholic Secondary School for sharing their special gift of song and music.

St. Catharines Trustees Burtnik and Charbonneau presented the students with Niagara Catholic "Excellence in the Arts" pins.

7. **Election Procedures**

Director Crocco reviewed the procedures for the election of the Chairperson and Vice-Chairperson, and appointed Lee Ann Forsyth-Sells and Mark Lefebvre, Superintendents of Education, as scrutineers.

8. **Election of Chairperson**

Moved by Trustee Fera

THAT Trustee Paul MacNeil be nominated for the position of Chairperson of the Niagara Catholic District School Board to hold office from December 4, 2012 until the 2013 Annual Organizational Meeting of the Board.

Director Crocco asked Trustee MacNeil if he wished to stand for the position of Chairperson of the Niagara Catholic District School Board. Trustee MacNeil accepted the nomination.

Moved by Trustee Nieuwesteeg

THAT Trustee Burtnik be nominated for the position of Chairperson of the Niagara Catholic District School Board to hold office from December 4, 2012 until the 2013 Annual Organizational Meeting of the Board.

Director Crocco asked Trustee Burtnik if she wished to stand for the position of Chairperson of the Niagara Catholic District School Board. Trustee Burtnik accepted the nomination.

There were no further nominations forthcoming.

Moved by Trustee Charbonneau

Seconded by Trustee Fera

THAT the nominations for the position of Chairperson of the Niagara Catholic District School Board be closed.

CARRIED

Following the counting of the ballots, Trustee Burtnik was elected to the position of Chairperson of the Niagara Catholic District School Board.

Director Crocco turned over the Chairship of the Annual Organization Meeting of the Board to Chairperson Burtnik.

Moved by Trustee MacNeil

Seconded by Trustee Burkholder

THAT the ballots for the election of the Chairperson of the Niagara Catholic District School Board be destroyed.

CARRIED

9. **Election of Vice-Chairperson**

Moved by Trustee Burkholder

THAT Trustee Charbonneau be nominated for the position of Vice-Chairperson of the Niagara Catholic District School Board to hold office from December 4, 2012 until the 2013 Annual Organizational Meeting of the Board.

Chairperson Burtnik asked Trustee Charbonneau if he wished to stand for the position of Vice-Chairperson of the Niagara Catholic District School Board. Trustee Charbonneau accepted the nomination.

Moved by Trustee Sicoli

THAT Trustee MacNeil be nominated for the position of Vice-Chairperson of the Niagara Catholic District School Board to hold office from December 4, 2012 until the 2013 Annual Organizational Meeting of the Board.

Chairperson Burtnik asked Trustee MacNeil if he wished to stand for the position of Vice-Chairperson of the Niagara Catholic District School Board. Trustee MacNeil accepted the nomination.

There were no further nominations forthcoming.

Moved by Trustee Fera

Seconded by Trustee O'Leary

THAT the nominations for the position of Vice-Chairperson of the Niagara Catholic District School Board be closed.

CARRIED

Following the counting of the ballots, Trustee Charbonneau was elected to the position of Vice-Chairperson of the Niagara Catholic District School Board.

Moved by Trustee Burkholder

Seconded by Trustee Nieuwesteeg

THAT the ballots for the election of the Vice-Chairperson of the Niagara Catholic District School Board be destroyed.

CARRIED

10. Chairperson's Remarks

A copy of Chairperson Burtnik's remarks are attached to the minutes for information and placed on the Board, My Niagara Catholic and My Niagara Catholic Alumni websites.
(Appendix A)

11. Vice-Chairperson's Remarks

A copy of Vice-Chairperson Charbonneau's remarks are attached to the minutes for information and placed on the Board, My Niagara Catholic and My Niagara Catholic Alumni websites.
(Appendix B)

B. COMMITTEE AND STAFF REPORTS

1. Board Committees

Director Crocco presented the report on Board Committees, and stated that the report is in compliance with Board Bylaw 17 which calls for Trustee membership on Board Ad Hoc, Statutory, Standing and Liaison Committees until the next Annual Organizational Meeting of the Board.

Director Crocco stated that membership to the committees are appointed by the Chairperson of the Board in consultation with the Vice-Chairperson of the Board, and asked that Trustees submit their completed form to the Office of the Director of Education by the December 18, 2012 Board Meeting.

Moved by Trustee O'Leary

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the continuation of the following Ad Hoc Committees for the year 2013:

- Denis Morris, Holy Cross, and St. Francis Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Notre Dame College Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee

CARRIED

Moved by Trustee Burkholder

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board approve the establishment of the following Ad Hoc Committees for the year 2013:

- Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Lakeshore Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee

CARRIED

C. MOMENT OF SILENT REFLECTION FOR LIFE

D. ADJOURNMENT

Moved by Trustee Sicoli

Seconded by Trustee MacNeil

THAT the December 4, 2012 Annual Organizational Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 7:15 p.m.

Minutes of the Annual Organizational Meeting of the Niagara Catholic District School Board held on **December 4th, 2012.**

Approved on the **18th** day of **December 2012.**

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

CHAIRPERSON KATHY BURTNIK'S REMARKS

**Annual Organizational Meeting
of the Niagara Catholic District School Board
December 4, 2012**

As I was thinking about what to say this evening in the event that I was elected to the position of Chairperson for the coming year, I was inspired to go to the archives of Niagara Catholic to read what had been said before by those who have come before me. I was profoundly moved by the message of one of the great leaders in Niagara Catholic's rich history in Father Ken Burns' address of 1998 - in his words, "a time of apprehension, uncertainty and challenge"

Much has happened in our history since Father Burns was standing in this very spot, yet the core of who we are has not changed. I was reminded that although different events take place, and continue to challenge us all, we continually respond in a manner that is truly, distinctively Catholic.

I look forward with humble anticipation to fulfilling the role of Chairperson of this dynamic family of Faith. Niagara Catholic is not a place, it is not a single person; it is a community of people at various stages in their individual faith journeys who need to be inspired by the birth, life, death and resurrection of Christ. Each of us is called to be a leader, as each of us has someone who is looking to us for an authentic Christ-like response to their life story. To be a Catholic leader, requires first and foremost that we be *followers*, that we recognize the absolute fact that we alone are not capable of that which we are collectively capable of. Jesus himself taught us that He could not do alone what He could accomplish with the group he gathered around Him. To be a follower of Christ, we are called to carry on His story: To love unconditionally, to put the needs of others before our own, to not cast stones or pass judgment, to have meaningful conversations with God, to be thankful for the smallest of things, to know that every human is created in the likeness and image of God - is created to fulfill whatever promise lives within them. The greatest joy of being a follower is to recognize and celebrate that we are fully human, we fall, we fail, we seek forgiveness and we rise again. To be able to live this truth each and every moment of our day at work and at home is an incredible gift.

When asked what we do, we are quick to answer, trustee, principal, teacher, superintendent, manager, director - whatever our title - I ask that each of us pause and preface our title with the more relevant, distinctive *who* we are - "Catholic." Perhaps if we say it often enough, it will begin to have a hold on our beings, it will take deeper root in our schools and in our communities, and we will not be what the world expects of us, but *who* God calls us to be. I offer to you my commitment to embrace this year of Faith and be a leader who is first a follower. How blessed a life it is to be absolutely certain that no matter the "event" or the "challenge" in Niagara Catholic or in our personal lives, we are not alone.

I extend my most sincere appreciation to my seven trustee colleagues for their faith in electing me, to Trustee Charbonneau for his/her willingness to take on the role of vice-chair, to our Honorary Chair, Bishop Bergie, whose friendship, guidance, support and prayers keep us all grounded in our Faith, and to each of you and those you represent, Thank you for your bringing the face of Christ to every person you encounter.

May God continue to bless us all with enough health that we may be helpful to others, enough wealth to be generous to those in need, and more than enough Grace so that all may know that Catholic education is a gift that our society cannot live without. Our students, present and future are counting on it.

VICE-CHAIRPERSON MAURICE CHARBONNEAU'S REMARKS

**Annual Organizational Meeting
of the Niagara Catholic District School Board
December 4, 2012**

Your Excellency Bishop Bergie, Mr. Crocco, Superintendents, fellow trustees, staff and friends of Niagara Catholic, I am honoured to have been elected as Vice-Chair of the Niagara Catholic District School Board.

I wish to thank my fellow trustees for the privilege of serving as your Vice-Chair. I pledge to work diligently in building a sense of co-operation and trust. As we all know, individually, we are but one voice, but collectively, we have the power to build one of the strongest Catholic school boards in Ontario.

We are faced with some exciting and daunting decisions over the next year. We are to remain focused on the tasks ahead and I am confident that, as a group of caring and conscientious trustees, we will meet all challenges effectively.

To all members of the Niagara Catholic staff thank you for the hard work and dedication you provide on a daily basis. The quality of your work is reflected in improved test scores and the measured growth of each child. We, as trustees, will continue to assist and support all that you do in the classroom and the schools.

To the parents, we thank you most profoundly for entrusting your children to us. We pledge to continue to provide effective programs, resources and care for your children as they journey with us.

May each of you walk in the light of Christ!

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: PRESENTATION/DELEGATION
OFSAA MEDALISTS 2012**

- LAKESHORE CATHOLIC HIGH SCHOOL SENIOR FOOTBALL TEAM**
- SAINT FRANCIS CATHOLIC SECONDARY SCHOOL SENIOR LADIES BASKETBALL TEAM**

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: December 18, 2012



PRESENTATION BACKGROUND

Board Meeting
December 18, 2012

OFSAA MEDALISTS 2012

Secondary students from across our Niagara Catholic secondary schools qualified in several different athletic events to represent our Board at the provincial level in OFSAA competitions during the Fall season.

The accomplishments of the Lakeshore Catholic Senior Football Team and the St. Francis Senior Ladies Basketball Team will be presented at this meeting.

Niagara Catholic is extremely proud to announce the accomplishments of these student-athletes. Niagara Catholic also extends its sincere appreciation and recognition to school staff, coaches and parents for dedicating their time and efforts in motivating and guiding our students to achieve such a high level of performance.

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: December 18, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

TOPIC: CHRISTMAS CARDS 2012

Prepared by: Mark Lefebvre, Superintendent of Education
Jayne Evans, Consultant ESL/FSL/the Arts

Presented by: Mark Lefebvre, Superintendent of Education
Jayne Evans, Consultant ESL/FSL/the Arts

Approved by: John Crocco, Director of Education

Date: December 18, 2012



REPORT TO THE BOARD MEETING DECEMBER 18, 2012

CHRISTMAS CARDS 2012

BACKGROUND INFORMATION

Schools throughout Niagara Catholic were invited to submit one (1) piece of artwork designed by their students in order to create the 2012 Niagara Catholic Christmas Cards.

The parents/guardians of the students whose artwork was chosen to represent the Niagara Catholic District School Board will receive copies of their child's artwork on Christmas cards.

The following students had their artwork selected to be shared with the Niagara Catholic community for the Christmas Season of 2012:

Felix Abcede, Grade 11, Saint Michael Catholic High School, Niagara Falls
Santiago Gaitan, Grade 6, Holy Name Catholic Elementary School, Welland
Bellinda Huot Min, Grade 9, Denis Morris Catholic High School, St. Catharines
Emma Liang, Grade 8, St. Michael Catholic Elementary School, Niagara-on-the-Lake
Rachel Mills, Grade 8, St. Elizabeth Catholic Elementary School, Wainfleet
Brianna Pilch, Grade 8, St. Ann Catholic Elementary School, St. Catharines
Caitlin Putney, Grade 7, St. Philomena Catholic Elementary School, Fort Erie
Julian Rondinone, Grade 7, St. Alexander Catholic Elementary School, Fonthill
Cassandra Tatarnic, Grade 12, Holy Cross Catholic Secondary School, St. Catharines
Elena Testana, Grade 9, Denis Morris Catholic High School, St. Catharines
Laura Tremeer, Grade 2, St. Ann Catholic Elementary School, Fenwick

This report on the Niagara Catholic Christmas Cards 2012 is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Jayne Evans, Consultant ESL/FSL/the Arts

Presented by: Mark Lefebvre, Superintendent of Education
Jayne Evans, Consultant ESL/FSL/the Arts

Approved by: John Crocco, Director of Education

Date: December 18, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: SCHOOL EXCELLENCE PROGRAM
CANADIAN MARTYRS CATHOLIC ELEMENTARY SCHOOL**

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: December 18, 2012



**REPORT TO THE BOARD MEETING
DECEMBER 18, 2012**

**SCHOOL EXCELLENCE PROGRAM
CANADIAN MARTYRS CATHOLIC ELEMENTARY SCHOOL**

502 Scott Street
St. Catharines, ON L2M 3X2
ph 905.934.9972/fx 905.934.1575
canadian.martyrs@ncdsb.com

Grades: JK - 8

Principal: Alan Creelman

Vice-Principal: Maria Solomon

Superintendent: Mario Ciccarelli

Catholic School Council Co-Chairs:
Mrs. K. Hingston & Mrs. T. Turavani

Parish: St. Alfred

*As Catholic educators,
we want to create a
respectful and
challenging
environment, which not
only nurtures virtues
and develops the whole
person within the
Catholic Christian
philosophy but also
promotes academic
excellence.*



Canadian Martyrs Catholic School opened in 1954 as one of the five schools affiliated with St. Alfred Church. Since then the five additions have attested to the growth of the population in what used to be known as Grantham Ward. After a five-year pursuit by Principal Anthony Giblin and the school community, the final addition was built. It was officially opened and blessed by Bishop T.J. Fulton on January 9, 1989. Over the years the school has shown continuous growth and now has one portable on site.

Total enrolment as of September 2011: 489

Prepared by: Mario Ciccarelli, Superintendent of Education

Presented by: Mario Ciccarelli, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: December 18, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF DECEMBER 4, 2012**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Minutes of December 4, 2012, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of December 4, 2012:

2.1 Approval of Policies

2.1.1 Niagara Catholic Education Award of Distinction Policy (#100.7)

THAT the Niagara Catholic District School Board approve the Niagara Catholic Education Award of Distinction Policy (#100.7), as presented.

2.1.2 Student Parenting Policy (#302.5)

THAT the Niagara Catholic District School Board approve the Student Parenting Policy (#302.5), as presented.

2.1.3 Accessibility Standards Policy (new) (Interim)

THAT the Niagara Catholic District School Board approve the Accessibility Standards Policy (*new*) (*Interim*), as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, DECEMBER 4, 2012

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, December 4, 2012, 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 7:40 p.m. by Vice-Chairperson Charbonneau.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee O'Leary

2. Roll Call

Vice-Chairperson Charbonneau noted that all Trustees were in attendance.

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

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Mario Ciccarelli**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Scott Whitwell**, Controller of Facilities Services; **Khayyam Syne**, Administrator of Staff Development; Administrator of School Effectiveness; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary /Administrative Assistant, Corporate Services & Communications

3. **Approval of the Agenda**

Moved by Trustee Sicoli

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of December 4, 2012, as presented.

CARRIED

4. **Disclosure of Interest**

A Disclosure of Interest was declared by Trustee Burkholder with Item C5.1 of the Public Agenda, as she has a family member who is associated with the Quartek Group.

Disclosures of Interest were declared by Trustee O'Leary with Item F4.1of the In Camera Agenda. This trustee has family members who are teachers, or employees of the Board. He left the meeting during discussion of this item.

5. **Minutes of the Committee of the Whole Meeting of November 13, 2012**

Moved by Trustee Burkholder

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of November 13, 2012, as amended - Item 4.2.2 change June 2014 to June 2015 in the recommendation to read:

*THAT the Elementary Standardized Dress Code Policy – Safe Schools, be reviewed no later than **June 2015**.*

CARRIED

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. **Policy Committee**

1.1 **Unapproved Minutes**

Policy Committee Meeting – November 27, 2012

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of November 27, 2012, as presented.

CARRIED

1.2 Approval of Policies

1.2.1 Niagara Catholic Education Award of Distinction Policy (#100.7)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Niagara Catholic Education Award of Distinction Policy (#100.7), as presented.

CARRIED

1.2.2 Student Parenting Policy (#302.5)

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Student Parenting Policy (#302.5), as presented.

CARRIED

1.2.3 Accessibility Standards Policy (new) (Interim)

Trustees recommended that the Student Transportation Policy (500.2) be listed under References on the Policy Statement.

Moved by Trustee O'Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Accessibility Standards Policy (*new*) (*Interim*), as amended to include Student Transportation Policy (500.2) under References on the Policy Statement.

CARRIED

1.3 Policy Schedule

Director Crocco presented the Policy Schedule.

1.4 Policy Update

Director Crocco presented the Policy Update.

2. Niagara Catholic Learning Management System – Teacher/Student Communication Demonstration

Mario Ciccarelli, Superintendent of Education, welcomed Mark Di Tomasso, e-Learning Consultant, Anna Perrotta and Ryan Sauriol, Grade 7 & 8 Student Success Literacy & Numeracy Technology Education Coaches, who presented the report on the new and enhanced Niagara Catholic Learning Management System (LMS).

Trustees, along with Principals who were in attendance, were provided with a demonstration on how the LMS enhances and supports classroom teaching and interaction with students by delivering online training, teaching and webinars for students.

Trustees asked questions of Superintendent Ciccarelli and asked for an update in April or May 2013.

3. **Mental Health Workers In Schools**

Yolanda Baldasaro, Superintendent of Education, welcomed Colleen Atkinson, Amy Dowd, and David O'Rourke – Special Education Coordinators, who presented the update on Mental Health Workers in Schools which addressed the Niagara Catholic 2012-2013 Enabling Strategies.

Trustees asked questions of Superintendent Baldasaro and the Special Education Coordinators and discussed the report.

4. **Staff Development Department Professional Development Opportunities**

Frank Iannantuono, Superintendent of Education/Human Resources, presented the report on the Staff Development Department Professional Development Opportunities in December and January for information.

5. **Monthly Updates**

5.1 **Capital Projects Progress Report**

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

5.2 **Student Trustees' Update**

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

5.3 **Senior Staff Good News Update**

Senior Staff highlights included:

Superintendent Forsyth-Sells

- Lakeshore Catholic High School submitted twenty pieces of student art to the Ontario College of Teachers in Toronto for the Christmas Gallery, which will be on display at the Ontario College of Teachers for the month of December.
- Art work created by eight students from Alexander Kuska Catholic Elementary School have been selected as winning submissions to the "Windows to the World", National Art Competition for the Children's Respiratory Unit at the Herzog Hospital in Jerusalem. Each winner will receive a trophy at the Special Award Presentation Ceremony on Sunday, January 27th, 2013, and a place on one of the six posters that will be distributed nationally.

Superintendent Baldasaro

- St. Ann Catholic Elementary School in St. Catharines was selected to paint art on the windows at City Hall in St. Catharines.

Superintendent Lefebvre

- Preliminary indications are that the number of participating elementary schools for the Holy Childhood Walk has increased this year. The schools are on target to meet or exceed last year's total of approximately \$15,000.00 in school donations.

Controller of Facilities Services Whitwell

- St. Andrew Catholic Elementary School received a Conservation Achievement Award for their ECO Club planting team's project of building a Living Willow Dome.

The Willow Dome, which is an outdoor teaching/learning space made from 15 feet willow whips woven into the shape of a dome, will provide shade and shelter that would create an area of retreat and a sense of calm for students.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – November 27, 2012

Director Crocco presented the Spotlight on Niagara Catholic – November 27, 2012 issue for Trustees' information.

1.2 Calendar of Events – December 2012

Director Crocco presented information on the Calendar of Events – December 2012.

1.3 Annual Administrators, Trustees and Priests Faith Formation – December 13, 2012

Director Crocco presented information on the Annual Administrators, Trustees and Priests Faith Formation being held December 13, 2012 at Club Roma in St. Catharines.

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

1.4 Blessing of Addition and Renovations to Blessed Trinity Catholic Secondary School – December 17th, 2012

Director Crocco presented information on the Blessing of Addition and Renovations to Blessed Trinity Catholic Secondary School being held on December 17th, 2012.

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

1.5 Additional Information

Director Crocco provided the following information:

- December Board Meeting will be held December 18, 2102
- A copy of a letter sent home to all families regarding the implementation of the Elementary Standardized Dress Code Policy was provided to all Trustees. A Resource pamphlet in currently being designed for distribution to all families and new registrants in January and February 2013.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

Director Crocco provided the following information:

- Superintendent Ciccarelli and Controller of Facilities Scott Whitwell continue to work on the Demographic and School Utilization Report for the January Board Meeting.
- Senior Staff continues to wait for information from the Ministry of Education regarding capital funding for St. James, Our Lady of Mount Carmel Catholic Elementary Schools and Lakeshore Catholic High School.
- French Immersion Information Meetings began on Monday, December 3, 2012 and will continue until December 12. An Information Report containing feedback regarding the implementation of French Immersion will be presented at the January Committee of the Whole or Board Meeting.

F. BUSINESS IN CAMERA

Moved by Trustee O'Leary

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 Meeting at 8:55 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 December 4, 2012.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee MacNeil

THAT the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section A: Student Trustees Present held on November 13, 2012, 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 In Camera Session of the Committee of the Whole Meeting - Section B: Student Trustees Excluded held on November 13, 2012, as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee Burkholder

THAT the December 4, 2012 Committee of the Whole Meeting be adjourned.

CARRIED

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

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **December 4th, 2012.**

Approved on the **18th** day of **December 2012.**

Maurice Charbonneau
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: NIAGARA CATHOLIC EDUCATION AWARD OF
DISTINCTION POLICY (#100.7)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Niagara Catholic Education Award of Distinction Policy (#100.7), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: December 18, 2012



NIAGARA CATHOLIC EDUCATION AWARD OF DISTINCTION

Adopted: October 26, 2004

Policy No. 100.7

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board believes in the importance of recognizing individuals and groups who have made/or continue to make outstanding contributions to Catholic Education in the Niagara Region.

In honour of these contributions the Niagara Catholic District School Board has established an award known as the "Niagara Catholic Education Award of Distinction".

Annually, these individuals or groups may be recognized with this prestigious honour.

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



NIAGARA CATHOLIC EDUCATION AWARD OF DISTINCTION

Issued: October 26, 2004
Revised: February 22, 2005

Policy No. 100.7

ADMINISTRATIVE GUIDELINES

The following administrative guidelines have been established to meet the requirements of the Board's policy on the Niagara Catholic Education Award of Distinction.

A Wall of Distinction is erected in a prominent location in the foyer of the Catholic Education Centre, to publicly proclaim the Board's esteem for those who have provided outstanding contributions to Catholic Education in the Niagara Region.

Eligibility:

Any individual or group (school, parish, home, community) who has participated in, or contributed to the growth of Catholic Education in the Niagara Region.

Criteria:

Nominees must have:

1. made a notable, significant and positive contribution to Catholic Education in the Niagara Region over a sustained period of time;
2. demonstrated recognized leadership that has had an identifiable impact and has made a significant difference to the Catholic character of the Board
3. The fundamental, all-pervasive quality that distinguishes our schools as Catholic schools.
4. Believing that education in the faith is possible in every aspect of school life.
5. Striving to build community and the ideal of the Christian community among Catholic schools and the Niagara Catholic District School Board and the Diocese.
6. Accompanying and guiding students on their faith journey which is our most sacred responsibility.
7. demonstrated tangible sacrifice for Catholic Education;
8. inspired Catholic Education in the Niagara Region.

Nomination Process:

1. Each year, nominations will be invited from the public at large (through newspaper advertisements, forms available at the CEC, the schools and on the Board's website. Nominations will also be sent to the Parishes, Catholic School Councils, Diocesan Office, and groups such as past and present leaders of the Board).
2. Nomination forms will require detailed documentation and substantiation of a nominee's contribution to Catholic Education in Niagara. This may include input from the group being nominated.
3. Each nomination will require the signed endorsement of three individuals.

4. Nominations must be sent to the Manager of Corporate Services and Communications Services, who will forward them to the designated Superintendent of Education.
5. Nominations must be received by the Manager of Corporate Communication and Communications Services at the Catholic Education Centre as announced on the Nomination Form.

Selection Committee:

Each fall, the Director will establish a Niagara Catholic Award of Distinction Selection Committee, which will consist of the following members:

1. The Chairperson of the Board or his/her designate
2. The Vice-Chairperson of the Board or his/her designate
3. The Director of Education or his/her designate
4. The Bishop or his designate
5. A Superintendent of Education
6. An Elementary Principal.
7. A Secondary Principal
8. Board Chaplaincy Leader
9. Up to three additional members as selected by the Director, in consultation with Senior Administrative Council. The Chairperson of the Board, or designate, will be the Chairperson of the Selection Committee.

The Selection Committee will review all submissions and arrive at a final decision. Once the Committee makes a decision, it will be promptly communicated to the Board through the Director of Education.

Presentation of the Award:

1. The Award will be announced and presented annually. The recipient(s) will also be publicized through the local media.
2. The Award will consist of a commemorative plaque which will be presented to the recipient. A permanent acknowledgment plaque will also be placed on the Wall of Distinction. Recipients will be invited to view the commemorative plaques on the Wall of Distinction.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

TOPIC: STUDENT PARENTING POLICY (#302.5)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Student Parenting Policy (#302.5), as presented

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: December 18, 2012



STUDENT PARENTING POLICY

Adopted: March 27, 2001

Policy No. 302.5

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and in the spirit of Gospel values and being faithful to Church teaching, Niagara Catholic District School Board staff are to be assisted in understanding the Catholic teaching of respect for life from the moment of conception.

The Board recognizes and provides support in cases of student pregnancy and parenting. In such cases, it empowers Board personnel to respond with respect, compassionate concern and unconditional love in accordance with the principles and procedures necessary for the implementation of this policy.

Through the implementation of a resource guide, the Board will require staff to respond by empowering Board personnel: to respond with respect, compassion and love; to assist the student by providing information, insight and support; to support the rights of the child in the womb; to make a concerted effort to involve the student's family members in the process; and to encourage the student to continue his/her education within the system and maintain his/her career plans. Within this loving, affirming environment our students will receive psychological and spiritual guidance and their right to privacy and confidentiality will be safeguarded where possible.

The Director of Education will establish a Niagara Catholic Resource Guide that will serve to support the implementation of this policy.

References

- *Evangelium Vitae (the Gospel of Life), March 25, 1995, Pope John Paul II*
- *The Ontario Conference of Catholic Bishops: This Moment of Promise. Feb. 1989.*
- *Elisabeth Kubler-Ross: Death - The Final Stages of Growth. 1975.*
York Region Roman Catholic School Board: Teen Pregnancy Policy. 1991.
Prieur, Father Michael, Theological Orientations Regarding Some Aspects of Treatment in the Sexual Assault Examination of St. Joseph Hospital, January 1979, London, Ontario
Origins, September 11, 1986, Bishops' Joint Committee Reply: Use of Morning After Pill in Cases of Rape, Volume 16: No. 19 Domum Vitae

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

TOPIC: ACCESSIBILITY STANDARDS POLICY (NEW) (INTERIM)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Accessibility Standards Policy *(new) (Interim)*, as presented.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: December 18, 2012



ACCESSIBILITY STANDARDS (INTERIM)

Adopted:

Policy No. _____

Revised:

STATEMENT OF POLICY

In keeping with its Mission, Vision and Values, the Niagara Catholic District School Board is committed to providing an environment that fosters independence, dignity and respect in all of its facilities.

The Board is committed to providing services that are free of barriers and biases to our students, parents/guardians, staff and the public.

The Board strives to ensure that the principle of equity of opportunity is reflected and valued in our Catholic learning and working environments.

As a fully inclusive Board, the Accessibility Standards Policy recognizes the uniqueness and gifts of all people. This Policy acknowledges a respect for self and others by ensuring that all people have the same opportunity of access to Board services in order to actively and equitably participate fully in the Catholic learning environment.

The Board is committed to meeting, in a timely manner, the accessibility needs of people with disabilities in the provision of services including those related to;

1. information and communication;
2. employment; and,
3. student transportation.

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

References

- *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*
- *Accessibility Standards for Customer Service, Ontario Regulation 429/07*
- *Integrated Accessibility Standard, Ontario Regulation 191/11*
- *Workplace Safety and Insurance Act*
- *Ontario Human Rights Code*
- *Ontarians with Disabilities Act, 2001*
- *Accessible Customer Service Policy, 701.4*
- *Equity and Inclusive Education Policy, 100.10*
- *Student Transportation Policy, 500.2*
- *Multi-Year Accessibility Plan, 2012-2017*



ACCESSIBILITY STANDARDS (INTERIM)

Adopted:

Policy No. _____

Revised:

ADMINISTRATIVE GUIDELINES

D) ACCESSIBILITY STANDARDS FOR INFORMATION AND COMMUNICATION

Providing Accessible Information and Communication Services

The Board is committed to ensuring that people with disabilities have the same opportunity of access to our services as do all others we serve. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to information and communications.

DEFINITIONS

For the purpose of this Policy, the following definitions are provided;

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

Accessible formats include but are not limited to options such as large print, screen readers, Braille, audio format, captioning.

Conversion-ready is an electronic or digital format that facilitates conversion into an accessible format.

WCAG refers to the World Wide Web Consortium Web Content Accessibility Guidelines.

PROCEDURES

1.0 Responsibility

- 1.1 Supervisory Officers, Principals and Managers will ensure that all staff, volunteers and others providing services and programs on behalf of the board have received training in the requirements of the Integrated Accessibility Standards including the Standards related to Information and Communications.
- 1.2 Initial training will be completed by January 1, 2014.

2.0 Feedback

- 2.1 The Board will ensure that its processes for receiving and responding to feedback are accessible to persons with disabilities.
- 2.2 Upon request the Board will provide or arrange for the provision of accessible formats and/or communication supports to facilitate feedback.
- 2.3 The Board will notify the public about the availability of accessible formats and communications supports with regard to its feedback processes.
- 2.4 The above provisions will be in place by January 1, 2014.

3.0 Procurement

- 3.1 The Board and all its managers and school-based administrators will, wherever practicable, incorporate accessibility criteria and features when procuring or acquiring goods and services, designing new systems or planning a new initiative that are related to provision of information and communication services.
- 3.2 The above approach will be in place by January 1, 2013.

4.0 Provision of information and communications in accessible formats

- 4.1 Upon request, the Board will provide, or arrange for the provision of, accessible formats and communications supports for persons with disabilities to facilitate their access to the services of the Board.
- 4.2 Accessible formats and communications supports will be provided in a timely manner that takes into account the person's accessibility needs and at a cost no greater than the regular cost charged to other persons.
- 4.3 The Board will determine the suitability of an accessible format or communication support and, in so doing, will consult with the person making the request.
- 4.4 The Board will notify the public, through the Board website, general publications and other relevant means, about the availability of accessible formats and communications supports.
- 4.5 The Board will ensure that the provisions of accessible formats are in place by January 1, 2014.

5.0 Accessible Websites

- 5.1 The Board will ensure that, as of January 1, 2014, all new websites and web content on these sites will conform with the WCAG 2.0 at Level A.
- 5.2 The Board will ensure that, as of January 1, 2021, all its internet websites and web content will conform with WCAG 2.0 at Level AA.
- 5.3 These requirements do not include Live Captions or Pre-recorded Audio Descriptions.
- 5.4 These requirements apply to:
 - (a) Websites and web content, including web-based applications, that the Board controls directly or controls through a contractual relationship that allows for modifications of the product.
 - (b) Web content published on a website after January 1, 2012.
- 5.5 Where the Board determines that meeting these requirements is not practicable, such determination will include consideration of:
 - 1. The availability of commercial software or tools or both; and
 - 2. Significant impact on an implementation timeline that was planned or initiated before January 1, 2012.

6.0 Educational and training resources and materials

- 6.1 The Board will, upon notification of need, provide educational or training resources or materials in an accessible format that takes into account the accessibility needs due to a disability of the person to whom the material is to be provided.
- 6.2 To do so, the Board will procure through purchase or obtain by other means an accessible or conversion-ready electronic format, where available.
- 6.3 If the resources cannot be procured or converted into an accessible format the Board will arrange for the provision of comparable resources.
- 6.4 The Board will, upon notification of need, provide information on the requirements, availability and descriptions of programs in an accessible format to persons with disabilities.
- 6.5 The Board will, upon notification of need, provide student records in an accessible format to persons with disabilities.
- 6.6 The Board will ensure these services are in place as of January 1, 2013.

7.0 Training for Program/Classroom Staff

- 7.1 The Board will ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.
- 7.2 The Board will keep a record of the training provided including the dates on which training was provided and the number of individuals to whom training was provided.
- 7.3 The effective date for provision of this training is January 1, 2013.

8.0 School Information Centres

- 8.1 The Board will ensure that school information centres (libraries) are able to provide, procure or acquire an accessible or conversion ready format of print resources upon request by a person with a disability.
- 8.2 The effective date of the provision in 8.1 is January 1, 2015.
- 8.3 The Board will ensure that school libraries are able to provide, procure or acquire an accessible or conversion ready format of digital or multimedia resources materials upon request by a person with a disability.
- 8.4 The effective date of the provision in 8.1 is January 1, 2020.

II) **ACCESSIBILITY STANDARDS FOR EMPLOYMENT**

Accessibility in Employment

The Board is committed to ensuring that people with disabilities have the same opportunity of access to employment opportunities and services as do all employees and prospective employees. The Board is committed to meeting the accessibility needs of people with disabilities, in a timely manner, in the provision of services related to employment.

DEFINITIONS

For the purpose of this Policy, the following definitions are provided;

Performance management means activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

Career development and advancement includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another that may be higher in pay, provide greater responsibility or be at a higher level, or a combination of these.

For both additional responsibilities and employee movement this is usually based on merit or seniority or a combination of these.

Redeployment means the reassignment of employees to other departments or jobs as an alternative to layoff when a particular job or department has been eliminated.

Information includes data, facts and knowledge that exist in any format, including text, audio, digital or images, and that conveys meaning.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent, or received.

Accessible formats include but are not limited to options such as large print, screen readers, Braille, audio format, captioning.

Conversion-ready is an electronic or digital format that facilitates conversion into an accessible format.

WCAG refers to the World Wide Web Consortium Web Content Accessibility Guidelines.

PROCEDURES

The procedure with regard to Accessibility in Employment applies only to employees and does not apply to volunteers and other non-paid individuals.

9.0 Responsibility

- 9.1 Supervisory Officers, Principals, Managers and other staff who have responsibility for hiring and employee selection and/or supervise the work of employees of the Board will ensure that the provisions in this procedure are implemented.
- 9.2 Staff of the Board's Human Resources department will ensure that the provisions of this procedure are incorporated in their practices.
- 9.3 Unless otherwise stated, the provisions of this procedure will be in place by January 1, 2014.

10.0 Recruitment

- 10.1 The Board will ensure that in its recruitment outreach practices the public is made aware that the Board will provide accommodation for applicants with disabilities in its recruitment processes.
- 10.2 Employees of the Board will be made aware that the Board provides accommodation for applicants with disabilities in its recruitment processes.
- 10.3 When the Board selects job applicants for a job selection process, the Board will make applicants aware that, upon request, they have access to accommodations in relation to materials and processes that will be used for applicant selection and that they will be consulted about the necessary accommodations that take into account their accessibility needs due to disability.
- 10.4 When the Board makes an offer of employment, the Board will notify the successful applicant of its policy of accommodating employees with disabilities.

11.0 Supports for Employees

- 11.1 The Board will inform employees of the Board's policy of supporting employees with disabilities and procedures that provide for job accommodations.
- 11.2 The Board will make this information available as soon as practicable to new employees and will provide updated information as policies are revised.

12.0 Accessible Formats and Communication Supports

- 12.1 Where an employee with a disability so requests, the Board will consult with the employee to provide or arrange for accessible formats and communication supports in relation to information that is generally available to employees in the workplace and that the employee needs to perform the employee's job.
- 12.2 The Board, in determining the suitability of an accessible format or communication as required by 12.1, will consult with the employee.

13.0 Workplace emergency response information

- 13.1 The Board will ensure that individualized workplace emergency response information is provided to employees who have a disability provided the disability is such that individualized information is necessary and the Board has been made aware of the need for accommodation due to the disability. The Board will provide the necessary information as soon as practicable after becoming aware of the need for accommodation.
- 13.2 If an employee who receives individualized workplace emergency response information requires assistance, the Board will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.
- 13.3 The Board will review individualized workplace emergency response information:
 - (a) When the employee moves to a different location in the board;
 - (b) When the employee's overall accommodations needs or plans are reviewed, and;
 - (c) When the Board reviews its general emergency response procedures.
- 13.4 The Board will ensure that the requirements of this section are in place as of January 1, 2012.

14.0 Individual Accommodation Plans

- 14.1 The Board, through the Human Resources Department, will have in place a written process for the development of documented individual accommodation plans for employees with disabilities.
- 14.2 The Board's written process will address:
 - (a) How the employee requesting accommodation can participate in the development of the individual accommodation plan;
 - (b) The means by which the employee is assessed on an individual basis;
 - (c) How the Board can request an evaluation by an outside medical or other expert, at the Board's expense, to assist in determining if accommodation can be achieved and, if so, how it can be achieved;
 - (d) How the employee can request to have a representative of their bargaining unit, or another workplace representative if the employee is not a member of a bargaining unit, participate in the development of the accommodation plan;
 - (e) The steps taken to protect the privacy of the employee's personal information;
 - (f) The frequency with which the individual accommodation plan will be reviewed and updated and how this will be done;
 - (g) How the reasons for denying an individual accommodation plan will be provided to an employee, if accommodation is denied;
 - (h) How the Board will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to disability;

- 14.3 The Board will provide individual accommodation plans that:
- (a) Include, if requested any information regarding accessible formats and accommodation supports provided;
 - (b) Include, if required, individualized workplace emergency response information; and
 - (c) Identify any other accommodation to be provided.

15.0 Return to Work Process

This return to work process does not replace or override any other return to work process created as a result of any other statutory compliance, e.g. under the Workplace Safety and Insurance Act.

- 15.1 The Board will develop, put in place and document a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.
- 15.2 The return to work process will:
- (a) Outline the steps the Board will take to facilitate the return to work of employees who were absent because their disability required them to be away from work;
 - (b) Use documented individual accommodation plans (as in 14.0) as part of the process; and
 - (c) Ensure that all staff involved in program or course design, delivery and instruction will be provided with accessibility awareness training related to these responsibilities.

16.0 Performance Management

- 16.1 In administering performance appraisal processes in respect of employees with disabilities, the Board will take into account the accessibility needs of employees with disabilities as well as individual accommodation plans.

17.0 Career Development

- 17.1 Where the board provides career development and advancement to its employees, the Board will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans.

18.0 Redeployment

- 18.1 Where the Board has in place a redeployment process, the Board will take into account the accessibility needs of employees with disabilities as well as any individual accommodation plans during the redeployment process.

III) ACCESSIBILITY STANDARDS FOR SCHOOL TRANSPORTATION

Provision of Accessible Student Transportation Services

The Board is committed to ensuring that people with disabilities have the same opportunity of access to our services in a similar way as these services are available to all others we serve. We are committed to meeting, in a timely manner, the accessibility needs of students with disabilities in the provision of services related to student transportation.

The Board will ensure that accessible school transportation services are provided for students with disabilities in a manner that meets their unique needs and ensures their safety. Where appropriate and practicable, integrated accessible school transportation services will be provided.

The provision of accessible student transportation services will include the development of an individual school transportation plan for each student who has a disability that affects their transportation to and from school, from school to school and field trips. The plan will be developed by the Board's Special Education Services in collaboration with the Transportation Provider and in consultation with the student's parents/guardians and home school staff.

These Administrative Guidelines will be included as an addendum to Niagara Student Transportation Services Consortium Operator contracts and training requirements for drivers/monitors.

DEFINITIONS

For the purpose of this Policy, the following definitions are provided;

Individual school transportation plan is a plan that provides details of the arrangements that meet the transportation needs of an individual student who has a disability.

Operator means the driver of the school transportation vehicle.

Transportation Provider is an entity or person who has entered into an agreement with the board for the transportation of students in accordance with the *Education Act*.

Transportation Services means transportation that a board provides for students in accordance with the *Education Act*.

PROCEDURES

19.0 Responsibility

- 19.1 The Board will ensure that the provisions of this Administrative Guideline are in place by January 1, 2014.
- 19.2 The Superintendent responsible for Special Education and staff responsible for student transportation will ensure that the provisions of this administrative guideline are implemented.

20.0 Individual School Transportation Plans

- 20.1 The Superintendent responsible for Special Education, or his/her designate, will, in consultation with parents/guardians and home school staff, annually identify students with disabilities who require specific transportation services; such identification will, wherever possible, be made prior to the commencement of the school year.
- 20.2 Following consultation with parents/guardians and home school staff, the Superintendent responsible for Special Education, or his/her designate, will work with the Student Transportation Manager, or his/her designate, to develop an individual student transportation plan for each student with a disability who requires specific transportation services.

21.0 Content of Individual School Transportation Plans (Appendix A)

- 21.1 An individual school transportation plan shall, in respect of each student with a disability requiring specific transportation services, include the following:
 - (a) Details of the student's assistance needs with respect to transportation to and from school, from school to school and field trips;
 - (b) Provisions for the boarding, securement and debording of the student as applicable. (Appendix B)

22.0 Communication of responsibilities re Individual School Transportation Plans

- 22.1 The Superintendent responsible for Special Education and, where appropriate, the Student Transportation Manager, will identify and communicate roles and responsibilities with regard to the implementation of the individual school transportation plan to the following:
- (a) The Transportation Provider
 - (b) The parents or guardians of the student with the disability
 - (c) The operator (driver) of the student transportation vehicle
 - (d) The appropriate members of the school staff (e.g., principal, teacher, educational assistant)
 - (e) The student with the disability.

SAMPLE INDIVIDUAL STUDENT TRAVEL PLAN

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
NIAGARA STUDENT TRANSPORTATION SERVICES (NSTS)
CONSORTIUM**

**PERSONALIZED STUDENT TRANSPORTATION
ACCESSIBILITY PLAN
FOR STUDENTS WITH SPECIAL NEEDS**

ID:

Name: «First Name» «Last Name»

School: «School Name»

Grade: «School Grade»

Program: «PROGRAM»

Details of Student’s Assistance Needs:

Equipment check/drop down box, i.e. wheelchair, rider, etc...

Routine: AM Transportation
Noon Transportation
PM Transportation
Late Bus Transportation

Plans for individual student boarding: In accordance with Administrative Guidelines **Appendix B**

Plans for individual student securement: In accordance with Administrative Guidelines **Appendix B**

Plans for individual student deboarding: In accordance with Administrative Guidelines **Appendix B**

Follow up: Annual Review initiated by School Board Special Education Superintendent to plan for new school year

ROLES

Transportation Provider	Operator/Driver	Parent/Guardian	School Staff	Student	School Board Staff
Ensure that all Bus Operators/ Drivers are made aware of individual student’s needs with regard to boarding, securement and deboarding, and provide appropriate training.	Ensure that the student is transported safely according to needs. Follow Consortium/Board procedures for the transportation of students with disabilities.	Advise home school staff of medical or other conditions affecting safe transportation of student and communicate any changes. Help identify tools or strategies that may help driver and/or monitor while transporting the student.	Advise NSTS and parents of relevant issues while at school during the day. Help identify tools or strategies that may help driver and/or monitor while transporting the student	Follow bus rules. Advise driver and/or monitor of any emergency health issues or concerns	Consult with schools on students with specialized transportation needs and advise NSTS on the student’s specialized transportation requirements.

Confirmation of Communication:

School Board Responsibility:

- | | | |
|---|-------|-----------------------------------|
| <input type="checkbox"/> With School Staff | Date: | <u>(Staff person responsible)</u> |
| <input type="checkbox"/> With Parent/Guardian | Date: | <u>(Staff person responsible)</u> |
| <input type="checkbox"/> With Student | Date: | <u>(Staff person responsible)</u> |
| <input type="checkbox"/> With NSTS | Date: | <u>(Staff person responsible)</u> |

Niagara Student Transportation Services Responsibility:

- | | | |
|---|-------|-----------------------------------|
| <input type="checkbox"/> With Operator/Driver | Date: | <u>(Staff person responsible)</u> |
|---|-------|-----------------------------------|

PROVISIONS FOR BOARDING, SECUREMENT AND DEBOARDING

The following notes provide a range of examples but are not intended to be comprehensive or address all the situations school boards may need to consider in the development of individual student transportation plans.

With regard to boarding and de-boarding procedures it will be important to clarify that a parent/guardian or family member must know that they have to be there to transfer and receive the student.

BOARDING

Loading a Wheelchair

When operating a lift to load a student with a wheelchair on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- (a) Put the 4-way emergency flasher on in approaching the stop.
- (b) Ensure vehicle is stopped in a safe position for the pick-up.
- (c) Ensure the parking brake has been applied (most ramps will not operate if parking brake is not applied.)
- (d) Check that the student is ready to be loaded on to lift.
- (e) Check traffic and then activate overhead alternating lights and stop arm before exiting the vehicle.
- (f) Open lift doors and secure them.
- (g) Deploy and lower the lift and undo the lift safety belt.
- (h) Back on to lift with wheelchair and set brakes. Secure lift safety belt. If the student is using a power chair, be sure to use low gear and turn power off.
- (i) Keep one hand on the wheelchair and use the other hand to operate the controls.
- (j) Inform the student you are raising the wheelchair lift.
- (k) Ensure that in raising the lift, the front plate on the lift folds up and locks into position and the power cable is clear of any pinch points.
- (l) Raise the lift to its fullest extent (level with vehicle floor).
- (m) Release brakes on wheelchair and load student into the vehicle positioning the wheelchair into a tie-down position and reapply brakes. If power chair, use low gear and turn power off.
- (n) Exit the vehicle, stow the ramp and close doors.
- (o) Enter the vehicle and turn off the overhead alternating flashing lights and stop arm.
- (p) Secure the wheelchair with the Q-strait system

SECUREMENT

Securing Students Who Have a Wheelchair

- (a) Each wheelchair must be restrained and made secure as it is loaded onto the bus.
- (b) There shall not be more than one wheelchair loose or free at any time while the bus is being loaded.
- (c) Position the wheelchair, centred and square to the floor anchor points so that the restraint belts will attach to the chair and floor at approximately a 45 degree angle. The smaller front pivoting wheels on the wheelchair should be pointing straight.
- (d) The chair and student must always face forward in the bus.
- (e) Apply the wheelchair brakes (manual) or turn off the power (power chair).
- (f) Attach the front belts (narrow type) by connecting the large hook to a solid frame member of the chair and connect the opposite end (flat hook) of the belt to the floor anchor point.
- (g) Pull the belt through the clamping mechanism until all the slack is removed and the belt is snugly attached to the wheelchair.

- (h) The rear belt clamps will provide the final tensioning of the front belts. Attach the loose end of the belt to the Velcro patch above the clamp.
- (i) Attach the rear belts by connecting the chair hook to a solid frame member, as close to the point where the wheelchair back and seat cushion meet.
- (j) Attach the floor hook at the opposite end of the belt into the floor anchor point.
- (k) Attach the belts only to a solid, welded frame member on the wheelchair. Do not attach the hook to the wheels. Some chairs may come equipped with bolt-on anchor points or sling-straps, which are acceptable. Do not, under any circumstances, cross belts over each other.
- (l) With the buckle open, pull the loose end of the belt until snug. While holding the loose end with one hand, close the clamp lever down until it securely locks into position. Connect the loose ends of the belts to the Velcro patch to keep the excess belting off the floor.
- (m) Check that all the belts are tight and the wheelchair is secure and does not have any back and forth or sideways movement.
- (n) To attach the lap belts, pass the loose ends of the lap belts around the student and downward toward the rear tie-down belts through the gap between the side panels and seat cushion or the gap between the seat cushion and the back rest of the wheelchair. Connect the belt ends to the pin connectors on the rear tie-down belts.
- (o) The lap belt should be positioned as low as possible over the student's pelvic area and adjusted as tightly as possible. Ensure the belt is not twisted.
- (p) To attach the shoulder belt, connect the loose end of the belt to the pin connector on either the left or right side of the lap belt. The shoulder belt should be attached to the connector pin of the lap belt depending on which side of the bus the wheelchair is located. Use the right side pin if the wheelchair is on the left side of the bus and the left side pin if the wheelchair is on the right side of the bus. Again adjust the shoulder belt as snugly as possible, making sure the belt does not rub on the student's neck area.
- (q) The shoulder belt should lie across the mid-point of the shoulder and travel upward and rearward from that point to ensure that downward force is avoided. Lap and shoulder belts should not be held away from the student's body by wheelchair components or parts such as wheelchair armrests or wheels.

DEBOARDING

Unloading a Wheelchair

When operating a lift to unload a student with a wheelchair on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- (a) Ensure the vehicle is parked in a safe position for unloading
- (b) Put on 4-way emergency lights.
- (c) Ensure parking brake has been applied.
- (d) Go to the student in the wheelchair and remove lap belt, shoulder belt, front 2 floor Q-strains, rear 2 floor Q-strains, and hang up belts.
- (e) Position the wheelchair to unload and set brakes; if it is a power chair make sure the power switch is off.
- (f) Check traffic and, when ready, activate overhead alternating red flashing lights.
- (g) Exit the vehicle and open lift door and secure it.
- (h) Deploy the lift to floor level.
- (i) Go back inside the vehicle and push the wheelchair (If power chair, turn on power and put in low gear) onto the lift. Set the brakes. For power chair, turn off the power.
- (j) With one hand on the chair and the other hand on the control, lower wheelchair to ground level. Make sure the student is made aware that he/she is about to be lowered.
- (k) Release brakes and undo the lift safety belt and push the wheelchair (if power chair, turn on power and set in low gear) off the lift.
- (l) A parent/guardian or family member must know that they have to be there so that immediately upon unloading, they are there to receive the student.

- (m) If there is not a person there to meet the student, the driver must call dispatch and wait for further instruction; the student must not be left alone.
- (n) Secure lift safety belt, raise and stow the lift into the vehicle and close the doors.
- (o) Return to the vehicle and turn off the overhead alternating flashing red lights.

BOARDING

Loading a Walker

When operating a lift to load a student with a 4 point walker on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- (a) Put the 4-way emergency flasher on in approaching the stop.
- (b) Ensure vehicle is stopped in a safe position for the pick-up.
- (c) Ensure the parking brake has been applied (most ramps will not operate if parking brake is not applied.)
- (d) Check that the student is ready to be loaded on to lift.
- (e) Check traffic and then activate overhead alternating lights and stop arm before exiting the vehicle.
- (f) Open lift doors and secure them.
- (g) Deploy and lower the lift and undo the lift safety belt.
- (h) Back on to lift with the walker and set brakes; secure the lift safety belt
- (i) Keep one hand on the walker and use the other hand to operate the controls.
- (j) Inform the student you are raising the lift.
- (k) Ensure that in raising the lift, the front plate on the lift folds up and locks into position and the power cable is clear of any pinch points.
- (l) Raise the lift to its fullest extent (level with vehicle floor).
- (m) Release the brakes on the walker and load student into the vehicle and into assigned seat.
- (n) Secure walker to the wall of the vehicle
- (o) Exit the vehicle and stow the ramp and close doors.
- (p) Enter the vehicle and turn off the overhead alternating flashing lights and stop arm.

DEBOARDING

Unloading a Walker

When operating a lift to unload a student with a 4 point walker on highways, country roads, city, town or village streets (unless otherwise directed by the Police or Transportation Manager) the driver must:

- (a) Ensure the vehicle is parked in a safe position for unloading
- (b) Put on 4-way emergency lights.
- (c) Ensure parking brake has been applied.
- (d) Position the walker to unload on the lift and set brakes.
- (e) Check traffic and, when ready, activate overhead alternating red flashing lights.
- (f) Exit the vehicle and open lift door and secure it.
- (g) Deploy the lift to floor level.
- (h) Go back inside the vehicle and help the student with the walker onto the lift. Set the brakes.
- (i) With one hand on the walker and the other hand on the control, lower the walker to ground level. Make sure the student is made aware that he/she is about to be lowered.
- (j) Release brakes and assist the student with the walker off the lift.
- (k) A parent/guardian or family member must know that they have to be there so that immediately upon unloading, they are there to receive the student.
- (l) If there is not a person there to meet the student, the driver must call dispatch and wait for further instruction; the student must not be left alone.
- (m) Secure lift safety belt, raise and stow the lift into the vehicle and close the doors.
- (n) Return to the vehicle and turn off the overhead alternating flashing red lights.

Note: In any instance where a student is required to wear a seatbelt or similar security device it will be the responsibility of the parent/guardian to secure/detach the device at the point of departure or arrival at the home stop and it will be the responsibility of the receiving school staff to secure/detach the device at the point of arrival at or departure from the school.

FOR STUDENTS WHO HAVE A DISABILITY AND ARE AMBULATORY (Examples might be students who have vision or communication disabilities, or have autism)

Do not use the loading ramp unless authorized.

- (a) Communicate with the student. Ask what help he/she needs. Allow time for response.
- (b) Let the student set the pace. If the student is unable to respond, indicate clearly what you are going to do and what you expect the student to do.
- (c) Follow behind the student while he/she is going up the steps; support the student while he/she steps up.

FOR STUDENTS WHO ARE DEAF OR HARD OF HEARING

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO HAVE ASTHMA

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO HAVE DIABETES

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO HAVE EPILEPSY

Students board and deboard unassisted and are seated unsecured, unless otherwise specified in the student's individual student transportation plan.

FOR STUDENTS WHO REQUIRE EPIPENS

Students board and deboard unassisted and are seated unsecured unless otherwise specified in the student's individual student transportation plan.

STUDENTS WHO HAVE SERVICE ANIMALS

Where a student with a disability is accompanied by a service animal, the requirement for the service animal, including the type of service animal, will be specified in the student's individual student transportation plan.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
NOVEMBER 7, 2012**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of November 7, 2012, as presented for information.



MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, NOVEMBER 7, 2012

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, November 7, 2012, 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 Chair Racine.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Racine.

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	The Tourette Syndrome Association of Ontario	✓		
Kim Rosati	VOICE for Hearing Impaired Children	✓		
Connie Parry	Association for Bright Children	✓		
Kerry Thomas	Community Living-Welland/Pelham		✓	
Sarina Labonte	Community Living-Grimsby, Lincoln & West Lincoln		✓	
Rob Lavorato	Down Syndrome Caring Parents (Niagara)	✓		
Mike Gowan	Autism Ontario	✓		
Jim Wells	John Howard Society of Niagara		✓	
Diane Dakiv	Ontario Brain Injury Association	✓		
Sarah Farrell	Learning Disabilities Association – Niagara	✓		
Bill Helmecki	Pathstone Mental Health		✓	
Trustees				
Father Paul MacNeil		✓		
Rhianon Burkholder		✓		

The following staff were in attendance:

Yolanda Baldasaro, Superintendent of Education; Danny DiLorenzo, Principal, Secondary;
David O'Rourke, Coordinator Special Education; Leah Zahorchak, Student Representative;
Tina DiFrancesco, Recording Secretary

3. Approval of the Agenda

Moved by Rob Lavorato

Seconded by Trustee MacNeil

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of November 7, 2012.

CARRIED

4. Disclosure of Interest

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

5. Approval of Minutes of the Special Education Advisory Committee Meeting of October 3, 2012

Moved by Mike Gowan

Seconded by Trustee Burkholder

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of October 3, 2012, as presented.

CARRIED

B. PRESENTATIONS

C. VISIONING

1. Goals and Vision for 2012/2013

1.1 Review Ideas for Goals 2012/2013

Chair Racine and Vice-Chair Rosati will revise the goals based on the recommendations from the SEAC members and bring them forward for approval at the December meeting.

1.2 Review Completed Goals 2011/2012

A decision was made by the members to approve the completed goals and post them on the Board website.

Approval of the Completed Goals 2011-2012

Moved by Connie Parry

Seconded by Trustee Burkholder

THAT the Special Education Advisory Committee approve the Completed Goals for 2011-2012.

CARRIED

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF OCTOBER 3, 2012

1. *Learner Advocacy*
2. *Parent Outreach*
3. *Program and Service Recommendations*
4. *Special Education Budget*
5. *Annual Review, Special Education Plan*
6. *Other Related Items*
7. *Policy Review*

7.1 Review from Sub-Committee

Chair Racine reviewed the recommendations for feedback to Jennifer Brailey put forth by the Sub-Committee regarding the following policies; *Student Parenting Policy, Niagara Catholic Education Award of Distinction Policy and School Generated Funds Policy*. Suggestions were provided by the members and a decision was made regarding the recommendations that Chair Racine will forward on behalf of the SEAC. Individual responses are also welcome. The deadline to respond is November 14th, 2012.

Approval of the recommendations for feedback to Jennifer Brailey on behalf of the Niagara Catholic SEAC regarding the Student Parenting Policy, Niagara Catholic Education Award of Distinction Policy and School Generated Funds Policy.

Moved by Trustee MacNeil

Seconded by Connie Parry

THAT the Special Education Advisory Committee approve the recommendations for feedback to Jennifer Brailey on behalf of the Niagara Catholic SEAC regarding the *Student Parenting Policy, Niagara Catholic Education Award of Distinction Policy and School Generated Funds Policy*.

CARRIED

E. AGENCY REPORTS

1. VOICE for Hearing Impaired Children – Kim Rosati

- Our Annual VOICE SEAC Workshop was held on October 26th-28th, 2012 in Cornwall. The Summit Topics were:
 - Guidelines in Education for Students who are Deaf or Hard of Hearing.
 - The Drummond Report
 - IPRC/IEP best practices and why they matter
 - Trustee role, best practices, building relationships.
 - Review of mandatory awareness training regarding person with disabilities.
- The Honourable Minister Meilleur was our special guest speaker. She was the previous Minister of Community and Social Services. When in this role she was instrumental in developing the Accessibility Plan Standards.
- Next Thursday November 15th is our VOICE Niagara Meeting. Our Special Guest Speaker is Rose Wolaniuk from the Canadian Hearing Society. She will be presenting information on the types of assistive devices that are available for individuals with a hearing loss.

2. Down Syndrome Caring Parents (Niagara) – Rob Lavorato

- This week is Down Syndrome Awareness week.
- DSCP is looking for a new venue for the Christmas party.
- The Buddy Walk held in September raised \$9,000.00.

3. Community Living – Welland/Pelham – Kerry Thomas

- Nil Report

4. Association for Bright Children – Connie Parry

- Information was presented on the following: The new website for PAAC on SEAC for SEAC members/alternates, www.paac-seac.ca; PAAC on SEAC, Member SEAC Totals; a letter from Barry Finlay regarding Ontario's Comprehensive Mental Health and Addictions Strategy: Mental Health Leader Funding Allocation and Legislative Requirements from Bill 13, Accepting Schools Act, & Summary of Implementation Timelines.

5. Community Living – Grimsby, Lincoln and West Lincoln – Sarina Labonte

- Nil Report

6. Autism Ontario – Mike Gowan

- Nil Report

7. **The Tourette Syndrome Association of Ontario – Anna Racine**

- Nil Report

8. **John Howard Society of Niagara – Jim Wells**

- Nil Report.

9. **Ontario Brain Injury Association – Diane Dakiv**

- Nil Report

10. **Learning Disabilities Association (Niagara) – Sarah Farrell**

- We are now more than halfway through our Fall programming and they have all been running very successfully! It is evident that the participants have been making huge gains in not only their literacy skills but also their self-confidence and ability to self-regulate, which has been great.
- We have continued our partnership with St. John's Ambulance Therapy Dog program, where their fully trained therapy dogs visit our Reading Rocks (one-on-one literacy program) at 3 of our satellite locations to help the children with their reading abilities. Each tutor-child pair rotates and spends approximately 12 minutes of the program reading to the dog and we have seen huge improvements in their motivation in reading and literacy development! We will be continuing this partnership in the Winter and very much looking forward to it.
 - Reading Rocks has been featured in November's issue of the SNAP newspaper: [http://www.snapstcatharines.com/index.php?option=com_sngevents&id\[\]=428665](http://www.snapstcatharines.com/index.php?option=com_sngevents&id[]=428665)
 - TV Cogeco visited our Beamsville Reading Rocks location last night (Tuesday, November 6) to cover our program and capture the therapy dogs. Please keep your eyes out on Channel 10 for us! In the meantime, the following is the online link: <http://www.tvcogeco.com/niagara/gallery/the-source/5755-november-source-stories/64582-reading-rocks>
- Our Winter 2013 program dates have been confirmed and they are all posted on our website. We will be accepting applications for the Winter starting January 4 – 28, 2013.

11. **Pathstone Mental Health – Bill Helmecki**

- Nil Report

F. STAFF REPORTS

1. **Terry Antoniou -Principal, Elementary**

- Nil Report

2. Danny DiLorenzo – Principal, Secondary

Lakeshore Catholic High School

- Lakeshore Catholic continues to support inclusion for all students with special needs. Currently, our Special Education students are important participants in a number of school initiatives, including; our lunch program, the student nutrition program and life skills program supporting our SR and JR football teams.
- Students have recently participated in the Denis Morris Halloween dance, as well as, the Brock SNAP program. Our students are looking forward to the Floor ball tournament, hosted by Saint Paul on November 23rd.
- We continue to boast an excellent structured teaching program for students with ASD, and have just added another student to our teaching program.

Saint Paul High School

- The Saint Paul Catholic Special Education department is excited to showcase the skills and talents of their students within the local Niagara Falls community. Currently, we have 5 students with Special Needs working at Sobeys for their co-op placement. These students are working in the bakery and deli producing various foods from pizza to cupcakes daily. Our students recently made 28 pizzas in a day that were sold as part of Sobeys' weekly dinner special. "We had conversations with customers who would tell us they really enjoyed the pizzas we made, and would often return," said Matthew G (Saint Paul Catholic Special Needs student). "It is important for students with special needs to have community after they exit high school. Co-op opportunities like Sobeys allow our students the chance to grow as individuals and develop the necessary job skills required to gain employment upon exiting high school. This in turn, allows them to be productive members of society. More significantly, it establishes a community outside of the student's home life where they feel a sense of self-worth and belonging," Pat Mete, Special Education Teacher, Saint Paul Catholic High School. (2013 Pursuits Magazine, pages 16 & 17)
- In addition, to our exciting co-op program, we are currently piloting a new period 1 Life Skills Program where the students focus on the following:
 - Financial Literacy
 - Social Literacy
 - Life Skills (which involves structured shopping, cooking and staff lunch fundraising program).
 - Technology
- The Life Skills course content has been shaped by the input of our Life Skills Committee that includes the following stakeholders: Special Needs Parents, Special Class Teacher, Special Education Program Chair, Educational Resource Teacher, Secondary Vice-Principal, Educational Assistant and a Board level Program Resource teacher.
- During a typical Life Skills day, you can see small groups of students working with coins and money, while others are busy in the kitchen prepping soups & salads with grocery items they shopped for the previous day. As well, other classmates are socializing throughout school practicing simple conversation with adults throughout the building. Lastly, there are other students working one to one with such things as a speech program on their iPad or a specific task that a parent requested assistance with.

Saint Michael High School

- This past weekend, two of our grade 9 Special Education class students participated at OFSAA for Cross County in the para-athletic division. We are extremely proud of both students. Our students represented Saint Michael well finishing 3rd and 14th.
- Our Special Education class has welcomed eight new students to the class this year. These students have transitioned nicely and are enjoying their classes, regular excursions for bowling and swimming, and meeting new people at the high school Special Education events.
- Our IEPs were sent out on October 16th and our students are looking forward to receiving their mid-term report cards. Through regular monitoring and intervention, our students are overwhelmingly achieving success in their classes.

Holy Cross

- Things have been rolling along in the Special Education Class at Holy Cross! Quite literally, we have rolled over \$250 in coins for our Pilgrimage project. This collection project has helped us increase our financial literacy and allowed us to be the hands of God on earth, as we help out our school friends in Haiti by donating the \$200.00 in coins that we rolled.
- Halloween activities have included: party planning, baking, decorating and of course joining our friends at Denis Morris for a Costume party.
- Mr. Craig, our Physical Education Teacher, brought in a Self-defense trainer for a week long session and we have talked with Nurse Kendra about keeping safe and healthy at school and in the community.
- New friendships are forming and the girls are getting together after school to go to the movies and have sleepover parties.
- Finally, if you still have some spare change please send it our way and we will be happy to roll it for the St Vincent de Paul Christmas Basket Program.

Denis Morris

- The Special Education Department was very proud to host the 6th Annual Special Education Halloween Dance that took place at Denis Morris Catholic High School in the Father Kenneth Burns Gymnasium on Friday October 28th. One hundred students with Special Needs from across the Niagara Catholic District School Board participated in this grand event. Congratulations to all members of the Denis Morris Community for their support and encouragement of our students. Great fun was had by all!
- Students will be attending the Special Needs Activity Program (SNAP) at Brock University on November 1st. They will be participating in a variety of physical and sensory activities assisted and organized by Brock University students. The Special Education class will also be given the opportunity to showcase their hockey talents at the Saint Paul Catholic Annual Hockey, Skills and Drills Event on Friday, November 23rd.

Blessed Trinity

- IEP's were mailed home on October 18th. The Resource department continues to welcome discussions with parents as their child's academic, social and emotional needs change. As we approach midterm, Resource Teachers are monitoring the progress of students with Individual Education Plans and maintaining dialogue with classroom teachers in regard to accommodations outlined in the IEP.
- The Resource Department continues to support students in regard to mental health. Identification at the school level and partnership with Pathstone Mental Health is key.
- On November 7th, our new ERT, Paula Weber, will receive training in the administration and scoring of the Kaufman Test of Educational Achievement.
- Students in the Special Education Class and the Peer Tutors enjoyed trips to Puddicombe Farms and the Halloween Dance at Saint Paul. Fun was had by all!
- The students in our Peer Leadership and Support Program continue to support programming in the classroom. Most recently, our peers are going with our students twice per week to the YMCA to swim. Seeing everyone in the pool together is just amazing!
- Through a Special Class IPRC, we welcomed a new student and her family to our Special Education Class. We look forward to developing innovative programming in order to improve her communication skills. She has been a wonderful addition and is thriving!
- We must thank our wonderful Co-Op placements for welcoming us back. The businesses and organizations in Grimsby provide unique experiences for the kids to build work and life skills.

3. *Yolanda Baldasaro – Superintendent of Education*

- November 3rd – The Niagara Catholic Parent Involvement Committee (NCPIC) Annual Conference was held at Notre Dame College. Mass was celebrated with Bishop Bergie and various workshops were held.
- November 7th – Take Your Kids to Work Day for Grade 9 students.
- November 9th – Random Act of Kindness Day.
- November 16th – Professional Activity Day for all Elementary and Secondary staff. The results from the EA survey were used to determine the various workshops being held at Saint Paul High School for the Educational Assistants.

4. *David O'Rourke – Coordinator Special Education*

- November 7th was the first day of two half day training sessions for our new Educational Resource Teachers.
- Saturday, November 10th Niagara Catholic Special Education staff will be represented at the Niagara Public Health, Parent Bullying workshop being held at the YMCA in Niagara Falls.
- November 21st and November 26th - Niagara Children's Centre Information Nights; Niagara Catholic Special Education staff will meet with parents of students entering our system.
- November 23rd – Floor Ball Tournament at Saint Paul High School for our Secondary Special Education students.

G. TRUSTEE REPORTS

1. Father Paul MacNeil – Trustee

- Nil Report

2. Rhianon Burkholder – Trustee

- Trustee Burkholder recently attended a conference "Summit on Children and Youth Mental Health." The first day was an excellent presentation on concussions and brain injury, and how mental health has a role. Two physicians, Dr. Ian Dawe and Dr. Charles Tator presented this seminar entitled *Traumatic Brain Injury in Children and Adolescents*. They explained the medical side of a concussion and what the brain goes through when traumatized. Mental health is significant post trauma at 6, 12, and 24 months. A student and hockey players also spoke at this conference. Another seminar was the Creation of an Emergency Department Clinical Pathway for Children and Youth with Mental Health Conditions and Addictions. This is a forward step in helping the parents, schools and children entering the emergency department. It was explained that the Emergency Department is not set up to service mental health, especially the youth. Looking at other ways we can provide a better service.
- The Board met on October 23rd. Two policies were approved; *Assignment of Principals and Vice Principals Policy and Attendance Areas Policy*.

H. STUDENT REPORT

1. Leah Zahorchak – Student Representative

- A Student Senate meeting was recently held and topics included respecting differences.
- There will be another Student Senate meeting on November 20th.
- A Special Education representative sat in on a council meeting and our President brought up a representative on the school council as well.
- Information was provided regarding the *RE: Action4Inclusion* conference. Leah Zahorchak attended the conference last year and proposed Student Senate to participate in this year's conference being held in March.

I. NEW BUSINESS

1. Learner Advocacy

2. Parent Outreach

2.1 Possible Presentation on Transition from Elementary to Secondary for Special Education Students

David O'Rourke will do a presentation at the January meeting on Transitions from Elementary to Secondary for Special Education students.

3. *Program and Service Recommendations*

4. *Special Education Budget*

5. *Annual Review, Special Education Plan*

6. *Other Related Items*

6.1 Update on Teachers College Program – Change from 1 to 2 year

A discussion was held with the SEAC members regarding the Teachers College Program.

7. *Policy Review*

J. CORRESPONDENCE

1. Review Letters

Members provided suggestions about the response letter to Bluewater District School Board regarding an Electronic Portal. A decision was made to proceed with the proposed letter and bring it to the Board for approval.

Approval of the Letter to the Bluewater District School regarding an Electronic Portal

Moved by Rob Lavorato

Seconded by Trustee MacNeil

THAT the Special Education Advisory Committee approve the Letter to the Bluewater District School Board regarding an Electronic Portal.

CARRIED

The response letter to Near North District School Board is being revised and will be brought forward for approval at the December SEAC meeting.

K. QUESTION PERIOD

L. NOTICES OF MOTION

M. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

1. Budget Review – Superintendent Reich

Superintendent Reich will do a budget presentation at the December meeting.

N. INFORMATION ITEMS

O. NEXT MEETING:

Wednesday, December 5, 2012 at 7:00p.m. at the Catholic Education Centre

P. ADJOURNMENT

Moved by Rob Lavorato

Seconded by Kim Rosati

THAT the November 7, 2012 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: TRUSTEE HONORARIUM FOR THE YEAR FROM
DECEMBER 1, 2012 TO NOVEMBER 30, 2013**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the year period from December 1, 2012 to November 30, 2013, as noted in Appendix A, as follows:

\$16,828 for the Chairperson of the Board (last year - \$16,900)

\$13,777 for the Vice-Chairperson of the Board (last year - \$13,842)

\$10,725 for the Other Trustees (last year - \$10,784)

Prepared by: Larry Reich, Superintendent of Business & Financial Services
William Tumath, Manager of Finance

Presented by: John Crocco, Director of Education

Recommended by: John Crocco, Director of Education

Date: December 18, 2012



REPORT TO THE BOARD MEETING DECEMBER 18, 2012

TRUSTEE HONORARIUM FOR THE YEAR FROM DECEMBER 1, 2012 TO NOVEMBER 30, 2013

BACKGROUND INFORMATION

Ontario Regulation 357 sets out the method for calculating the limits on honoraria paid to Trustees under Section 191 of the Education Act. The regulation states that the honorarium shall consist of the following 4 components:

- 1) The base amount for the year
- 2) The enrolment amount for the year
- 3) The attendance amount for the year
- 4) The distance amount for the year

Under the provisions of the Restraint Act (Section 7), Trustees cannot receive an honorarium greater than the honorarium paid during the previous year.

However, in accordance with the provisions of Ontario Regulation 357, the honorarium will be adjusted each year to take into consideration the changes in enrolment from the previous year.

In accordance with Board Policy 100.11, we have now calculated the Trustee Honorarium for the year period from December 1, 2012 to November 30, 2013, as noted in Appendix A.

Please note that the new honorarium for all Trustees for the year 2012-2013 will be slightly less than last year; due to an enrolment decrease from 22,324.81 to 22058.96, as follows:

- \$16,828 for the Chairperson of the Board (last year - \$16,900)
- \$13,777 for the Vice-Chairperson of the Board (last year - \$13,842)
- \$10,725 for the Other Trustees (last year - \$10,784)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the year period from December 1, 2012 to November 30, 2013, as noted in Appendix A, as follows:

- \$16,828 for the Chairperson of the Board (last year - \$16,900)
 - \$13,777 for the Vice-Chairperson of the Board (last year - \$13,842)
 - \$10,725 for the Other Trustees (last year - \$10,784)
-
-

Prepared by: Larry Reich, Superintendent of Business & Financial Services
William Tumath, Manager of Finance

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

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

Date: December 18, 2012

1 Niagara Catholic DSB 2 Preliminary Calculation of New Honoraria for Board Members 3 For the Term of Office from December 1, 2010 to November 30, 2014 4 New Honorarium for the Year from December 1, 2012 to November 30, 2013 5				
6 HONORARIUM PAYABLE TO BOARD MEMBERS		7 FOR THE YEAR DECEMBER 1, 2012 TO NOVEMBER 30, 2013		
		8 Annual 9 Base 10 Amount	11 Annual 12 Enrolment 13 Amount	14 Annual 15 Total 16 Honorarium
17 MAXIMUM BASE AMOUNT		5,900.00		
18 Increase in Consumer Price Index		0.00%		
19 Maximum Base Amount For the Year		5,900.00		
20 Enrolment - ADE A			22,058.96	
21 Enrolment - FACTOR B			1.75	
22 Enrolment - AMOUNT C=A*B			38,603.18	
23 Number of Members D			8.00	
24 MAXIMUM ENROLMENT AMOUNT E=C*D			4,825.40	
25 SEAC Committee 26 SALEP Committee				
27 MAXIMUM ATTENDANCE AMOUNT				
28 NCDSB Area 29 MINIMUM Area 30 NCDSB Distance 31 MINIMUM Distance				
32 MAXIMUM DISTANCE AMOUNT				
33 MAXIMUM AMOUNT FOR MEMBERS		5,900.00	4,825.40	10,725.40
34				
35				
36				
37				
38				
39				
40				
41 HONORARIUM PAYABLE TO BOARD CHAIR		42 FOR THE YEAR DECEMBER 1, 2012 TO NOVEMBER 30, 2013		
43 MAXIMUM AMOUNT FOR MEMBERS		5,900.00	4,825.40	
44				
45 ADDITIONAL BASE AMOUNT FOR CHAIR		5,000.00		
46				
47 Enrolment FACTOR A			0.050	
48 Enrolment - ADE B			22,058.96	
49 NCDSB Enrolment Amount C=A*B			1,102.95	
50 Minimum Amount D			500.00	
51 Maximum Amount E			5,000.00	
52 ADDITIONAL ENROLMENT AMOUNT F=C			1,102.95	
53				
54 MAXIMUM AMOUNT		10,900.00	6,928.35	16,828.35
55 PAYABLE TO CHAIR OF THE BOARD				
56				
57				
58				
59				
60				
61				
62				
63				
64				
65 HONORARIUM PAYABLE TO BOARD VICE-CHAIR		66 FOR THE YEAR DECEMBER 1, 2012 TO NOVEMBER 30, 2013		
67 MAXIMUM AMOUNT FOR MEMBERS		5,900.00	4,825.40	
68				
69 ADDITIONAL BASE AMOUNT FOR VICE-CHAIR		2,500.00		
70				
71 Enrolment FACTOR A			0.025	
72 Enrolment - ADE B			22,058.96	
73 NCDSB Enrolment Amount C=A*B			551.47	
74 Minimum Amount D			250.00	
75 Maximum Amount E			2,500.00	
76 ADDITIONAL ENROLMENT AMOUNT F=C			551.47	
77				
78 MAXIMUM AMOUNT		8,400.00	5,376.87	13,776.87
79 PAYABLE TO THE VICE-CHAIR OF THE BOARD				
80				
81				

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

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

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

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: December 18, 2012



REPORT TO THE BOARD MEETING DECEMBER 18, 2012

EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE – 2012-2013

BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2012-2013 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

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

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

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

An Excursion is defined as follows:

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

Attached to this information report is an Executive Summary of a 2012-2013 Extended Overnight Field Trip as submitted on Tuesday, December 18, 2012. (Appendix A)

The report on the Extended Overnight Field Trip, Excursion and Exchange Approval Committee for Tuesday, December 18, 2012 is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: December 18, 2012

APPENDIX A

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANSPORTATION
Note Dame College School	Extended Overnight and Field Trip	Superintendent and Extended Overnight Field Trip Committee	Disney Orlando, Florida, USA	World School Cheerleading Championships	Athletes will use skills and experience gained when working with feeder school athletes both in camps and clubs at feeder school sites.	Thursday, February 7, 2013 – Tuesday February 12, 2013	15 students 3 staff 1 chaperone	5 nights 6 days (4 school days)	\$1,154.00 per person – Roundtrip, non-stop airfare from Buffalo, transportation from Welland to Buffalo, accommodations, breakfast, lunch and dinner daily, all parks, park hoppers, transportation to all events, athlete apparel, taxes/gratuities. Rental Vehicle for emergency purposes/rental facility, transportation to church on Sunday	Coach, air and rental car
									Total – \$1,500.00 (approx.) Additional spending money Co-instructional funds to supplement costs	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: CATHOLIC LEADERSHIP: SUPERINTENDENT OF BUSINESS
AND FINANCIAL SERVICES POOL 2013**

The Report on Catholic Leadership:
Superintendent of Business and Financial Services Pool 2013
is presented for information.

Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: December 18, 2012



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING DECEMBER 18, 2012

CATHOLIC LEADERSHIP: SUPERINTENDENT OF BUSINESS AND FINANCIAL SERVICES POOL

BACKGROUND INFORMATION

In accordance with the Niagara Catholic District School Board Catholic Leadership Program, Catholic Supervisory Officers are key figures within the leadership team of the Niagara Catholic District School Board and are persons of faith, vision, commitment and leadership. As a member of Senior Staff, Catholic Supervisory Officers are principally responsible for the implementation of Government of Ontario Legislation; the Education Statutes and Regulations of Ontario; Ministry of Education Guidelines; Niagara Catholic District School Board Policies; and the Board's Mission Statement, Vision and Values as articulated within the Niagara Catholic Vision 2020 Strategic Plan.

Niagara Catholic Supervisory Officers are dynamic system leaders who demonstrate a strong commitment to Catholic education through involvement, support and leadership in schools, the system and within the Catholic community. Personal faith commitment is a fundamental criterion for leadership in Catholic education as a Supervisory Officer and will be evident through visible involvement within the community and/or parish.

Reporting to the Director of Education, Niagara Catholic Supervisory Officers will possess exceptional interpersonal and authentic Catholic leadership skills, extensive experience and knowledge in Catholic education and demonstrate superior organizational and communication skills.

As a member of Senior Administrative Council, Niagara Catholic Supervisory Officers provide active Catholic faith-filled leadership from Early Years through to Graduation within system and/or a Family of Schools portfolio. Within the collaborative leadership team of Niagara Catholic, Supervisory Officers assist the Director of Education in setting and implementing annual system priorities and operational directions for the Board, including program and services, system supervision, support and direction to assigned staff at the system or school level.

Throughout the stages of the selection process, evidence of strength in the following areas will be sought as stated within the Leadership Framework for Catholic Supervisory Officers:

- Catholic Faith, Community and Culture
- Setting Directions
- Building Relationships and Developing People
- Developing the Organization
- Leading the Instructional Program
- Securing Accountability

Superintendent of Business and Financial Services Pool 2013

To meet any potential future needs of the Board, the Director of Education is establishing a Superintendent of Business and Financial Services Pool. Assignment to the Superintendent of Business and Financial Services Pool will be for two years renewable for a second two year term at the discretion of the Director of Education who will inform the Board.

Superintendent of Business and Financial Services - Position

Reporting to the Director of Education, the Superintendent of Business and Financial Services will be responsible for managing and reporting on the Board's financial operations including, but not limited to:

- the design, monitoring and reporting of all facets of the Board's Annual Budget of approximately 240 million dollars;
- direct supervision of the accounting, purchasing and payroll department staff and their functions;
- ensure compliance with all Government of Ontario Regulations, Statutes and reporting for compliance purposes;
- provide support to school administrators as related to financial matters;
- provide resource support to the Board's Audit Committee;
- represent the Board on the Niagara Student Transportation Services Board of Directors; and
- provide all additional business and financial leadership responsibilities as required by the Director of Education.

Qualifications Required

The following are the qualifications required at the time of application to the Niagara Catholic Superintendent of Business and Financial Services Pool 2013:

- Completion of the Ontario Business Supervisory Officer's Qualifications or currently enrolled in the Business Supervisory Officer program as specified by the Ministry of Education.
- Professional designation (CA, CGA, CMA or MBA) or agree to acquire within two years of appointment.
- Minimum of seven years demonstrated experience in a business supervisory or managerial position.
- Demonstrated participation in a Catholic Parish as attested through a current Pastoral Letter of Reference.
- Demonstrated experience as an authentic, open, transparent and accountable leader.
- Demonstrated experience implementing Government of Ontario Legislation; the Education Statutes and Regulations of Ontario; Ministry of Education Guidelines; Catholic District School Board Policies; and a Board's Mission Statement, Vision and Values would be an asset.
- Demonstrated ability to work effectively within a collaborative leadership team.
- Demonstrated ability to lead staff, collaborate with partners in Catholic education and community members.
- Demonstrated exceptional interpersonal and communication skills.

Niagara Catholic District School Board Superintendent of Business and Financial Services Pool Application Process 2013

Interested applicants will be required to provide;

1. A complete Curriculum Vitae providing evidence of the qualifications required;
2. A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism;
3. A current written professional reference from the applicant's immediate supervisor*;
4. A current written Pastoral Letter of Reference*;
5. A current written professional reference from an applicant's colleague*;
6. The names addresses and telephone numbers of two (2) additional references from the applicant's current or previous work environment*;
7. A copy of the most recent Performance Appraisal in one's current position;
8. A copy of a recent Criminal Background Check (Vulnerable Sector Screening); and,
9. A valid driver's license, access to a vehicle and be able to travel as required to discharge one's duty as a Superintendent of Business and Financial Services.

* Include written or verbal permission to contact references.

Timelines

The following timelines for the selection of the Niagara Catholic Superintendent of Business and Financial Services Pool 2013 candidate(s) are as follows;

Date	Event
December 18 th , 2012	Information report to the December Board Meeting on the process and profile of Niagara Catholic Superintendent of Business and Financial Services.
December 19 th , 2012	Corporate Services and Communications will advertise the Superintendent of Business and Financial Services Pool Posting (Appendix A) through a Communications Notice to all staff; posting on the Board website; notification to Ontario Catholic School Business Officials Association (OCSBOA); Ontario Catholic Supervisory Officer Association (OCSOA); Ontario Catholic School Trustees Association (OCSTA) advertising in newspapers and Jobs in Education.
January 16 th , 2013	Completed applications are due by 4:00 p.m. on January 16 th , 2013.
January 17 th , 2013	The Director of Education, in consultation with Senior Administrative Council will review all applications to determine which applicants shall be invited to proceed to the first interview.
January 18 th to 28 th , 2013	Reference interviews conducted and in person interviews of candidates by the Director of Education and Senior Administrative Council.
January 29 th , 2013	Report to the January 2013 In-Camera Board Meeting on the placement of successful candidate(s) in the Superintendent of Business and Financial Services Pool 2013 by the Director of Education.

The Board of Trustees is invited to provide the Director of Education with input on the qualifications and profile of a Niagara Catholic Superintendent of Business and Financial Services as provided within this information report.

Appendix A: Niagara Catholic Superintendent of Business and Financial Services Pool Posting

The Report on Catholic Leadership: Superintendent of Business and Financial Services Pool 2013 is presented for information.
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Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: December 18, 2012



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

SUPERINTENDENT OF BUSINESS & FINANCIAL SERVICES

Niagara Catholic District School Board is a progressive and dynamic Board that offers exemplary Catholic education to 24,000 elementary, secondary and adult students throughout the Niagara Region.

Niagara Catholic Superintendents are system leaders, who demonstrate a strong commitment to Catholic education through involvement, support and leadership in schools, the system and within the Catholic community. Personal faith commitment is a fundamental criterion for leadership in Catholic education as a Supervisory Officer and will be evident through visible involvement within the community and/or parish.

As a member of Senior Administrative Council, Niagara Catholic Supervisory Officers provide active Catholic faith-filled leadership from Early Years through to Graduation within a system and/or a Family of Schools portfolio. Within the collaborative leadership team of Niagara Catholic, Supervisory Officers assist the Director of Education in setting and implementing annual system priorities and operational directions for the Board, including programs and services, system supervision, support and direction to assigned staff at the system or school level.

To meet any potential future needs of the Board, the Director of Education is establishing a Superintendent of Business and Financial Services Pool. Assignment to the Superintendent of Business and Financial Services Pool will be for two years renewable for a second two year term at the discretion of the Director of Education.

Minimum Qualifications Required:

- Completion of the Ontario Business Supervisory Officer's Qualifications or currently enrolled in the Business Supervisory Officer program as specified by the Ministry of Education.
- Professional designation (CA, CGA, CMA or MBA) or agree to acquire within two years of appointment.
- Minimum of seven years demonstrated experience in a business supervisory or managerial position.
- Demonstrated participation in a Catholic Parish as attested through a current Pastoral Letter of Reference.
- Demonstrated experience as an authentic, open, transparent and accountable leader.
- Demonstrated experience implementing Government of Ontario Legislation; the Education Statutes and Regulations of Ontario; Ministry of Education Guidelines; Catholic District School Board Policies; and a Board's Mission Statement, Vision and Values would be an asset.
- Demonstrated ability to work effectively within a collaborative leadership team.
- Demonstrated ability to lead staff, collaborate with partners in Catholic education and community members.
- Demonstrated exceptional interpersonal and communication skills.

Interested applicants will be required to provide:

1. A complete Curriculum Vitae providing evidence of the qualifications required;
2. A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism;
3. A current written professional reference from the applicant's immediate supervisor*;
4. A current written Pastoral Letter of Reference*;
5. A current written professional reference from an applicant's colleague*;
6. The names addresses and telephone numbers of two (2) additional references from the applicant's current or previous work environment*;
7. A copy of the most recent Performance Appraisal in one's current position;
8. A copy of a recent Criminal Background Check (Vulnerable Sector Screening); and,
9. A valid driver's license, access to a vehicle and be able to travel as required to discharge one's duty as a Superintendent of Business and Financial Services.

* Include written or verbal permission to contact references.

Applications (marked **Personal and Confidential**) will be received until **4:00 p.m. on January 16, 2013** by:

John Crocco, Director of Education
Niagara Catholic District School Board
427 Rice Road, Welland, ON. L3C 7C1

Personal information about applicants is collected under the authority of Section 171 (10 (3) of the Education Act RSO 1990 and will be used to assess the suitability of applicants for employment with Niagara Catholic District School Board and to establish payroll and benefit files for the successful applicant. The successful candidate will be required to provide a satisfactory Criminal Records Check as a condition of employment.

Kathy Burtnik
Chairperson

John Crocco
Director of Education

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

TOPIC: DIRECTOR'S ANNUAL REPORT 2012

The Director's Annual Report 2012
is presented for information.

Prepared by: John Crocco, Director of Education
Presented by: John Crocco, Director of Education
Date: December 18, 2012



REPORT TO THE BOARD MEETING DECEMBER 18, 2012

DIRECTOR'S ANNUAL REPORT 2012

BACKGROUND INFORMATION

In compliance with the Education Act, Section 283(3), the Chief Executive Officer of a Board is required to submit to the Board an Annual Report highlighting the action taken during the preceding twelve months. A copy of the annual report must be submitted yearly to the Minister of Education before January 31st.

For the 2012 Annual Director's Report, the Minister of Education provided Director's of Education with an outline of specific information to be included, at a minimum, in the Annual Report. The Niagara Catholic Director's Annual Report 2012 is once again presented in a new layout and contains all of the information as required by the Minister of Education.

It is expected that the Annual Report is posted on a Board's website with a link to the Ministry's website for access to the Director's Annual Report. Once the Board receives the Director's Annual Report 2012, it will be placed on the Niagara Catholic website at *niagaracatholic.ca* and linked to the Ministry's website.

In addition to these requirements, hard copies of the Niagara Catholic Director's Annual Report 2012 are provided to the Trustees of the Niagara Catholic District School Board along with the following individuals and / or organizations;

- Bishop Bergie and all Parish Priests in the Diocese of St. Catharines
- Principals, Vice-Principals and Managers
- Special Education Advisory Committee (SEAC)
- Niagara Catholic Parent Involvement Committee
- Niagara Catholic Alliance Committee
- Catholic School Council Chairs
- CUPE, OECTA Elementary and Secondary

Electronic copies of the Director's Annual Report 2012 will be emailed to;

- All Catholic School Boards in Ontario
- Other Catholic Partners (Institute for Catholic Education, OCSTA, CCSTA)
- Other Educational Institutions
- Municipal Libraries - Niagara Region

A copy of the Director's Annual Report 2012 will be provided to all Trustees at the December 18, 2012 Board Meeting.

The report on the Director's Annual Report 2012 is presented for information.

PREPARED BY: John Crocco, Director of Education

PRESENTED BY: John Crocco, Director of Education

DATE: December 18, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

TOPIC: REVISED BUDGET FOR THE YEAR 2012-2013

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the report on the Revised Budget for the Year 2012-2013, as presented.

Prepared by: Larry Reich, Superintendent of Business & Financial Services
William Tumath, Manager of Finance

Presented by: John Crocco, Director of Education

Approved by: John Crocco, Director of Education

Date: December 18, 2012



REPORT TO THE BOARD MEETING DECEMBER 18, 2012

REVISED BUDGET FOR THE YEAR 2012-2013

On an annual basis, school boards are required to submit a Revised Budget for the current year to the Ministry of Education. The purpose of the Revised Budget is to provide all school boards the opportunity to revise their budgets, taking into account up-to-date information relating to new enrolment projections and other data available at the current time.

In June 2012 the Board approved the Original Budget for the year 2012-2013 with a balanced budget, without a transfer of funds from the Reserves, to achieve the Board approved System Priorities for 2012-2013 and the Strategic Directions within the Board's Vision 2020 Strategic Plan.

During the months of November and December 2012, the members of Senior Administrative Council reviewed and updated the revenue and expenditures of the Board based on new Ministry of Education Regulations and Memorandums which included an increase in Qualifications and Experience Increments and an increase in the expenditures for Employee Future Benefits as required by the Ministry of Education commencing 2012-2013.

Based on the above-mentioned review, the adjustments to the budget revenue and expenditures required transfer of funds from the Reserves in order to achieve a balanced budget were adjusted in the Revised Budget.

Accordingly, the members of Senior Administrative Council have prepared a Revised Budget, for the year 2012-2013 for the consideration of the Board, which will be "deemed to be balanced" with a transfer from the Reserves in the amount of \$1,899,540, which is 1% of the total Revised Budget Revenue of the Board.

During the remainder of the current school year, members of Senior Administrative Council will continue to identify opportunities for additional revenue as well as revisions, reductions, or deferrals of expenditures, in a focused effort to reduce and possibly eliminate the above-mentioned potential deficit by the end of the school year.

It is important to note that the 2012-2013 Revised Budget was prepared in accordance with the Board Approved Strategic Directions and Priority Indicators 2012-2013 approved by the Board in June 2012.

In addition, we inform the Trustees that the proposed 2012-2013 Revised Budget is in compliance with the guidelines and regulations issued by the Ministry of Education, except for the Board Administration Envelope, which is overspent by a total of \$715,888. The Board may be required to submit to the Ministry of Education a plan, which will eliminate the above-mentioned Board Administration over-expenditure.

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

APPENDIX A Analysis of Revenue, Expenditures & Key Budget Factors

APPENDIX B Analysis of Funding Allocations

APPENDIX C Analysis of Expenditures by Department

As required by the Ministry of Education, the Revised Budget Estimates for the year 2012-2013 will be submitted to the Ministry of Education on December 18, 2012. A full copy of the Revised Budget Forms for the year 2012-2013 is available for the review of the Trustees at their convenience.

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Revised Budget for the year 2012-2013, as presented.

Prepared by: William Tumath, Manager of Finance
 Larry Reich, Superintendent of Business & Financial Services
 Senior Administrative Council

Presented by: John Crocco, Director of Education/Secretary-Treasurer
 Senior Administrative Council

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

Date: December 18, 2012

APPENDIX A



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REVISED BUDGET

Summary of
Revenue & Expenditures
and Key Budget Factors

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET**

Total Budget Revenue & Expenditures

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease) 2012-13	Comments
Budget Revenue				
Total Operating Funding & Other Rev.	236,883,813	238,767,265	(1,883,452)	Decrease is mainly due to less students and the impact of Future Benefits amortization
Total Capital Funding & Other Rev.	12,997,353	12,997,353	-	
Funds transferred from Accumulated Surplus	1,899,540	-	1,899,540	Increase is mainly due to less students and the impact of Future Benefits amortization
Total Budget Revenue	251,780,706	251,764,618	16,088	
Budget Expenditures				
Total Operating Expenditures	237,604,568	238,028,414	(423,846)	Decrease is mainly due to savings due to changes in utility consumption costs.
Total Capital & Other Expenditures	14,176,138	13,736,204	439,934	Increase is mainly due to the completion of additional capital projects
Amount Required to Balance	0	0	-	
Total Budget Expenditures	251,780,706	251,764,618	16,088	
Total Budget Surplus (Deficit)	(0)	0	0	

A1

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET**

Projected Student Enrolment

	<u>Revised Budget 2012-13</u>	<u>Annual Budget 2012-13</u>	<u>Increase (Decrease) 2012-13</u>	<u>Comments</u>
Elementary Enrolment - ADE	13,706	14,072	(366)	The ADE enrolment is projected to decrease
Secondary Enrolment - ADE	7,760	7,788	(28)	The ADE enrolment is projected to decrease
Total Board Enrolment - ADE	21,466	21,860	(394)	
Adult & Continuing Education - ADE	524	524	-	
Summer School Enrolment - ADE	108	108	-	
Adult Non-Credit ESL Programs - ADE	472	472	-	
Total Adult & Cont. Ed. Enrolment - ADE	1,104	1,104	-	

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

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

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

A2

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET**

A3

Projected School Staffing

	<u>Revised Budget 2012-13</u>	<u>Annual Budget 2012-13</u>	<u>Increase (Decrease) 2012-13</u>	<u>Comments</u>
Total Elementary School Teachers	893	893	-	No Change
Total Secondary School Teachers	527	527	-	No Change
Total Board School Teachers	1,420	1,420	-	

Average Class Size - Elementary 23.5 : 1 23.5 : 1 No Change

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

Average Class Size - Secondary 22.0 : 1 22.0 : 1 No Change

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

APPENDIX B



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REVISED BUDGET

Analysis of Funding Allocations

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Funding Allocations & Budget Restrictions
Budget Revenue

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease) 2012-13	Comments on Major Changes
Education Taxes	45,703,242	46,387,666	(684,424)	
Education Grants	190,828,777	192,406,242	(1,577,465)	
Total Funding Allocations	236,532,019	238,504,141	(1,972,123)	For details relating to changes in funding allocations, see page 4
Adult & Cont. Education Other Revenue	3,589,479	3,739,477	(149,998)	Decrease is mainly due to fewer tuition fee paying students
Other Operating Grants (EPO)	8,270,000	8,000,000	270,000	Increase is mainly due to additional EPO grants for ELKP Program
Other Miscellaneous Revenue	793,668	825,000	(31,332)	Increase is mainly due to implementation of new rates for community use of schools
Tuition Fees - Elementary & Secondary	696,000	696,000	-	No Change
Funds transferred from Accumulated Surplus	1,899,540	-	1,899,540	Increase is mainly due to an increase in unfunded expenses
Total Budget Revenue	251,780,706	251,764,618	16,088	

B1

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Funding Allocations & Budget Restrictions
Budget Expenditures

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease) 2012-13	Comments on Major Changes
Salary & Wages	178,091,108	177,821,379	269,729	Increase is mainly due to changes in staff deployment due to enrolment
Employee Benefits	27,772,095	27,204,552	567,543	Increase is mainly due to changes in benefit rates, staff deployment and Future Benefit adjustment
Professional Development	675,000	675,000	-	No Change
Supplies & Services	16,624,937	17,814,937	(1,190,000)	Decrease is mainly due to changes in consumption and utility costs
Furniture & Equipment	2,107,106	2,107,106	-	No Change
Facility Renewal	624,666	733,750	(109,084)	Decrease is mainly due to change in debenture payments
Depreciation & Amortization	8,996,553	8,447,535	549,018	Increase is mainly due to additional projects completed last year
Interest on Capital Debt	4,437,432	4,437,432	-	No Change
Rentals & Leases	450,000	450,000	-	No Change
Fees & Contracts	11,163,828	11,288,828	(125,000)	Decrease is mainly due to changes in transportation routes & contracts
Other Expenditures	197,487	197,487	-	No Change
Amortization of Future Benefits	640,494	586,612	53,882	Increase is mainly due to change in accounting policies mandated by M. Ed.
Total Budget Expenditures	251,780,706	251,764,618	16,088	

0

B2

B3

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Funding Allocations & Budget Restrictions
Education Taxes

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease) 2012-13	Comments on Major Changes
Share of Taxes (September to December)				
38% of Residential & Farm Taxes	6,374,531	6,521,229	(146,698)	
38% of Industrial & Commercial Taxes	11,241,797	11,238,703	3,094	
38% of Payments In Lieu Of Taxes	14,139	20,504	(6,365)	
Subtotal	17,630,466	17,780,436	(149,970)	
Share of Taxes (January to August)				
62% of Residential & Farm Taxes	10,400,551	10,746,299	(345,748)	
62% of Industrial & Commercial Taxes	18,341,878	18,520,199	(178,321)	
62% of Payments In Lieu Of Taxes	23,068	33,454	(10,386)	
Subtotal	28,765,497	29,299,952	(534,455)	
Add: Estimated Supplementary Taxes	751,479	751,479	-	
Less: Estimated Tax Write-Offs	(1,444,201)	(1,444,201)	-	
Total Education Taxes for the Year	45,703,242	46,387,666	(684,424)	No significant change in this area

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

134

Analysis of Funding Allocations & Budget Restrictions
Education Grants - Funding Allocations

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease) 2012-13	Comments on Major Changes
Foundation Grants				
Pupil Foundation Grants	115,135,016	115,678,170	(2,543,154)	Decrease is mainly due to changes in enrolment
School Foundation Grants	16,358,884	16,475,588	(116,704)	Decrease is mainly due to changes in enrolment
Subtotal - Foundation Grants	129,493,900	132,153,758	(2,659,858)	
Special Purpose Grants				
Special Education	26,787,638	27,203,037	(415,419)	Decrease is mainly due to changes in enrolment
Language - ESL & FSL	3,734,862	3,777,121	(42,259)	Decrease is mainly due to changes in enrolment
Geographic & Small Schools	0	0	-	
Learning Opportunities	3,347,892	3,357,844	(9,952)	Decrease is mainly due to changes in enrolment
Adult Education	2,174,775	2,174,775	-	Decrease is mainly due to changes in enrolment
Teacher Compensation	17,896,730	17,466,818	429,912	Increase is mainly due to changes in teacher grid placements
Transportation	10,464,647	10,571,691	(107,044)	Decrease is mainly due to changes in enrolment
Board Administration	5,970,288	6,062,207	(91,919)	Decrease is mainly due to changes in enrolment
School Operations	21,100,541	21,368,289	(267,748)	Decrease is mainly due to changes in enrolment
Declining Enrolment	1,741,339	726,692	1,014,647	Increase is mainly due to changes in enrolment
Program Enhancement	0	0	-	No Change
First Nation Supplemental	237,461	241,278	(3,817)	Decrease is mainly due to changes in enrolment
Safe Schools	396,672	403,258	(6,586)	Decrease is mainly due to changes in enrolment
Non-Operating Expenditures	117,487	117,487	-	
Subtotal - Special Purpose Grants	93,970,332	93,470,517	499,815	
Subtotal - Total Operating Grants	223,464,232	225,624,275	(2,160,043)	
Less: Current Year Deferred Amount	(290,684)	-	(290,684)	
Capital Grants	223,173,548	225,624,275	(2,450,727)	
School Facilities Renewal	624,666	733,750	(109,084)	No significant changes in this envelope
Interest on Capital Debt	4,437,432	4,437,432	-	No Change
Depreciation & Amortization	8,296,373	7,708,684	587,689	Increase is mainly due to the completion of additional capital projects
Other Capital Expenditures	0	0	-	
Subtotal - Capital Grants	13,358,471	12,879,866	478,605	
Total Funding Allocations	236,532,019	238,504,141	(1,972,123)	

B5

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Funding Allocations & Budget Restrictions
Funding Lines - Net Revenue & Net Expenditures

	REVISED BUDGET 2012-13			ANNUAL BUDGET 2012-13		
	Net Revenue 2012-13	Net Expenditures 2012-13	Variance 2012-13	Net Revenue 2012-13	Net Expenditures 2012-13	Variance 2012-13
Classroom						
Classroom Teachers	126,560,389	127,996,933	(1,436,544)	128,506,406	126,550,713	1,955,693
Occasional / Supply Teachers	2,765,226	4,183,060	(1,417,834)	2,705,340	4,511,222	(1,805,882)
Educational Assistants & Early Childhood Educators	15,892,516	16,428,263	(535,747)	15,789,099	16,223,063	(433,964)
Textbooks, Learning Materials & Equip.	5,726,423	6,514,472	(788,049)	5,879,279	6,792,297	(913,018)
Classroom Computers	984,489	1,665,452	(680,963)	1,040,799	1,661,526	(620,727)
Professionals & Paraprofessionals	6,705,275	5,583,408	1,121,867	6,726,469	5,587,209	1,139,260
Library & Guidance	4,729,128	4,918,526	(189,398)	4,812,165	4,901,076	(88,911)
Staff Development	212,620	240,000	(27,380)	401,452	238,486	162,966
Program Chairs	361,288	374,697	(13,409)	368,758	375,198	(6,440)
Adjustment for Minor Tangible Capital Assets	-	-	-	-	-	-
	163,937,354	167,904,811	(3,967,457)	166,229,967	166,840,790	(610,823)
Non-Classroom						
Principals, Vice-Principals	10,699,432	10,418,480	280,952	10,671,354	10,425,816	245,538
School Office Administration	6,067,777	5,259,072	808,705	6,009,571	5,232,305	777,266
Coordinators & Consultants	1,435,995	1,728,365	(292,370)	1,619,307	1,840,881	(221,574)
Board Administration	6,164,729	6,880,617	(715,888)	6,155,183	7,149,775	(994,592)
Operations & Maintenance - Schools	21,683,863	20,294,593	1,389,270	21,647,217	21,522,294	124,923
Continuing Education, Summer School	2,576,630	2,230,920	345,710	2,576,630	2,093,868	482,762
Pupil Transportation	10,490,281	9,538,563	951,718	10,597,559	9,662,208	935,351
	59,118,707	56,350,610	2,768,097	59,276,821	57,927,147	1,349,674
	223,056,061	224,255,421	(1,199,360)	225,506,788	224,767,937	738,851
Capital & Other						
School Facilities Renewal	624,666	624,666	-	733,750	733,750	-
Interest on Capital Debt	4,437,432	4,437,432	-	4,437,432	4,437,432	-
Depreciation & Amortization	8,296,373	8,996,553	(700,180)	7,708,684	8,447,535	(738,851)
Non-Operating Expenditures	117,487	117,487	-	117,487	117,487	-
	13,475,958	14,176,138	(700,180)	12,997,353	13,736,204	(738,851)
Total	236,532,019	238,431,559	(1,899,540)	238,504,141	238,504,141	0

0

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

	Revised Budget 2012-13	Annual Budget 2012-13	Comments on Major Changes
Special Education Funding Allocations			
SEPPA Grants - Elementary JK-3	5,468,237	5,645,014	
SEPPA Grants - Elementary 4-8	5,605,233	5,729,873	
SEPPA Grants - Secondary 9-12	3,670,077	3,683,101	
Approved Specialized Equipment - Elementary	432,375	441,085	
Approved Specialized Equipment - Secondary	238,174	238,777	
High Needs Amount (HNA) - Elementary	6,133,367	8,250,000	
High Needs Amount (HNA) - Secondary	4,226,423	2,200,050	
Measures of Variability Amount (MOV) - Elementary	500,000	500,000	
Measures of Variability Amount (MOV) - Secondary	283,290	283,290	
Section 23 Education Programs	86,000	86,000	
Behavioural Expertise	144,462	145,867	
Other Revenue - ELKP & Other	499,862	619,135	
	27,287,500	27,822,192	

Special Education Expenditures		
Classroom Teachers	7,905,572	7,910,074
Occasional / Supply Teachers	113,571	122,014
Educational Assistants	15,401,832	15,623,145
Textbooks, Learning Materials, Classroom Supplies	1,077,091	960,000
Classroom Computers & Networks	-	-
Professionals, Paraprofessionals & Teen Teachers	3,734,521	3,906,154
Library & Guidance	-	-
Staff Development	10,000	10,000
Coordinators	336,000	316,990
	28,578,587	28,848,377
Total Expenditures for Special Education		
Add (Less) Revenue & Adjustments for Special Ed.	(483,775)	(483,775)
Total Special Education Net Expenditures	28,094,812	28,364,602

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

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

136

Analysis of Funding, Allocations & Budget Restrictions
Budget Restrictions on Board Administration Funding Envelope

	Revised Budget 2012-13	Annual Budget 2012-13	Comments on Major Changes
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Board Administration Funding Allocation

Total Funding Allocation for Board Administration	6,229,650	6,220,104	
Add: Additional Funding Allocations	0	0	
Less: Other Adjustments	(64,921)	(64,921)	
	<u>6,164,729</u>	<u>6,155,183</u>	

Board Administration Expenditures

Net Expenditures relating to Board Administration	7,355,617	7,624,775	
Add: Net strike savings attributable to Administration	0	0	
Less: Transfer from Reserve Funds	0	0	
Less: Other Revenue Attributable to Administration	(475,000)	(475,000)	
Less: Other Adjustments	0	0	
	<u>6,880,617</u>	<u>7,149,775</u>	

Unspent (Overspent) Board Admin. Funding

	<u>(715,888)</u>	<u>(994,592)</u>	
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Note: If the Funding Allocation is overspent, then the Board may have to submit a plan to reduce the expenditures within two years.

The Board is not in compliance and may have to submit a plan to reduce the overexpenditure within two years.

B7

APPENDIX C



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REVISED BUDGET

Analysis of Expenditures by Department

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Expenditures by Department
Total Board Expenditures

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Operating Expenditures				
Board Administration	7,371,597	7,624,710	(253,113)	See comments on page 2
Elementary Schools	124,939,321	123,883,247	1,056,074	See comments on page 3
Secondary Schools	69,371,333	69,102,436	268,897	See comments on page 4
Adult & Continuing Education	5,834,515	5,833,655	860	See comments on page 5
Plant Operations	17,483,098	18,864,258	(1,381,160)	See comments on page 6
Plant Maintenance	3,065,293	3,057,903	7,390	See comments on page 7
Student Transportation	9,539,413	9,662,205	(122,792)	See comments on page 8
Less: Items classified as Minor Tangible Asst	0	0	0	
	<u>237,604,570</u>	<u>238,028,414</u>	<u>(423,844)</u>	
Capital & Other Expenditures				
Facility Renewal	624,666	733,730	(109,064)	See comments on page 9
Interest on Capital Debt	4,437,432	4,437,432	0	See comments on page 10
Depreciation & Amortization	8,996,353	8,447,535	549,018	See comments on page 11
Non-Operating Expenditures	117,487	117,487	0	See comments on page 12
	<u>14,176,138</u>	<u>13,736,204</u>	<u>439,934</u>	
Total Board Operating Expenditures	<u>251,780,708</u>	<u>251,764,618</u>	<u>16,090</u>	
Amortization of Future Benefits	<u>1,113,798</u>			

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Expenditures by Department
Board Administration Expenditures

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Salary & Wages	4,443,176	4,653,628	(210,452)	Decrease is mainly due to changes in staff deployment and contracts
Employee Benefits	950,921	1,003,582	(52,661)	Decrease is mainly due to changes in benefit rates & staff deployment
Professional Development	92,500	92,500	0	No Change
Supplies & Services General Administration	117,500	117,500	0	No Change
Business Administration	872,500	862,500	10,000	Increase is mainly due to additional funds for Parent Involvement
Program Administration	0	0	0	No Change
Computers	50,000	50,000	0	No Change
Furniture & Equipment	10,000	10,000	0	No Change
Fees & Contracts	835,000	835,000	0	No Change
Total Administration Expenditures	7,371,597	7,624,710	(253,113)	

C2

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Expenditures by Department
Elementary School Expenditures

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Salary & Wages	103,138,373	102,700,285	438,088	Increase is mainly due to changes in staff deployment due to enrolment
Employee Benefits	15,930,992	15,313,008	617,984	Decrease is mainly due to changes in benefit rates & staff deployment
Professional Development	430,000	430,000	0	No Change
Supplies & Services				
School Instruction Budgets	1,492,869	1,492,869	0	No Change
Central Instruction Budgets	1,555,000	1,555,000	0	No Change
Central Other Budgets	575,000	575,000	0	No Change
Computers	1,169,932	1,169,932	0	No Change
Furniture & Equipment	647,153	647,153	0	No Change
Fees & Contracts	0	0	0	No Change
Total Elementary School Expenditures	124,939,319	123,883,247	1,056,072	

C3

C4

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Expenditures by Department
Secondary School Expenditures

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Salary & Wages	56,580,082	56,537,992	42,090	Increase is mainly due to changes in staff deployment due to enrolment
Employee Benefits	8,210,234	7,983,428	226,807	Decrease is mainly due to changes in benefit rates & staff deployment
Professional Development	120,000	120,000	0	No Change
Supplies & Services				
School Instruction Budgets	1,370,614	1,370,614	0	No Change
Central Instruction Budgets	2,076,227	2,076,227	0	No Change
Central Other Budgets	271,091	271,091	0	No Change
Computers	570,476	570,476	0	No Change
Furniture & Equipment	100,609	100,609	0	No Change
Fees & Contracts	72,000	72,000	0	No Change
Total Secondary School Expenditures	69,371,333	69,107,436	263,897	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Expenditures by Department
Adult & Continuing Education Expenditures

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Salary & Wages	3,925,024	3,925,024	0	No Change
Employee Benefits	688,562	687,702	860	No Change
Professional Development	15,000	15,000	0	No Change
Supplies & Services				
School Instruction Budgets	1,159,429	1,159,429	0	No Change
Central Instruction Budgets	0	0	0	No Change
Central Other Budgets	0	0	0	No Change
Computers	40,000	40,000	0	No Change
Furniture & Equipment	0	0	0	No Change
Fees & Contracts	6,500	6,500	0	No Change
Total Adult & Cont. Ed. Expenses	5,834,515	5,833,655	860	

CS

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Expenditures by Department
Plant Operations Expenditures

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Salary & Wages	8,446,974	8,446,974	0	No Change
Employee Benefits	2,203,624	2,384,783	(181,160)	Decrease is mainly due to changes in benefit rates & staff deployment.
Professional Development	10,000	10,000	0	No Change
Supplies & Services Utilities	3,370,000	4,570,000	(1,200,000)	Decrease is mainly due to changes in consumption and utility costs
Cleaning & Operating	1,162,500	1,162,500	0	No Change
Sites & Grounds Maintenance	1,055,000	1,055,000	0	No Change
Computers	30,000	30,000	0	No Change
Furniture & Equipment	645,000	645,000	0	No Change
Fees & Contracts	560,000	560,000	0	
Total Plant Operations Expenditures	17,483,098	18,864,258	(1,381,160)	

C 6

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Expenditures by Department
Plant Maintenance Expenditures

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Salary & Wages	1,321,110	1,321,110	0	No Change
Employee Benefits	353,682	346,272	7,390	Increase is mainly due to changes in benefit rates
Professional Development	7,500	7,500	0	No Change
Supplies & Services Department Operation	169,000	169,000	0	No Change
Mechanical & Electrical	577,500	577,500	0	No Change
Building Maintenance	525,000	525,000	0	No Change
Computers	1,500	1,500	0	No Change
Furniture & Equipment	35,000	35,000	0	No Change
Fees & Contracts	75,000	75,000	0	No Change
Total Plant Maintenance Expenditures	3,065,293	3,057,903	7,390	

C7

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Expenditures by Department
Student Transportation Expenditures

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Salary & Wages	236,365	236,365	0	No Change
Employee Benefits	74,377	72,369	2,208	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	0	0	0	No Change
Supplies & Services	75,707	75,707	0	No Change
Computers	12,675	12,675	0	No Change
Furniture & Equipment	0	0	0	No Change
Fees & Contracts				
Bus Transportation	8,326,866	8,326,866	0	No Change
Taxi & Minivan	155,145	180,145	(25,000)	Decrease is mainly due to changes in transportation routes & contracts
Other Transportation	658,078	758,078	(100,000)	Decrease is mainly due to changes in transportation routes & contracts
Total Student Transportation Exp.	9,539,413	9,662,205	(122,792)	

C8

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Expenditures by Department
School Facilities Renewal Expenditures

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease)	Comments on Major Changes
School Facilities Renewal Expenses	624,666	733,750	(109,084)	No significant changes in this envelope

C9

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Expenditures by Department
Interest on Capital Debt

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Interest on Long Term Debentures	4,437,432	4,437,432	0	No Change
Interest on Short Term Capital Loans	0	0	0	
Total Interest on Capital Debt	4,437,432	4,437,432	0	

C10

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Expenditures by Department
Annual Depreciation Expenditure

	Revised Budget 2012-13	Annual Budget 2012-13	Increase (Decrease)	Comments on Major Changes
Annual Depreciation	8,996,553	8,447,535	549,018	Increase is mainly due to the completion of additional capital projects
Total Annual Depreciation Exp.	8,996,553	8,447,535	549,018	No significant changes in this envelope

C11

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Expenditures by Department
Non-Operating Expenditures

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

C12

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2012-13 REVISED BUDGET

Analysis of Expenditures by Department
Provision for Contingencies

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

Total Provision for Contingencies 0 0 0

C13

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: FINANCIAL REPORTS
MONTHLY BANKING TRANSACTIONS
NOVEMBER 2012**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the report on the Monthly Banking Transactions for the month of November 2012, as presented.

Prepared by: William Tumath, Manager of Finance
Larry Reich, Superintendent of Business and Financial Services

Presented by: William Tumath, Manager of Finance
Larry Reich, Superintendent of Business and Financial Services

Recommended by: John Crocco, Director of Education

Date: December 18, 2012



**REPORT TO THE BOARD MEETING
DECEMBER 18, 2012**

**MONTHLY BANKING TRANSACTIONS
FOR THE MONTH OF NOVEMBER 2012**

BACKGROUND INFORMATION

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Monthly Banking Transactions for the Niagara Catholic District School Board for the month of November 2012. (See Appendix A)

As required by the Policy, a monthly list of payments is available in the Holy Cross Community Room for the Trustees to review at their convenience.

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Monthly Banking Transactions for the month of November 2012 as presented.

Prepared by: William Tumath, Manager of Accounting Services
Larry Reich, Superintendent of Business & Financial Services

Presented by: John Crocco, Director of Education

Recommended by: John Crocco, Director of Education

Date: December 18, 2012

Appendix A

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS	
SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF: NOVEMBER, 2012	
DESCRIPTION OF ITEMS	BANK ACCOUNT
CASH BALANCE AT BEGINNING OF MONTH	(A) 33,243,796
OPERATING CASH RECEIPTS FOR THE MONTH	
1. GENERAL LEGISLATIVE GRANTS	15,393,798
2. OTHER GRANTS (EPD, O.E.Y.C.)	792,234
3. INTEREST REVENUE	34,802
4. MUNICIPAL TAXES	0
5. TUITION FEES REVENUE - A.C.E. & OTHER	305,119
6. CHARITABLE DONATIONS	0
7. GOVERNMENT REBATES (GST 6% REBATE ON TAXABLE PURCHASES)	145,586
8. RECOVERY OF COSTS (LTD. WCB, BENEFITS, OTHER REIMBURSEMENTS)	153,032
9. OTHER CASH RECEIPTS	
- Reimbursements of Employee Benefits	587
- Donations Collected from Employees - Other	0
- Other	0
10. TRANSFER FROM SINKING FUNDS	
11. PROCEEDS FROM DEBENTURE ISSUE (NET)	0
12. O.F.A. LOAN PRINCIPAL ADVANCES	0
TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE	(B) 16,836,868
OPERATING CASH DISBURSEMENTS FOR THE MONTH	
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)	(18,610,893)
2. TEACHER PENSION DEDUCTIONS	(1,340,867)
3. O.M.E.R.S. PENSION DEDUCTIONS	(540,877)
4. CANADA SAVINGS BONDS DEDUCTIONS	(146,275)
5. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS	(75,969)
6. OTHER DEBITS	(48,568)
7. TRANSFER TO SINKING FUNDS	0
8. INTEREST PAYMENTS ON CAPITAL DEBT	(919,286)
9. PRINCIPAL PAYMENTS ON CAPITAL DEBT	(641,964)
TOTAL OPERATING CASH DISBURSEMENTS	(C) (22,326,449)
CASH BALANCE AT END OF MONTH	A + B - C = D (D) 27,764,206

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES				
SUMMARY OF LOAN BALANCES AS AT : NOVEMBER, 2012				
The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. O.F.A. - GPL1 Loan - 25 YR.	(12,112,048.92)		195,092.44	(11,916,956.48)
2. O.F.A. - GPL2 Loan - 25 YR.	(9,398,034.54)		132,587.77	(9,265,446.77)
3. O.F.A. - GPL3 Loan - 25 YR.	(4,374,939.24)		56,006.41	(4,318,932.83)
4. O.F.A. - 2010-11 DEBENTURE - GPL 3	(1,304,864.00)		16,578.90	(1,288,285.10)
5. O.F.A. - 2010-11 DEBENTURE - PCS 1	(3,233,607.00)		41,064.80	(3,192,542.20)
6. O.F.A. - PTR - Completed 2010/11	(8,091,764.67)		91,245.70	(7,999,518.97)
7. O.F.A. - 2001-A1 Debenture	(2,302,012.60)		108,467.92	(2,193,544.68)
8. Debenture (Niagara Region)	(1,187,000.00)			(1,187,000.00)
9. Debenture (Niagara Region)	(2,300,000.00)			(2,300,000.00)
10. Capital Projects - Completed 2001	(13,465,686.52)			(13,465,686.52)
11. Capital Projects - Completed 2002/03	(20,307,672.08)			(20,307,672.08)
12. Capital Projects - Completed 2004/05	(8,581,479.42)			(8,581,479.42)
13. Capital Projects - Completed 2005/06	(7,439,140.80)			(7,439,140.80)
14. Sinking Fund Asset	1,033,794.87			1,033,794.87
Total Debentures & Capital Loans	(92,904,436.82)	0.00	641,963.84	(92,262,472.98)

PREPARED BY : William Turnath
PRESENTED BY : John Crocco

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: FINANCIAL REPORTS
STATEMENT OF REVENUE & EXPENDITURES
NOVEMBER 31, 2012**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at November 30, 2012, as presented.

Prepared by: William Tumath, Manager of Finance
Larry Reich, Superintendent of Business and Financial Services

Presented by: William Tumath, Manager of Finance
Larry Reich, Superintendent of Business and Financial Services

Recommended by: John Crocco, Director of Education

Date: December 18, 2012



**REPORT TO THE BOARD MEETING
DECEMBER 18, 2012**

**STATEMENT OF REVENUE AND EXPENDITURES
AS AT NOVEMBER 30, 2012**

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the summarized Statement of Revenue and Expenditures by Department as at November 30, 2012. (See Appendix A)

As required by the Policy, a copy of the Financial Statement is available in the Holy Cross Community Room for the Trustees to review at their convenience.

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Report on the Statement of Revenue and Expenditures as at November 30, 2012 as presented.

Prepared by: William Tumath, Manager of Accounting Services
Larry Reich, Superintendent of Business & Financial Services

Presented by: John Crocco, Director of Education

Recommended by: John Crocco, Director of Education

Date: December 18, 2012

Appendix A

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
SUMMARY OF REVENUE AND EXPENDITURES - CLOSED
SUMMARY STATEMENT
AS AT NOVEMBER 30, 2012**

Board Presentation: December 18, 2012

ACCOUNT DESCRIPTION	THIS YEAR			CHANGES	LAST YEAR		
	EXPENDED	BUDGET	% LEFT		EXPENDED	BUDGET	% LEFT
REVENUE							
REVENUE	-70,716,010	-250,504,359	71.8%		-70,719,999	250,504,359	128.2%
TOTAL REVENUE	-70,716,010	-250,504,359	71.8%		-70,719,999	250,504,359	128.2%
EXPENDITURES							
BOARD ADMINISTRATION	2,228,761	7,824,710	70.8%		2,149,728	8,010,826	73.2%
ELEMENTARY SCHOOLS	29,111,004	123,883,248	76.5%		30,252,859	122,343,045	75.3%
SECONDARY SCHOOLS	16,105,931	89,102,436	76.7%		17,137,147	88,803,010	75.1%
CONTINUING EDUCATION	1,347,124	5,833,655	76.9%		1,290,927	6,131,132	78.9%
PLANT OPERATIONS	3,476,221	18,254,258	81.0%		3,493,729	17,897,907	80.6%
PLANT MAINTENANCE	669,272	3,637,904	81.6%		705,330	3,390,846	79.2%
TRANSPORTATION	1,957,895	9,662,202	80.8%		1,971,539	10,102,539	80.5%
CAPITAL AND OTHER EXPENDITURES	2,282,742	13,736,204	83.4%		2,430,485	13,724,754	82.3%
TOTAL EXPENDITURES	57,078,980	251,764,618	77.3%		59,431,544	250,504,359	76.3%

PREPARED BY : William Turmath
Finance Department

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: NOVEMBER 30, 2012
BOARD ADMINISTRATION

ACCOUNT	THIS YEAR TO DATE			LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	EXPENDED	BUDGET	% LEFT
SALARY & BEN - TRUSTEES	111,976	232,744	51.9	119,147	215,744	44.8
SALARY & BEN - SENIOR STAFF	325,440	1,357,147	76.0	431,348	1,498,161	71.2
SALARY & BEN - MANAGERS	423,955	1,605,588	73.6	322,384	1,578,425	79.6
SALARY & BEN - TECHNICAL	98,491	327,672	69.9	85,011	361,068	76.6
SALARY & BEN - CLERICAL	566,533	2,196,683	74.2	548,820	2,368,107	76.7
TEMPORARY STAFF	15,170	64,376	76.4	17,736	64,321	72.4
PROFESSIONAL DEVELOPMENT	22,016	62,500	64.8	30,419	60,000	49.3
SUPPLIES - ADMINISTRATION	146,865	462,500	68.3	106,383	487,500	78.2
SUPPLIES - HUMAN RESOURCES	3,327	20,000	83.4	6,729	20,000	66.4
SUPPLIES - COMPUTER SERVICE	76,249	62,500	22.0	36,337	62,500	41.9
SUPPLIES - PLANT OPERATIONS	85,124	380,000	77.6	80,978	380,000	78.7
SUPPLIES - BUILDING MAINTENANCE	13,709	50,000	72.6	11,143	50,000	77.7
FURNITURE & EQUIPMENT	42,350	48,000	11.8	24,891	155,000	83.9
FEES & CONTRACTS	290,081	715,000	59.4	321,927	675,000	52.3
MISCELLANEOUS EXPENDITURES	7,475	40,000	81.3	6,475	45,000	85.6
TOTAL - BOARD ADMINISTRATION	2,228,761	7,624,710	70.8	2,149,728	8,010,826	73.2

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: NOVEMBER 30, 2012
ELEMENTARY SCHOOLS

ACCOUNT	THIS YEAR TO DATE			LAST YEAR TO DATE			
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	18,305,470	82,347,092	77.8		20,528,729	83,158,242	75.3
OCCASSIONAL TEACHERS	601,763	3,132,675	80.8		686,141	3,592,748	80.9
TEACHER ASSISTANTS	4,902,402	16,793,712	70.8		3,811,108	15,294,372	75.1
PROFESSIONAL STAFF	733,388	2,745,009	73.3		748,202	2,579,397	71.0
LIBRARY TECHNICIANS	576,654	2,044,910	71.8		482,201	2,055,961	76.6
PRINCIPALS & V.PS.	1,771,316	7,269,029	76.6		1,824,486	7,222,285	74.7
SCHOOL SECRETARIES	688,893	2,566,153	73.2		612,794	2,496,710	75.5
TEACHER CONSULTANTS	231,888	1,114,713	79.2		481,678	994,429	51.6
PROFESSIONAL DEVELOPMENT	35,885	430,000	91.7		81,964	430,000	80.9
PROGRAM CLASSROOM RESOURCE	282,219	1,555,000	81.9		367,766	1,068,000	65.6
CLASSROOM SUPPLIES	402,474	1,492,869	73.0		313,203	1,530,010	79.5
PROGRAM SUPPLIES	22,383	195,000	88.5		24,600	186,000	86.8
SCHOOL ADMIN. SUPPLIES	46,050	380,000	87.9		99,538	400,000	75.1
COMPUTERS - CLASSROOM	408,876	1,119,976	63.5		140,657	638,147	78.0
COMPUTERS - NON CLASSROOM	21,887	49,956	56.2		0	49,956	100.0
F & E - CLASSROOM	79,456	604,939	86.9		49,081	604,658	91.9
F & E - NON CLASSROOM	0	42,216	100.0		612	42,130	98.6
TOTAL - ELEMENTARY SCHOOLS	29,111,004	123,883,249	76.5 	 	30,252,659	122,343,045	75.3

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: NOVEMBER 30, 2012
SECONDARY SCHOOLS

ACCOUNT	THIS YEAR TO DATE			LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	10,766,792	48,262,476	77.7	12,202,266	48,358,132	74.8
OCCASSIONAL TEACHERS	284,352	1,774,903	84.0	459,153	2,157,811	78.7
TEACHER ASSISTANTS	1,410,147	4,732,779	70.2	1,188,040	4,574,629	74.0
PROFESSIONAL STAFF	324,805	1,446,128	77.5	284,948	1,433,411	79.4
LIBRARY TECHNICIANS	120,571	407,541	70.4	101,603	404,382	74.9
PRINCIPALS & V.PS.	726,363	3,025,912	76.0	733,054	3,031,525	75.8
SCHOOL SECRETARIES	567,035	2,047,253	72.3	509,847	2,026,523	74.8
TEACHER CONSULTANTS	143,188	904,005	84.2	200,163	897,114	77.7
LIBRARY & GUIDANCE - TEACHING	633,101	1,921,424	67.1	570,041	1,912,692	70.2
PROFESSIONAL DEVELOPMENT	11,031	120,000	90.8	28,287	120,000	76.4
PROGRAM CLASSROOM RESOURCE	500,895	2,061,227	76.7	462,851	1,760,966	73.7
CLASSROOM SUPPLIES	318,048	1,370,614	76.8	297,756	1,360,852	78.1
PROGRAM SUPPLIES	6,925	66,091	89.5	6,839	57,000	88.0
SCHOOL ADMIN. SUPPLIES	45,169	204,998	78.0	39,772	205,000	80.6
COMPUTERS - CLASSROOM	208,664	560,476	62.8	34,663	303,060	88.6
COMPUTERS - NON CLASSROOM	11,587	25,000	53.7	0	25,000	100.0
F & E - CLASSROOM	27,739	80,240	65.4	5,864	82,212	92.9
F & E - NON CLASSROOM	549	20,389	97.3	0	20,701	100.0
FEES & CONTRACTS	0	72,000	100.0	2,000	72,000	97.2
TOTAL - SECONDARY SCHOOLS	16,105,961	69,102,436	76.7 	17,137,147	68,803,010	75.1

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: NOVEMBER, 30, 2012
CONTINUING EDUCATION

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
TEACHER ASSISTANTS	0	36,978	100.0		835	30,800	97.3
PROFESSIONAL STAFF	28,585	104,500	72.7		24,717	105,440	76.6
LIBRARY TECHNICIANS	207	0	0.0		0	0	0.0
PRINCIPALS & V.P.S.	118,045	355,614	66.8		129,813	490,884	73.6
SCHOOL SECRETARIES	111,354	397,475	72.0		77,039	399,032	80.7
TEMPORARY STAFF	5,740	22,616	74.6		9,372	38,157	75.4
GRANT OFFICERS	0	16,167	100.0		0	70,540	100.0
SALARY & BEN - INSTRUCTORS	0	7,256	100.0		0	0	0.0
A.E. TEACHERS / INSTRUCTORS	843,464	3,724,080	77.4		834,222	4,056,207	79.4
PROFESSIONAL DEVELOPMENT	4,595	20,300	77.4		4,914	14,750	66.7
PROGRAM CLASSROOM RESOURCE	108,483	429,390	74.7		83,452	386,680	78.4
CLASSROOM SUPPLIES	126,523	679,279	81.4		123,927	532,642	76.7
COMPUTERS - CLASSROOM	0	40,000	100.0		2,585	4,000	35.4
F & E - CLASSROOM	0	0	0.0		51	0	0.0
FEES & CONTRACTS	138	0	0.0		0	2,000	100.0
TOTAL - CONTINUING EDUCATION	1,347,124	5,833,655	76.9	 	1,290,927	6,131,132	78.9

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: NOVEMBER 30, 2012
PLANT OPERATIONS

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	219,600	882,671	75.1		180,804	883,674	79.6
SALARY & BEN - CARETAKERS	1,339,857	5,426,032	75.3		1,145,333	5,466,686	79.1
SALARY & BEN - CLEANERS	992,014	4,323,270	77.1		780,751	4,268,356	81.7
SALARY & BEN - CLERICAL	29,950	199,785	85.0		25,734	200,193	87.2
PROFESSIONAL DEVELOPMENT	346	10,000	96.6		3,331	10,000	66.7
SUPPLIES - UTILITIES	525,504	4,570,000	88.5		464,531	4,600,000	89.9
SUPPLIES - PLANT OPERATIONS	151,950	762,500	80.1		139,513	712,500	80.4
SUPPLIES - GROUNDS	53,407	875,000	93.9		41,384	770,000	94.6
F & E - PLANT OPERATIONS	159,945	675,000	76.3		153,642	526,500	70.8
FEES & CONTRACTS	3,649	560,000	99.4		558,706	560,000	0.2
TOTAL - PLANT OPERATIONS	3,476,221	18,284,258	81.0		3,493,729	17,997,907	80.6

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
 UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
 FOR THE PERIOD ENDED: NOVEMBER 30, 2012
 PLANT MAINTENANCE

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	133,487	508,432	73.8		114,131	505,303	77.4
SALARY & BEN - TECHNICAL	230,563	1,074,953	78.6		219,400	1,064,020	79.4
SALARY & BEN - CLERICAL	24,507	78,655	68.8		23,351	78,172	70.1
TEMPORARY STAFF	234	5,364	95.6		4,146	5,351	22.5
PROFESSIONAL DEVELOPMENT	977	7,500	87.0		511	7,600	93.2
SUPPLIES - PLANT OPERATIONS	21,930	400,000	94.5		72,045	400,000	82.0
SUPPLIES - GROUNDS	23,236	180,000	87.1		26,539	180,000	85.3
SUPPLIES - PLANT MAINTENANCE	35,511	169,000	79.0		20,774	159,000	86.9
SUPPLIES - BUILDING MAINTENANCE	184,758	1,102,500	83.2		196,746	880,000	77.6
F & E - PLANT MAINTENANCE	0	36,600	100.0		6,974	36,600	83.6
FEES & CONTRACTS	14,070	75,000	81.2		21,713	75,000	71.1
TOTAL - PLANT MAINTENANCE	669,272	3,637,904	81.6		705,330	3,390,846	79.2

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: NOVEMBER, 2012
TRANSPORTATION DEPARTMENT

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	21,515	114,883	81.3		18,406	117,590	84.4
SALARY & BEN - TECHNICAL	18,296	171,287	89.3		15,724	176,514	91.1
SALARY & BEN - CLERICAL	0	22,561	100.0		0	23,508	100.0
SUPPLIES - ADMINISTRATION	62	75,707	99.9		61	74,278	99.9
FURNITURE & EQUIPMENT	0	12,675	100.0		0	12,675	100.0
FEES & CONTRACTS	1,816,022	9,265,089	80.4		1,937,348	9,698,274	80.0
TOTAL - TRANSPORTATION DEPARTMENT	1,857,895	9,662,202	80.8		1,971,539	10,102,839	80.5

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: NOVEMBER, 30, 2012
CAPITAL AND OTHER EXPENDITURES

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
GOOD PLACES TO LEARN	919,286	1,933,974	52.5		837,513	1,688,284	50.4
FACILITY RENEWAL PROJECTS	0	733,751	100.0		0	733,751	100.0
DEBT CHARGES BEFORE MAY, 1998	65,861	311,506	78.9		79,144	376,880	79.0
DEBT CHARGES AFTER MAY, 1998	0	117,487	100.0		0	117,487	100.0
NEW PUPIL PLACES	1,297,595	2,191,952	40.8		1,513,828	2,465,060	38.6
AMORTIZATION & NET LOSS DISPOSALS	0	8,447,534	100.0		0	8,343,292	100.0
TOTAL - CAPITAL AND OTHER EXPENDITUR	2,282,742	13,736,204	83.4		2,430,485	13,724,754	82.3

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
 UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
 FOR THE PERIOD ENDED: NOVEMBER 30, 2012

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% Left	CHANGES	EXPENDED	BUDGET	% Left
GRAND TOTAL-	57,078,980	251,764,618	77.3		39,268,289	250,504,359	84.3

Prepared by : William Tumath
 Finance Department

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: CORRESPONDENCE
OCSTA CATHOLIC EDUCATION WEEK 2013**



Ontario Catholic School
Trustees' Association

P.O. Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

Marino Gazzola, *President*
Kathy Burtnik, *Vice President*
Kevin Kobus, *Executive Director*

November 23, 2012

MEMORANDUM

TO: Chairpersons and Directors of Education
-All Catholic District School Boards

FROM: Noel P. Martin, Director of Catholic Education

SUBJECT: **Catholic Education Week – May 5 to May 10, 2013**
“Catholic Education: *Growing Together in Faith*”

“That Christ may dwell in your hearts through faith, as you are being rooted and grounded in love.”
(Ephesians 3:17)

We are now three months into the current school year; five and a half weeks before Christmas, what appeared to be a distant future, was swallowed up in the inexorable movement of time. And now winter, with its reminder of the recurring phases of life, death and rebirth, is upon us.

We are now in the Year of Faith promulgated by Pope Benedict on October 11, the fiftieth anniversary of that watershed event in our church – the Second Vatican Council. Ahead of us are the outcomes and recommendations of the Synod of Bishops on the New Evangelization.

We proudly proclaim that our Catholic school system is solidly birthed in the gospel values of Jesus Christ and that that is what makes our schools *different* in boards that are *different*. The past few months have seen an increase in the number and intensity of the challenges to our continued existence. Our faith, bestowed on us by God as a free gift and an invitation to join with God in a lifelong relationship, is both personal and communal. Catholic schools proclaim to the local community that within the walls of this building, resides a curriculum and a way of life that proclaims a belief in the existence of God and in God’s plan for the created universe and God’s individual plan for a real relationship with each of us as persons, created in God’s image. This is the nobility of that calling and the God-given intrinsic value of each one of us.

Catholic Education week begins on Sunday, May 5, 2013.

Included with this memo are two copies of the Advance Kit for Catholic Education Week. The Advance Kit is designed to help adult groups (trustees, school board staff, Catholic school advisory councils, parent groups, parish groups, associations, etc.) prepare for Catholic Education Week with prayer services and reflection activities, beginning in Advent. School Resource Kits will be sent by the end of February, 2013. The Advance Kit is available on the OCSTA website at: www.ocsta.on.ca.

Please provide copies of this memo and attachments to all principals, religious education consultants, chaplains, communication officers, school councils and other appropriate staff.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: CORRESPONDENCE
ST. CLAIR CATHOLIC DSB LETTER TO MINISTER BROTEN
RE MEMORANDUM OF UNDERSTANDING**



**ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD**

Lighting the Way – Rejoicing in Our Journey

November 27, 2012

Hon. Laurel Broten
Minister of Education
Mowat Block
900 Bay Street
Toronto, ON M7A 1L2

Madame Minister,

We are writing today to inform you that at the Regular Meeting of the Board of Trustees for Tuesday, November 27, 2012, the Board voted unanimously in favour of Resolution O-127-2012. The resolution is a public censure of the Memorandum of Understanding, which you signed on behalf of the Province of Ontario with the Ontario English Catholic Teachers' Association on July 5, 2012, while the Ontario Catholic School Trustees' Association was not represented at the table.

As we are certain you are aware Minister, Catholic trustees across Ontario were stunned by this action, which is without precedent in Ontario. As Catholic trustees, we take very seriously our role as the employer for all unions, associations and management personnel, who are in the employ of the Board. The powers and duties of employer are granted to us through the Ontario Education Act and the Ontario Labour Relations Act, as the democratically elected representatives of Ontario taxpayers, who support Catholic schools in the St. Clair district.

With this resolution, we renew our objections to the Memorandum of Understanding in principle; and many of the clauses and conditions contained therein, in particular.

The full text of the resolution, which is enclosed, has been shared with our local MPPs and the media.

Sincerely,

Carol Bryden
Chair of the Board

Linda Ward
Vice Chair of the Board

Encl. (1)

cc: Hon. Dalton McGuinty
Premier of Ontario

Bob Bailey, MPP
Sarnia-Lambton

Ontario Catholic School Board Chairs

Tim Hudak
Leader – Official Opposition

Monte McNaughton, MPP
Lambton-Kent-Middlesex

Ontario Catholic School Trustees' Assoc.

Andrea Horwath
Leader – Ontario NDP

Rick Nicholls, MPP
Chatham-Kent-Ussex



Resolution O-127-2012

NOVEMBER 27, 2012

WHEREAS school board trustees are democratically elected by the people of Ontario to be leaders and stewards of the Ontario education system; and

WHEREAS local school board trustees are legally entrusted with the well-being of Ontario's students; and

WHEREAS the Ontario Education Act and the Ontario Labour Relations Act give the powers of an employer to local school boards; and

WHEREAS the rights and powers of the democratically elected school board trustees were usurped by the Minister of Education on July 5, 2012 with the signing of the Memorandum of Understanding with the Ontario English Catholic Teachers' Association; and

WHEREAS the aforementioned action by the Minister of Education has negatively impacted the St. Clair Catholic District School Board;

Therefore be it resolved that the St. Clair Catholic District School Board make this circumstance known to the Premier of Ontario, the Minister of Education and the three Members of Provincial Parliament, who represent the ratepayers across the jurisdiction of the St. Clair Catholic District School Board, and any and all interested/affected parties.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: CORRESPONDENCE
MINISTER OF EDUCATION BROTEN – AMALGAMATION**

Ministry of Education

Minister

Mowat Block
Queen's Park
Toronto ON M7A 1L2
Telephone 416 325-2600
Facsimile 416 325-2608

Ministère de l'Éducation

Ministre

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2
Téléphone 416 325-2600
Télécopieur 416 325-2608



December 10, 2012

Dear Chair,

In May, I wrote to you asking you to be part of a process to find greater efficiencies at the school board level through possible amalgamations. We started this process to respond to our shared fiscal reality. The Ministry of Education – like all other ministries – must find a pathway to the long-term sustainability of our publicly funded education system.

Finding greater efficiencies in how we deliver education is an important piece of moving toward sustainability. In this work, we have an opportunity to be creative and innovative as we work together to ensure that student needs are met. We also entered this initiative recognizing that we wanted it to be very different from previous amalgamation processes. We made it clear that we wanted to hear from you – your best advice, ideas, and insights.

In addition to my meetings with each school board association, the ministry met with school board staff over the summer to get input on principles for moving forward with effective processes and also to solicit feedback. During regional pre-consultation sessions, many participants were clear that this was not the right time to move forward with board amalgamations. You also told us that there could be other ways to find savings, including back-office consolidation.

As a result of this feedback, we have made a decision to meet the savings target associated with board amalgamations through other means. The expectations of the education sector in helping to meet the ministry's budget target remain unchanged. We still need everyone to do their part. And we continue to work with boards and their communities to ensure student needs are met.

I encourage boards to make progress on the commitment you have expressed in the past several months to find opportunities for more innovative partnerships and greater efficiencies.

Protecting what we value most in education in Ontario in these tough financial times is a challenge that will require the best of our energies and ideas. We look forward to the opportunity to regroup and re-engage with school boards and education partners to find solutions that will work across the province, and that will have us make further progress as a world leader in education.

.../2

Thank you, as always, for your hard work and dedication to Ontario's publicly funded education system.

Yours truly,



Laurel Broten
Minister

- c: Directors of Education
- Council of Ontario Directors of Education
- Ontario Public School Boards' Association
- Ontario Catholic School Trustees' Association
- Association franco-ontarienne des conseils scolaires catholiques
- Association des conseils scolaires des écoles publiques de l'Ontario

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: CORRESPONDENCE
MINISTER OF EDUCATION BROTEN – 34 CREDITS**

Ministry of Education

Minister

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Queen's Park
Toronto ON M7A 1L2
Telephone 416 325-2600
Facsimile 416 325-2608

Ministère de l'Éducation

Ministre

Édifice Mowat
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Téléphone 416 325-2600
Télécopieur 416 325-2608



December 10, 2012

Dear Chair,

I am writing to inform you about the next steps associated with supporting students' completion of secondary school in four years.

Over a decade ago, Ontario moved to four years of secondary school, but many students are still taking an additional fifth year. Last year almost 20,000 students who graduated in four years returned for at least a semester to earn additional credits.

Our goal is to shift the culture in our schools and encourage students to graduate on time. The vast majority of students should be able to earn the credits they need in four years, as they do everywhere else in Canada and the United States.

Students who want to take more than 34 credits after four years can do so. The ministry will fund the school board at a reduced rate for those credits beginning in September 2013. Within four years, students are able to take as many credits as they want; and at no time will students be charged.

However, we also recognize that not all students are the same. That's why there will be some exemptions to the 34-credit funding threshold, for example, students with special education needs who have an Individual Education Plan. For more detailed information on the exemptions, or for more information, please contact Sandra Bickford at sandra.bickford@ontario.ca or 416-325-2564.

Your input on the proposed changes to board funding after the 34-credit threshold has provided us with valuable insight. We have incorporated your advice into our approach moving forward.

The ministry is also preparing resources to support better education and career/life planning for students, teachers, and parents. These resources will help each student better plan their pathways through school and move forward to the next stage in their lives.

We are releasing the first version of *Creating Pathways to Success* — a document that will help students in grades 10 to 12 plan their educational and career/life pathways. A second and more complete version will cover Kindergarten to Grade 12. This should be available in the spring of 2013.

.../2

We will work with your board and schools to support students in planning their educational pathways so they can complete all the credits they need in four years. By planning their courses and career/life options, students will be prepared for their next steps in life.

We look forward to continuing to work with you as we support student success.

Yours truly,

A handwritten signature in blue ink that reads "Laurel Broten". The signature is written in a cursive, flowing style.

Laurel Broten
Minister

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – DECEMBER 4, 2012**



Spotlight

ON NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagaracatholic.ca

December 4, 2012



Niagara Catholic Chair, Vice-Chair, Re-elected at Annual Organizational Meeting

Kathy Burtnik has been re-elected Chair of the Niagara Catholic Board. Maurice Charbonneau has been re-elected Vice Chair. Mrs. Burtnik and Mr. Charbonneau were re-elected during Niagara Catholic's Annual Organizational Meeting, which took place at the Catholic Education Centre on Tuesday, December 4th, 2012.

This is Mrs. Burtnik's fifth consecutive term as Board Chair, and sixth term as Chair. She first served as Chair of the Niagara Catholic Board of Trustees in 2000.

"I look forward with humble anticipation to fulfilling the role of Chairperson of this dynamic family of Faith," said Mrs. Burtnik. "Niagara Catholic is not a place, it is not a single person; it is a community of people at various stages (in their individual faith journeys) who need to be inspired by the birth, life, death and resurrection of Christ. Each of us is called to be a leader, as each of us has someone who is looking to us for an authentic Christ-like response to their life story."

This is Mr. Charbonneau's third consecutive term as Vice-Chair. He was first elected to the Niagara Catholic Board in 2006.

"I am honoured to have been elected as Vice-Chair of

the Niagara Catholic District School Board," said Mr. Charbonneau. "I pledge to work diligently in building a sense of co-operation and trust. As we all know, individually, we are but one voice, but collectively, we have the power to build one of the strongest Catholic school boards in Ontario."



Chair Kathy Burtnik



Vice-Chair Maurice Charbonneau

Niagara Catholic Director of Education John Crocco congratulated Mrs. Burtnik and Mr. Charbonneau on their re-election.

"Congratulations to Chair Burtnik and Vice-Chair Charbonneau on their election by the Board as the Chair and Vice-Chair for 2013," said Mr. Crocco. "On behalf of the Niagara Catholic family, I would like to take this opportunity to thank Trustee Burtnik and Trustee Charbonneau for their dedicated leadership and service as Chair and Vice-Chair of the Board for 2012."

The full text of both the Chair and Vice-Chair's acceptance speeches is available at www.niagaracatholic.ca.

Niagara Catholic Choirs To Spread Christmas Across Region Cheer This December

A listing of Niagara Catholic schools participating in Carolfest 2012 is below:

Fairview Mall:

December 12

St. Martin CES
11:00 a.m. - 11:30 a.m.

December 13

St. Michael CES
12:30 p.m. - 1:00 p.m.
Michael J. Brennan CES
1:15 p.m. - 1:45 p.m.

December 14

St. Denis CES
11:45 a.m. - 12:15 p.m.

Niagara Square

December 10

St. Patrick CES NF
12:30 p.m. - 1:00 p.m.
Sacred Heart CES
1:15 p.m. - 1:45 p.m.

December 11

Loretto CES
10:30 a.m. - 11:00 a.m.
St. Vincent De Paul CES
11:00 a.m. - 11:30 a.m.
Saint Paul CHS
11:45 a.m. - 12:15 p.m.

December 12

Mary Ward CES
12:30 p.m. - 1:00 p.m.

December 13

St. Mary CES NF
11:00 a.m. - 11:30 a.m.
St. Philomena CES
11:45 a.m. - 12:15 p.m.
Our Lady of Victory CES
1:15 p.m. - 1:45 p.m.

Pen Centre

December 10

St. John CES
12:30 p.m. - 1:00 p.m.
St. Charles CES
1:15 p.m. - 1:45 p.m.

December 11

Mother Teresa CES
11:00 a.m. - 11:30 a.m.
St. Nicholas CES
11:45 a.m. - 12:15 p.m.

December 13

St. Christopher CES
11:00 a.m. - 11:30 a.m.
Monsignor Clancy CES
11:45 a.m. - 12:15 p.m.

December 14

St. Peter CES
12:30 p.m. - 1:00 p.m.

St. Anthony CES

1:15 p.m. - 1:45 p.m.

St. Catharines YMCA

December 12

St. Martin CES
10:15 a.m. - 10:45 a.m.
St. Mary CES
10:15 a.m. - 10:45 a.m.

Seaway Mall

December 10

St. Augustine CES
11:30 a.m. - 12:30 p.m.

December 11

St. Therese CES
11:00 a.m. - 11:30 a.m.

December 12

St. Kevin CES
12:00 p.m. - 12:30 p.m.

December 13

St. John Bosco CES
11:00 a.m. - 11:30 a.m.
Notre Dame College
12:00 p.m. - 12:30 p.m.

December 14

Alexander Kuska CES
11:00 a.m. - 11:30 a.m.
Lakeshore Catholic
12:00 p.m. - 12:30 p.m.



Holy Cross Catholic Secondary School Students Perform at Annual Organizational Meeting



Approximately 45 members of Holy Cross Catholic Secondary School's Concert Band and Concert Choir brought Advent to life for the more than 120 people in attendance at the Annual Organizational Meeting at the Catholic Education Centre on December 4th. Under the direction of Holy Cross's Musical Director and Program Chair of Arts J.P. Dupont the band performed two selections - Christmas Fantasia and Feliz Navidad - and the Choir performed a beautiful arrangement of O Holy Night. Ignaty Kuznyetsov, a Grade 11 student, provided piano music as guests entered the Board room and while the election ballots for Chair and Vice-Chair were being counted.



Three Policies Sent to Board for Approval

During the December 4th Meeting of the Committee of the Whole, Trustees recommended three policies be sent to the Board for approval.

Niagara Catholic's will **Education Award of Distinction Policy (100.7)**, **Student Parenting Policy (302.5)** and **Accessibility Standards Policy (new) (Interim)** be considered at the December 18th Board Meeting.

Trustees also considered the 2012-2013 Policy Schedule. The **Accessibility Standards Policy** and **Transportation Inclement Weather Policy (500.1)** are being vetted through December 21st and are available at niagaracatholic.ca. The **Niagara Catholic Education Award of Distinction Policy (100.7)**, **School Generated Funds Policy (301.6)** and **Student Parenting Policy (305.2)** are scheduled to be considered in December.

Twelve policies are currently being considered and are expected to be presented to the Committee of the Whole in early 2013 and another three policies are currently in development.

Conservation Award for St. Andrew

St. Andrew Catholic Elementary School's Eco Club, and its leader, Kindergarten teacher Monica Nemes, were honoured by the Niagara Regional Conservation Authority with a 2012 Conservation Award on November 30th, for their watershed restoration efforts.

Members of the Eco Club began creating a willow dome and willow fence for the school yard in May. The first planting included three Serviceberry trees and 13 Red Osier Dogwood bushes. In November, students planted the willow fence and wildflowers. The final phase, the living willow dome, is scheduled to be completed in May 2013.

The objective of the project is to create an outdoor teaching/learning space. The willow fence will include some native flowering plant species and will provide additional shade to the schoolyard.

The plants will provide wildlife habitat and will also be an educational resource to teach students about ecology.

Looking for *Distinguished* Alumni

NIAGARA CATHOLIC

The Niagara Catholic Distinguished Alumni Award celebrates past students whose life journeys have been positively influenced by the education they received at Niagara Catholic. The Award honours these alumni and invites them to share their successes with current students, staff and the communities serviced by Niagara Catholic.

2012-2013 nominations are now being accepted

For nomination information, please visit niagaracatholic.ca



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS**



**NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD**

"The month of January is dedicated to the Holy Name of Jesus, which is celebrated on January 3. The first nine days of January fall during the liturgical season known as Christmas which is represented by the liturgical color white. The remaining days of January are the beginning of Ordinary Time. The liturgical color changes to green — a symbol of the hope of reaping the eternal harvest of heaven, especially the hope of a glorious resurrection."

- CatholicCulture.org

**Nurturing SOULS
&
Building MINDS**

January 2013

SUN MON TUE WED THU FRI SAT

1 2 3 4 5



~ Board Christmas Shutdown ~

6 Epiphany 7 8 9 SEAC Meeting 10 NCPIC Meeting 11 12

Saint Paul
Open House

13 14 15 CW Meeting 16 -Lakeshore Catholic Open House - Baby Celebration 17 Denis Morris Notre Dame St. Francis Open House 18 Elem PA Day 19

20 21 22 23 24 25 26

Secondary Exams ...

27 Family Literacy Day 28 29 Policy & Board Meetings 30 31

... Secondary Exams

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 18, 2012**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
LETTER TO STUDENTS AND PARENTS FROM NIAGARA
CATHOLIC AND BISHOP BERGIE RE SYSTEM UPDATE**



Tuesday, December 18th, 2012

Dear Students, Parents and Guardians;

As we continue our journey through Advent and draw closer to the celebration of the birth of Jesus, we extend God's blessings to you and your family; congratulate all of our students and staff on an extraordinary beginning to the school year and ask for your continued prayers and support of Catholic education throughout 2013.

Though there continues to be much media coverage regarding the *Putting Students First Act* (Bill 115), negotiations and actions by representative provincial organizations, our school year has begun with a continued commitment to providing innovative and distinctive Catholic education programs, services, supports and experiences for all students. The exceptional opportunities for our students are provided by our talented, professional and dedicated staff across Niagara Catholic. Through the focused leadership of staff, we continue to provide accepting, caring, inclusive, safe and supportive Catholic learning environments in all schools throughout our system.

Recently we have launched a new Niagara Catholic Distinguished Alumni Award. This annual recognition is designed to celebrate the accomplishments of Niagara Catholic graduates who are nominated by members of our Catholic community. Specific information on nominating an alumnus of Niagara Catholic for the Distinguished Alumni Award can be found on the main page of our Board website. We invite you to consider nominating a graduate of Niagara Catholic before April 1st.

As you circle dates on the 2013 calendar, we invite you to join us on Friday, April 19th, 2013 to celebrate the 10th Annual Bishop's Gala. Jointly sponsored by the Foundation for Catholic Education and the Niagara Catholic District School Board, the Bishop's Gala brings together all partners and supporters in the vocation of Catholic education to recognize and celebrate outstanding contributions to Catholic education in the Niagara Region. The Gala's date has been moved from January to April with nomination and ticket information available on our Board website.

With the Municipal Property Assessment Corporation (MPAC) Property Assessment Notice for the 2013-2016 property tax years sent to all homeowners, we remind all Catholic ratepayers to verify that your property assessment notice for School Support indicates English Separate. This is important for a number of reasons including a public record of support for Catholic schools in a community; attendance rights for admission into Catholic elementary schools; and population projections which affects funding for new pupil places. If you need to change your School Support to English Separate, we have placed the short process to follow on our Board website - Support Niagara Catholic tab. It only takes a few minutes to complete and you can submit the form to our Assessment Office through your Catholic elementary or secondary school. Please share this information with family and friends including those who may not have children in Niagara Catholic but do support Catholic education. Thank you for your continued support of Catholic education.

Providing access to current information and communicating directly with families and supporters of Catholic education are important pillars of Niagara Catholic and the Diocese of St. Catharines. We invite you to continue to follow Niagara Catholic online through our *e-Community*, *Facebook* and *Twitter* accounts. A link to the Diocese of St. Catharines and local parish websites can be accessed through the Niagara Catholic homepage by following the link at niagaracatholic.ca or directly through the Diocese's new website at sainted.com.

On behalf of the Board of Trustees, Priests, Senior Staff, Principals, Vice-Principals and staff across the Diocese and Niagara Catholic, we extend to all students, parents, guardians and families a blessed and holy Christmas with peace and joy throughout the new year.

†Gerard Bergie
Bishop of St. Catharines

Kathy Burtnik
Chairperson

John Crocco
Director of Education