



*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, MARCH 19, 2013
7:00 P.M.**

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



9:00 p.m. Timed In Camera Item

A. ROUTINE MATTERS

1. Opening Prayers – Trustee O’Leary -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of February 26, 2013 A5

B. DELEGATIONS/PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program C1
Our Lady of Mount Carmel Catholic Elementary School
2. Unapproved Minutes of the Committee of the Whole Meeting of March 5, 2013 C2
and Consideration of Recommendations
2.1 Policies
2.1.1 Educational Field Trips Policy (400.2) C2.1.1
2.1.2 Transportation and School Operations for Inclement Weather Policy (500.1) C2.1.2
2.1.3 Volunteering in Catholic Schools (new) C2.1.3
3. Approved Minutes of the Special Education Advisory Committee (SEAC) C3
Meeting of February 6, 2013
4. Extended Overnight Field Trip, Excursion and Exchange C4
5. Financial Reports
5.1 Monthly Banking Transactions for the Month of February 2013 C5.1
5.2 Statement of Revenue and Expenditures as at February 28, 2013 C5.2

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence
1.1 Ministry of Citizenship & Immigration - Adult Non-Credit Language Training Program D1.1
1.2 Campaign Life Coalition – Selection of Speakers and Appropriate Resources D1.2
1.3 Holy Childhood Association – Certificate of Thanks D1.3

- | | | |
|-----|--|------|
| 2. | Report on Trustee Conferences Attended | - |
| 3. | General Discussion to Plan for Future Action | - |
| 4. | Trustee Information | |
| 4.1 | Spotlight on Niagara Catholic – March 5, 2013 | D4.1 |
| 4.2 | Calendar of Events – April 2013 | D4.2 |
| 4.3 | Passion Of Our Lord Jesus Christ Play | D1.3 |
| 4.4 | OCSTA 83 rd AGM – May 2–4, 2013 | D1.4 |
| 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
MARCH 19, 2013**

PUBLIC SESSION

**TOPIC: MINUTES OF THE BOARD MEETING OF
FEBRUARY 26, 2013**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of February 26, 2013, as presented.



MINUTES OF THE BOARD MEETING

TUESDAY, FEBRUARY 26, 2013

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, February 26, 2013, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:05 p.m. by Chairperson Burtnik.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee MacNeil.

2. Roll Call

Moved by Trustee Nieuwesteeg
Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board excuse Vice-Chairperson Charbonneau from attending the Board Meeting of February 26, 2013.

CARRIED

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

3. Approval of the Agenda

Moved by Trustee Burkholder

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of February 26, 2013, as presented.

CARRIED

4. Disclosure of Interest

A Disclosure of Interest was declared by Trustee Burkholder with Item C4 of the In Camera Agenda as she has a family member who is associated with the Quartek Group. She refrained from voting on this item.

5. Approval of Minutes of the Board Meeting of January 29, 2013

Moved by Trustee Fera

Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of January 29, 2013, as presented.

CARRIED

B. DELEGATIONS/PRESENTATIONS

1. Speak Out Showcase 2013

Mark Lefebvre, Superintendent of Education, welcomed Lisa Incaviglia, Co-Chair of the Speak OUT! Committee, Acting-Vice Principal of Loretto Catholic Elementary School and Christine Battagli, Co-Chair of the Speak OUT! Committee, Grade 7 & 8 Student Success Teacher. The Co-Chairs presented background information on the Speak Out! Program.

Ms. Battagli introduced the speakers who presented their award winning speeches to the Board.

Catholic Messengers: Karling Luciani, St. Alexander Catholic Elementary School

Topic: What You Can Do to Stop Bullying

Catholic Messengers: Bart Skala, Our Lady of Victory Catholic Elementary School

Topic: Heaven

Junior Division: Jared Sloan, St. Alexander Catholic Elementary School

Topic: Greatest Canadian Athlete Ever

Intermediate Division: Therese Zamora, St. Christopher Catholic Elementary School

Topic: Caring for the Elderly

Chairperson Burtnik congratulated the students on their award winning speeches and along with fellow Trustees and Director Crocco presented the students with Niagara Catholic "Excellence in Academics" Pins.

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program – St. George Catholic Elementary School

Director Crocco provided background information on the monthly School Excellence Program. Lee Ann Forsyth-Sells, Superintendent of Education introduced Steven Ward, Principal of St. George Catholic Elementary School.

Principal Ward, with the assistance of students and staff showcased St. George Catholic Elementary School as part of the School Excellence Program.

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

2. Unapproved Minutes of the Committee of the Whole Meeting of February 12, 2013 and Consideration of Recommendations

Moved by Trustee Burkholder

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of February 12, 2013, as presented.

CARRIED

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of February 12, 2013.

2.1 Approval of Policies

2.1.1 Accessibility Standards Policy (800.8)

Moved by Trustee Fera

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Accessibility Standards Policy (800.8), as presented.

CARRIED

2.1.2 Admission of Elementary and Secondary Students Policy (301.1)

Moved by Trustee Fera

Seconded by Trustee Sicoli

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

CARRIED

2.1.3 Bullying Prevention and Intervention Policy (302.6.8)

Trustees agreed to amend the term "Delegating Responsibility" in Appendix A to "Delegating Responsibility/Authority".

Moved by Trustee Fera

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Bullying Prevention and Intervention Policy (302.6.8), as amended.

CARRIED

2.1.4 Code of Conduct Policy (Safe Schools) (302.6.2)

Moved by Trustee Fera
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Code of Conduct Policy (Safe Schools) (302.6.2), as presented.

CARRIED

2.1.5 Safe Schools Policy (302.6)

Moved by Trustee Fera
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Safe Schools Policy (302.6), as presented.

CARRIED

2.2 Educational Development Charges (EDC)

Moved by Trustee Burkholder
Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the process to establish a by-law for the collection of fees related to Education Development Charges in the Region of Niagara.

CARRIED

3. Approved Minutes of the Special Education Advisory Committee Meeting of January 9, 2013

Student Trustee Blair noted that the name of the student representative on SEAC was not listed as being in attendance. Superintendent Baldasaro indicated that the minutes would be amended to include the student representative.

Moved by Trustee MacNeil
Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of January 9, 2013, as amended for information.

CARRIED

4. Award of Construction Contracts for ELKP Projects – Year 4

Moved by Trustee Fera
Seconded by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the award of construction contracts to:

SCHOOL NAME	RECOMMENDED CONTRACTOR	TOTAL PROJECT COST
Mary Ward	Charter Building Company	\$904,814
St. Alexander	T. R. Hinan	\$573,633
St. Andrew	Brouwer Construction	\$600,957
St. John	Manorcore Group Inc.	\$1,392,693
St. Kevin	Brouwer Construction	\$1,143,657
St. Philomena	Aldor Construction	\$342,246

for a total six project cost of \$4,958,000.

CARRIED

5. Financial Reports

5.1 Monthly Banking Transactions

Moved by Trustee Nieuwesteeg
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Monthly Banking Transactions for the month of January 2013, as presented for information.

CARRIED

5.2 Statement of Revenue & Expenditures

Moved by Trustee Nieuwesteeg
Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at January 31, 2013, as presented for information.

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

1.1 Niagara Children's Centre – Thank You for Donation

Director Crocco presented correspondence from the Niagara Children's Centre expressing appreciate for the Board's generosity in donating to the Centre.

2. Report on Trustee Conferences Attended

Student Trustees Atallah and Blair spoke to the OSTA Conference they recently attended in Ottawa.

3. General Discussion to Plan for Future Action

- Director Crocco informed Trustees that Senior Administrative Council is on track to present the Phase 2 Report of the School Capacities, Enrolment Trends, Attendance Areas Boundaries and Building Utilization 2013 to the April Committee of the Whole Meeting.
- Director Crocco provided updated numbers and information regarding registration for Niagara Catholic's French Immersion Program, and stated that Senior Administrative Council has begun to discuss class size; waiting lists and the proposed site locations.
- Director Crocco reminded the Trustees that the meeting dates for the Committee of the Whole and Board Meetings in March are the 1st and 3rd Tuesdays, due to March Break and Holy Week.

4. Trustee Information

4.1 Spotlight on Niagara Catholic – February 12, 2013

Director Crocco highlighted the Spotlight on Niagara Catholic – February 12, 2013 issue for Trustees' information.

4.2 Calendar of Events – March 2013

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

4.3 Annual Student Symposium: The Wisdom of Peace and Justice – February 27, 2013

Director Crocco presented information on the Annual Student Symposium: The Wisdom of Peace and Justice being held February 27, 2013 and extended an invitation to Trustees to attend.

4.4 Capital Funding Announcement – Lakeshore Catholic High School – March 1, 2013

Director Crocco presented information on the \$5.5 million dollar Capital Funding Announcement for the renovation to Lakeshore Catholic High School scheduled for March 1, 2013 at 10:00 a.m.

4.5 Election of Pope

Director Crocco presented information on the election of the new Pope and discussed how the topic will be integrated into division specific lessons delivered by all elementary and secondary staff to all students of Niagara Catholic by March 8, 2013.

4.6 St. Mark Catholic Elementary School

Scott Whitwell, Controller of Facilities Services, presented information on the preapproved re-zoning for the new St. Mark Catholic Elementary School.

4.7 Challenges to Catholic Education

Director Crocco presented a letter sent to Directors of Education regarding the rights of non-Catholic students to be exempted from religious education courses in Catholic Secondary Schools.

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee MacNeil

Seconded by Trustee Fera

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 8:45 p.m. and reconvened at 10:30 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Nieuwesteeg

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of February 26, 2013.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Nieuwesteeg

Seconded by Trustee Fera

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting - In Camera Session (SECTION A: Student Trustees Included) of January 29, 2013, as presented.

CARRIED (Item F1)

Moved by Trustee Nieuwesteeg

Seconded by Trustee Fera

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting - In Camera Session (SECTION A: Student Trustees Included) of February 12, 2013, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Nieuwesteeg

Seconded by Trustee Burkholder

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

CARRIED (Item F4.1 – Motion #1)

Moved by Trustee Nieuwesteeg

Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.1 (motion #2) of the In Camera Agenda.

CARRIED (Item F4.1 – Motion #2)

Moved by Trustee Burkholder

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 F4.2)

Moved by Trustee O'Leary

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting - In Camera Session (SECTION B: Student Trustees Excluded) of January 29, 2013, as presented.

CARRIED (Item F5)

Moved by Trustee MacNeil
Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting - In Camera Session (SECTION B: Student Trustees Excluded) of February 12, 2013, as presented.

CARRIED (Item F6)

The following motions were reported from the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of February 12, 2013:

Moved by Trustee Nieuwesteeg
Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the recommendation as outlined in Item F6.1 of the In Camera Agenda.

CARRIED (Item F6.1)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Burkholder
Seconded by Trustee MacNeil

THAT the February 26, 2013 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 10:30 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **February 26th, 2013.**

Approved on the **19th** day of **March 2013.**

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

**TOPIC: SCHOOL EXCELLENCE PROGRAM
OUR LADY OF MOUNT CARMEL CATHOLIC
ELEMENTARY SCHOOL**

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 19, 2013



**REPORT TO THE BOARD MEETING
MARCH 19, 2013**

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

6525 Carlton Street,
Niagara Falls, ON
L2G 5K4
Phone: 905.354.2523
Fax: 905.354.1467
olomc@ncdsb.com

Grades
4 – 8

Enrolment
189
as of September 2012

Principal
Elizabeth Davey

Superintendent
Mark Lefebvre

**Catholic School
Council Chair**
Anna Racine

Parish
St. Thomas More



Our Lady of Mount Carmel Catholic Elementary School is located on Carlton Ave. off of Dunn St. We are located in St. Thomas More Parish, behind St. Thomas More Church on Dorchester Road and next to St. Thomas More School (Kindergarten to Grade 3).

We create a Christ-centred environment within which people will grow and learning will flourish.

-School Mission Statement

"I CAN" improvement that is continuous and never ending."

- School Motto

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 19, 2013

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF MARCH 5, 2013**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Minutes of March 5, 2013, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of March 5, 2013:

2.1 Approval of Policies

2.1.1 Educational Field Trips Policy (400.2)

THAT the Niagara Catholic District School Board approve the Educational Field Trips Policy (400.2), as presented.

2.1.2 Transportation and School Operations for Inclement Weather Policy (500.1)

THAT the Niagara Catholic District School Board approve the Transportation and School Operations for Inclement Weather Policy (500.1), as presented.

2.1.3 Volunteering in Catholic Schools (new)

THAT the Niagara Catholic District School Board approve the Volunteering in Catholic Schools, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, MARCH 5, 2013

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, March 15, 2013, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Nieuwesteeg.

2. Roll Call

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

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of March 5, 2013, as presented.

CARRIED

4. Disclosure of Interest

A Disclosure of Interest was declared by Trustee Burkholder with Item C6.1 of the Public Agenda, as she has a family member who is associated with the Quartek Group.

A Disclosure of Interest was declared by Trustee MacNeil with Item F4 of the In Camera. See Note in the In Camera minutes.

5. Minutes of the Committee of the Whole Meeting of February 12, 2013

Moved by Trustee Nieuwesteeg

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

CARRIED

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes of the Policy Committee Meeting of February 26, 2013

Moved by Trustee Burtnik

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of February 26, 2013, as presented.

CARRIED

1.2 Approval of Policies

1.2.1 Educational Field Trips Policy (400.2)

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Educational Field Trips Policy (400.2), as presented.

CARRIED

1.2.2 Transportation for Inclement Weather Policy (500.1)

Moved by Trustee MacNeil

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Transportation for Inclement Weather Policy (500.1), as presented.

CARRIED

1.2.3 Volunteering in Catholic Schools Policy (new)

Moved by Trustee Burtnik

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Volunteering in Catholic Schools Policy (new), as presented.

CARRIED

1.3 Policy and Guideline Review 2012-2013 Schedule

Director Crocco presented the Policy and Guideline Review 2012-2013 Schedule for Trustees' Information.

2. Niagara Catholic Student Symposium 2013: The Wisdom of Peace and Social Justice

Trustee Sicoli arrived at 7:05 p.m.

Mark Lefebvre, Superintendent of Education, welcomed Jackie Watson, Equity and Student Leadership Consultant, who presented the report on the Niagara Catholic Student Symposium 2013: The Wisdom of Peace and Social Justice.

3. French Immersion in Niagara Catholic Schools September 2013

Superintendent Lefebvre provided Trustees with the most current overview of enrolment, class size and proposed site selection for French Immersion across Niagara Catholic.

He indicated that as Senior Administrative Council moves through the decision and implementation process they will continue to keep the Board informed through future reports.

Trustees asked questions of staff regarding the French Immersion Program 2013.

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

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

5. Staff Development Department Professional Development Opportunities - 2013

Khayyam Syne, Administrator of Staff Development, presented the report on the Staff Development Department Professional Development Opportunities for information.

6. Monthly Updates

6.1 Capital Projects Update

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

6.2 Student Trustees' Update

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

6.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Baldasaro

- Mother Theresa Catholic Elementary School teacher Ann Marie Maloney was nominated by a community member for the Women in Business 2012 Educator Award. She was honoured at the annual awards event, held Wednesday, February 27, 2013 at Niagara College with the Educator Award.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – February 26, 2013

Director Crocco presented the Spotlight on Niagara Catholic – February 26, 2013 issue for Trustees' information.

1.2 Calendar of Events – March 2013

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

1.3 March Break 2013

Director Crocco presented reminded Trustees that the week of March 11th – 15th, 2013 is March Break and that Catholic Education Centre will be open Monday – Thursday – 8:30 – 4:00 p.m. and closed on Friday.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

- Director Crocco informed Trustees that Senior Administrative Council is on track to present the Phase 2 Report of the School Capacities, Enrolment Trends, Attendance Areas Boundaries and Building Utilization 2013 to the April Committee of the Whole Meeting.

F. BUSINESS IN CAMERA

Moved by Trustee Sicoli

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 Board Meeting at 8:05 p.m. and reconvened at 8:30 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Fera

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of March 5, 2013.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Burtnik

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section A: Student Trustees Included) held on February 12, 2013, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee MacNeil

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting - In Camera Session (Section B: Student Trustees Excluded) held on February 12, 2013, as presented.

CARRIED (Item F3)

H. ADJOURNMENT

Moved by Trustee MacNeil

THAT the March 5, 2013 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 8:30 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **March 5th, 2013.**

Approved on the **9th** day of **April 2012.**

Maurice Charbonneau
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

TOPIC: EDUCATIONAL FIELD TRIPS POLICY (400.2)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Educational Field Trips Policy (400.2), as presented.

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: March 19, 2013



EDUCATIONAL FIELD TRIPS

Adopted: May 26, 1998

Policy No. 400.2

Revised: June 12, 2012

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes the educational value for students and staff to participate in educationally based field trip experiences. The Board encourages educational field trips as part of an enriching Catholic educational program for all students, and supports the participation of students and staff in educational activities and programs off school premises.

All Niagara Catholic educational field trips must have a direct and enhancing relationship with the curriculum of the classroom. This includes local, regional and provincial field trips, as well as those of an extended nature to other parts of Canada and to other parts of the world.

The Board recognizes that most educational field trips bear a cost for participation. If there is a direct cost to the student, participation is strictly voluntary and arrangements will be made for the education of those students not participating.

It is expected that all educational field trips involves preparatory, follow-up and assessment activities. Where an Education Field Trip occurs on a Day of Obligation, the Principal is to ensure that an appropriate liturgy, including Eucharist, is conducted for all students, staff and supervisors.

Individuals who are employed by the Niagara Catholic District School Board and appointed by the Principal as a chaperone to meet the supervision requirements of the Board can participate and accompany students on Board approved educational field trips.

Individuals, who are not employed by the Niagara Catholic District School Board, and are requested by the Principal to serve as a chaperone/volunteer to meet the supervision requirements of the Board, will require prior to being appointed as a chaperone/volunteer, an acceptable Vulnerable Sector Background Check from the Niagara Regional Police Services or another police service, approval from the Family of Schools' Superintendent of Education and the school Principal.

Only registered students, appointed employees and approved chaperones/volunteers of the Niagara Catholic District School Board can participate in educational field trips.

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

References:

- *Education Statutes and Regulations of Ontario*
- *Ontario Physical and Health Education Association (OPHEA)*
- *Ontario School Boards Insurance Exchange (OSBIE)*
- *Canadian Standards Association (CSA)*
- *Safe Schools – Volunteers in Catholic Schools Policy*



EDUCATIONAL FIELD TRIPS

Adopted: May 26, 1998

Policy No. 400.2

Revised: June 5, 2000
June 2, 2003
August 17, 2004
April 18, 2005
October 31, 2005

May 12, 2006
November 27, 2006
February 15, 2007
July 8, 2008
June 12, 2012

ADMINISTRATIVE GUIDELINES

PART I - DEFINITIONS AND EXPECTATIONS

A. EDUCATIONAL FIELD TRIPS

Educational Field Trip is an all encompassing phrase which may include neighbourhood studies; visits to buildings and sites of historical interest; visits to museums, galleries, factories, zoos and farms, sport events, theaters, Parish Church; overnight visits to field centres and campgrounds; and travel in Canada and abroad.

All Education Field Trips must be supervised by an employee of the Board, unless otherwise approved by the Family of Schools' Superintendent of Education and the Principal.

Educational Field Trips are:

- Any school supervised activity beyond the school property.
- Trips that directly enhance specific curriculum expectations designed to improve student knowledge.
- Based on Social Justice objectives that are classified as educational field trips since social justice expectations are provided in all subject based curricula within Niagara Catholic.
- Linked to specific subject curriculum expectations designed for students to achieve a credit or credits as part of their trip outside the Province of Ontario are classified as educational field trips and designated as extended overnight field trips.
- For registered students, appointed employees and approved chaperones/volunteers of the Niagara Catholic District School Board.

B. EXPECTATIONS

The following are required expectations of all educational field trips:

- Enhances the spiritual, esthetic, cultural, intellectual, athletic or social experiences of students.
- Made available to every student at every grade level; exceptions respecting individual students may be made at the discretion of the school Principal.
- Extension of the classroom and school with all expectations enforced.
- Begin the moment the students leave the school property.
- Regular school attendance with appropriate programming is expected for those students not participating in the Educational Field Trips.

C. EDUCATIONAL GOALS

The following broad objectives should be considered by a teacher planning Educational Field Trips:

- Trips that directly enhance specific curriculum expectations designed to improve student knowledge.

- Experiential learning for students and staff at a particular event or location.
- Where reasonable and practical, educational field trips shall be in the Niagara Region and surrounding area where appropriate program experiences can be realized.
- The experience should have educational value in proportion to the time spent traveling, the time spent on the activity, and the cost to each student.

PART II - CATEGORIES

Educational Field Trips within Niagara Catholic are defined as:

- Day Field Trips
- Extended Day Field Trips
- Overnight Field Trips
- Extended Overnight Field Trips
- Continuing Education Credit Programs
- Exchanges or
- Excursions

To determine the type of educational field trip and approvals required, the following criteria are provided.

1. Day Field Trips (Day)

A field trip which occurs within the hours of classes of a school.

2. Extended Day Field Trips (Day trips)

A field trip which extends beyond regular school hours, but does not include an overnight stay.

A field trip in which students are driven to and/or picked up by parents/guardians at the school.

3. Overnight Field Trip (One to three nights)

A field trip that normally requires students to be lodged for one, two or three nights.

Overnight Field Trips of more than one night's duration shall be limited to one per class per school year, and shall be restricted to students of Grade 6 and up (Grades 5/6 combination excepted).

4. Extended Overnight Field Trip (Four or more nights or flight ticket of \$600.00 or more)

Any school/board sponsored and supervised activity, on scheduled instructional days, beyond the school property that requires four or more nights lodgings, or requiring an individual flight ticket of \$600.00 or more.

(An Extended Overnight Field Trip which involves more than one school will follow the same procedures and will require the approval of the Principal of all affected schools at the time of submission to the Committee). (See **Section C**)

5. Continuing Education Credit Programs

Credit courses organized during the school year or during the summer require approval from the Principal of Continuing Education, the Superintendent of Education responsible for Continuing Education and the Director of Education.

6. Exchanges

School-to-School exchanges are available for all elementary and secondary students in Niagara Catholic. Applications must be made by the school Principal to the Family of Schools' Superintendent of Education and include detailed plans and financial expenditures regarding the educational, cultural and linguistic aspects of a school-to-school exchange. Principals are to ensure that there is a formalized reciprocal agreement between participating schools. School-to-school exchanges can take place at anytime during the calendar year. School-to-School exchanges require the approval of the Principal, Family of Schools' Superintendent of Education, Extended Overnight Field Trip, Exchange and Excursion Committee and the Director of Education prior to any authorization to participate.

Student Exchanges may be planned for elementary or secondary school students by parents/guardians. Prior to any commitment, parents/guardians are to discuss the student exchange request with the Principal for approval. In considering the request, Principals are to ensure that there is a formalized reciprocal agreement with the student exchange company for an exchange to take place in a mutually agreed upon school year prior to submission to the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.

7. Excursion

An excursion is a trip that enhances specific subject curriculum expectations to enrich a students 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 may not adhere to all guidelines and procedures relating to Educational Field Trips. Approval will not normally be granted for excursions that require the students and/or staff to be away from school on a regularly scheduled instructional school day.

8. Extended Overnight Field Trip, Exchange and Excursion Approval Committee

The Committee is composed of:

- 1 Superintendent of Education
- 1 Elementary School Principal
- 1 Secondary School Principal
- 1 Secondary School Vice-Principal
- 1 Program Department Consultant

PART III - FINANCING EDUCATIONAL FIELD TRIPS

1. If there is a direct cost to the student(s), participation is voluntary and arrangements must be made for the education of the student(s) not participating.
2. Principals should take steps to ensure that all students have an equal opportunity to participate in a planned trip (excluding excursions). This may include partial or complete financial subsidy for some students.
3. Principals are to ensure that the actual cost to the student is kept at a reasonable level, taking into consideration that some students may have limited financial resources.
4. It is the responsibility of the Principal to ensure that the fairest prices for transportation, accommodation and all other expenditures are obtained and that all transactions are carried out according to procedures and guidelines of the Board.

5. For all overnight field trips and excursions, Principals must submit three (3) written proposals from travel companies along with a Principal recommendation of the best value for students. The proposals and Principal recommendation are to be attached to either the Request for Overnight Field Trip or Request for Extended Overnight Field Trip form.
6. Central Funding for Out-of-Classroom Activities

The Board may allocate funds as determined by the annual budgeting process, which may be available to the Principals for the purpose of providing out-of-classroom activities.

PART IV - APPROVALS

Applicable Forms

- **Request for Overnight Field Trip, Extended Overnight Field Trip, Exchange and Excursion Cover Sheet**
- **Request for Credit Program Overnight Field Trip, Extended Overnight Field Trip Exchange and Excursion Cover Sheet**
- **Airline/Tour Company/Insurance Checklist**
- **Request for Co-instructional Participation**
- **Request For Educational Field Trip Transportation**
- **Request for Extended Overnight Field Trip**
- **Request for Overnight Field Trip**
- **Request to Transport Student Consent Form**
- **Volunteer Drivers - Authorization to Transport Students**

Parents/guardians whose children may be involved in an approved Overnight Field Trip, Exchange or Excursion shall be invited to a meeting where the trip proposal will be explained in detail and their support of the proposed trip solicited. A written consent form will be completed and signed by a parent/guardian granting approval for the child to participate in the proposed trip.

1. Principals may approve:
 - trips within walking distance of a school;
 - half-day or full day trips;
 - extended school day trips, but not continuing overnight.
 - All Overnight Field Trips (one to three nights lodging), including athletic and academic tournaments and competitions.

Information regarding Overnight Field Trips shall be sent to the respective Family of Schools' Superintendent of Education at least four weeks prior to arrangements for the trip being completed. **(Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet)**

2. Approvals of the Principal, Family of Schools' Superintendent of Education, Extended Overnight Field Trip, Exchange and Excursion Approval Committee and Senior Administrative Council are required for:
 - all Extended Overnight Field Trips;
 - all Excursions;
 - any other trip not covered by these Guidelines and Procedures.

Requests for approval of Extended Overnight Field Trips, Exchanges and Excursions shall be submitted by the Principal to the respective Family of Schools' Superintendent of Education for consideration. If approved, the requests are forwarded to the Extended Overnight Field Trip and Excursion Approval Committee at least six (6) months prior to the planned activity. Exceptions to the timelines can be made at the discretion of the respective Family of Schools' Superintendent in consultation with Senior Administrative Council.

Submissions to the Extended Overnight Field Trip, Exchange and Excursion Approval Committee must be made prior to the first Fridays in June, October and February.

All requests shall include:

- A completed applicable Field Trip Request Form
- **Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet**
- **Airline/Tour Company/Insurance Checklist**
- A copy of proposed itinerary.
- Additional written information that will assist the committee in its consideration of the request.

3. To ensure extended overnight field trips and excursions meet the full intent of the Educational Field Trip Policy, only Extended Overnight Field Trip and Excursion Committee approved trips and/or excursions are to be proposed to students and parents/guardians for participation. No extended overnight field trips and/or excursions are to be presented to students or parents/guardians without the signed approval of the Superintendent of Education who is the Chair of the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.
4. Any Field Trip/Excursion may be cancelled at any time by a Principal and/or Family of Schools' Superintendent of Education, if required.
5. Prior to approving all travel requests by staff, Principals are to clearly understand the answers to the following questions as they apply to individual trip applications.

All Principals are to:

- record the answers and file responses at the school;
- submit the responses with the application form to the Family of Schools' Superintendent of Education if the trip is required to have Superintendent of Education approval;
- instruct the tour supplier to forward a letter outlining their understanding of the Terms and Conditions prior to any finalization/approval of the trip. (fax copy of **Airline/Tour Company/Insurance Checklist** to agent if required)
- When applicable, determine the exact date and time period each policy is in effect and the length of time it remains in effect. (i.e. cancellation of trip without penalty must be made by - date and time; cancellation with fifty-percent refund must be made by - date and time; cancellation done in writing individually or by the entire group signing a letter etc.)
- A copy of the **Airline/Tour Company/Insurance Checklist** is to be submitted with the **Checklist for Extended Overnight Field Trip Form** approval to the "Extended Overnight Field Trip, Exchange and Excursion Approval Committee".

6. All approved trips by the Extended Overnight Field Trip, Exchange and Excursion Committee will be reported to the Senior Administrative Council for consideration. Only educational field trips approved by Senior Administrative Council will be reported to the Board of Trustees for information. Following notification of the Board, Principals will be informed that submitted trips have been approved by Senior Administrative Council and the Board has been informed of the trip and can proceed in notifying staff of the approval.
7. If not approved, the Committee will forward to the Principal of the school requesting permission for the trip, a summary of the rationale.
8. Where approval has not been granted, the Principal may re-submit a proposal to the Family of Schools' Superintendent of Education with the required revisions.
9. An unapproved trip is one, which has not followed the process outlined to receive official approval or is one, which has followed process, but has been denied. Neither the school nor the Board will sponsor, promote or participate in the planning of any unapproved trip.
10. Teachers are deemed in law to be in a position of authority over students by virtue of their positions as teachers. Therefore, teachers shall not become involved in any unapproved field trips with students. As well as facing disciplinary procedures, teachers involved in non-approved field trips surrender their legal claim to the Board's liability insurance coverage and to Worker's Compensation protections.

11. Only individuals approved to chaperone or supervise a field trip are eligible to participate in any aspect of the educational field trip. For clarity, individuals who are not approved as chaperones, supervisors or volunteers cannot be included in travel arrangements, travel with or accompany the students and staff on the field trip.
12. Students or staff who request to leave the group on an approved field trip, such as to meet a family member, must submit a request, in writing, to the Principal prior to the departure of the field trip. The Principal will determine if arrangements can be made to assist with the request providing it does not interfere with the travel arrangements of the group. If approval is granted by the Principal, it is permitted with the condition that:
 - the Board is not responsible for the safety of the student or staff member when away from the group; and,
 - a staff member, chaperone or supervisor must meet with a designated family member prior to a student's departure and upon return to the group
 - the student or staff member must report to the chaperone/supervisor upon their return; and,
 - any delay in meeting with the group at the designated time and location is not the responsibility of the Board and will not adversely effect the travel arrangements of the group; and,
 - students or staff who miss returning to the group will incur any costs for the delay or will be solely responsible for alternate transportation arrangements to either meet the group at a designated location or to return home.

PART V - PARENT/GUARDIAN NOTIFICATION

When planning a school educational field trip, excursions or exchanges, the Principal, or designate, shall contact the Special Education Department for input regarding any special accommodations required pertaining to any exceptional student or students with special needs participating in the field trip.

1. Trips within walking distance or trips as part of curriculum expectations:
 - A signed parental application form is recommended but not required for a day trip beyond school property where the students will be traveling on foot or is part of non-optional program or Board expectations of students. (i.e. day retreats, Church liturgies, graduation practices, graduation celebrations)
 - Teachers are required to obtain Principal approval and indicate to the Principal the destination and approximate return time.

Although specific notification and application are not necessary for such trips, it is essential that parents be made aware of the fact that such trips may take place throughout the school year as part of the total school curriculum or Board expectations. It is mandatory that such awareness be created by means of information letters and/or newsletters throughout the school year.

2. Letter to Parents/Guardians

For all other school trips, written permission/consent from the parent /guardian will be obtained. The supervising teacher shall, prior to obtaining consent of parents or guardians, inform parents or guardians of trip details. (The signed documentation of all trips shall be retained for the current school year until the successful completion of that trip).

These details shall include:

- program rationale; dates; departure, return time and pick up arrangements; cost; method of transportation; and, destination;

This letter will be signed by both the supervising teacher and the Principal.

Parent/guardian requests should be phrased as follows:

I, (parent's/guardian's name) consent that (student's name) participate in the trip to (destination).

If a non-refundable deposit/payment is required from the parent, the form signed by the parent shall include this statement. "A non-refundable deposit/payment of \$ AMOUNT is required for this trip."

The parent/guardian acknowledges that neither the Board nor any employee bears liability for the deposit/payment once paid if the child is unable to attend.

Parent/Guardian Signature

Date of Signature

3. Emergency Planning

- An itinerary of each trip must be available in the school office in order that the Principal may contact the supervising teacher in charge of the group if an emergency arises.
- Provision shall be made by the Principal/teacher that someone at the school site be available to be contacted should an emergency arise at any time during the trip or if a return is delayed. Parents are to be contacted as soon as possible.
- The supervising teacher/teacher designate has the right to change the itinerary of the trip if, at his/her discretion, an emergency or dangerous situation arises, or as the situation warrants. Any change to the itinerary must be communicated to the Principal, and as determined by the Principal based on the nature of the change of itinerary, communicated with parents/guardians of students on the field trip.
- If students are billeted in homes, then the host family must have information which will allow them to contact the teacher in charge at any time.

3. List of Participants

When a group of students leaves the school on an approved trip, a list of all students and staff in the group in each vehicle must be prepared, one copy of which will be left in the school office, and another copy to accompany the group.

PART VI - SAFETY REQUIREMENTS

1. The supervising teacher shall obtain relevant medical information about each student and also authorization to procure medical attention in the event of an emergency.
2. Parent/Guardians should be made aware that this medical information may be required for the health and safety of the students and that the information provided will be held in confidence. The teacher must then ensure that medical information is kept confidential.
3. Before any out-of-school program, the teacher must instruct the students in appropriate behaviour and safety procedures as well as any inherent dangers of the activity. The teacher(s) must show that the students have been carefully prepared and that the activity is appropriate to the age and physical/motor maturity of the participants.
4. For pupils who require medication, the routine parental consent form is to be completed and an adequate supply of medicine is to be secured.
5. Where there is instruction in High Care (e.g. water activities, skiing, etc.) activities, the instructor(s) must be certified personnel, and additional supervision must be provided by appropriate teaching personnel.

6. Water Safety

Water safety requires close and direct supervision at all times. Teachers must inform parents when the trip will include planned water activities.

7. Swimming and Water Activities including Rowing

Notwithstanding Year End Field Trips, recreation swimming is prohibited unless it is an integral part of the program. With the exception of Board sanctioned co-instructional rowing programs, and regattas, when students are in public or private pools, or natural bodies of water, the Principal shall designate, as adults in charge of the water safety, only individuals who have a valid and current lifeguarding certificate: Red Cross Safety: Bronze Cross - minimum qualifications.

*Ratios: 1:10 natural bodies of water
1:20 private pool*

In Public Pools, the appropriate Public Health By-Laws will prevail.

8. Year End Field Trips

Field trips that include water parks, public beaches, private pools, etc. are at the discretion of the Principal providing all safety and supervision guidelines are adhered to. O.P.H.E.A. Safety Services Package at ophea.net

9. Non-Commercial/Recreational and Co-Instructional Boating

- Boating trips are generally to be organized only for secondary school students. Principals must obtain the prior approval of the Family of Schools' Superintendent of Education to plan a non-commercial/recreational boating trip. (See O.P.H.E.A. Safety Guidelines.)

*Ratios: 1:8 on a trip
1:10 water activities in a confined area with a clear overall view
and reasonable distance to craft*

- With the exception of Board sanctioned co-instructional rowing programs, and regattas, all students must wear a properly fastened M.O.T. approved life jacket or personal flotation device when in a boat or canoe.
- Instruction in boating, sailing and canoeing must be supervised by suitably qualified teachers or adults.
"It is the responsibility of the trip supervisor to ascertain that instructors in these activities are qualified according to current regulations."
- All students and adult supervisors must acquire at least minimum competency levels as determined by the qualified instructors before participating in a boating excursion.
- Prior to any boating, canoeing or rowing program, the swimming ability of each student must be ascertained. To be considered a swimmer the student must demonstrate to qualified personnel, (the skills outlined in the O.P.H.E.A. Safety Services Package) that he/she is able to:
 - Swim 100 metres;
 - Tread water for 5 minutes;
 - H.E.L.P. and huddle with P.F.D. on for 5 minutes
 - (H.E.L.P. = Heat Escape Lessening Position)
 - (P.F.D. = Personal Flotation Device)
- Field trips involving commercial ship, ferry or other boat cruises are not prohibited by this policy.

See O.P.H.E.A. Safety Services Package

10. Downhill Skiing/Snowboarding Trips or Co-Instructional Activities

Downhill Skiing/Snowboarding Trips are permitted only for Grade 4 to Grade 12 students. Principals are to ensure that adequate supervision is in place and that qualified instructors are available to provide the necessary training and instruction (See O.P.H.E.A. Safety Guidelines).

All students participating in a school sponsored ski/snowboarding trip will be required to provide and wear a Canadian Standards Association (CSA) properly fitted, snow sport certified ski helmet indicating the helmet is approved as a ski helmet specifically designed for skiing or snowboarding. (i.e. ASTM, CE, SNELL)

It is recommended that all staff and chaperones participating in a school-sponsored ski/snowboarding trip provide and wear a Canadian Standards Association (CSA) ski helmet indicating the helmet is approved as a ski helmet specifically designed for skiing or snowboarding.

For these activities, all equipment must be provided or rented by the participant.

Principals will ensure that prior to boarding a bus to depart on a ski trip or co-instructional activity, all students prove to the staff supervisor that (a) they are in possession of an approved ski helmet for their individual use or (b) show written proof that they have reserved an approved ski helmet at the ski resort.

Staff supervisors will record on a trip/activity list of participating students that the student is in possession of an approved ski helmet to wear at all times while skiing/snowboarding.

Students who are not in compliance with this requirement will be prohibited from participating in optional ski trips/co-instructional activities.

Parent/guardian approval letters for participation in ski/snowboarding trips or co-instructional activities will include the following acknowledgements signed by parents/guardians;

- a) that students will be skiing/boarding on their own, parents/guardians are to impress upon their child to follow all safety rules including wearing a properly certified and fitted ski/boarding helmet at all times while skiing/boarding
- b) that parents/guardians will provide their child with all certified safety equipment for the activity
- c) that skiing/boarding is a high-risk sport and students are accountable for their own safety
- d) that student consequences are in place for non-compliance which could include a revoking of a ski/boarding pass for the remainder of the season
- e) that the school nor the Board is responsible for any accident.

11. Procedures in Cases of Student Injury or Illness

- In the event of serious injury or illness to the student, the person nearest to the incident shall begin appropriate emergency action: ensure breathing, the stoppage of blood flow, ensure the injured student's comfort. This will include immediately notifying a person qualified in first aid. If the in-charge person is not present, this person shall be notified immediately and proper procedures initiated.
- The in-charge person shall establish and follow an emergency action plan.
- If the class is to be away from school for an extended period of time (overnight), the person in charge shall collect in advance the Health Card number for each student and a blanket approval for permission to seek medical attention is required.
- All teachers are encouraged to undergo training in first aid and C.P.R.

12. Additional Coverage

All Niagara Catholic District School Board students are encouraged to purchase the Accident Insurance Policy offered by the school board each September.

13. Health Insurance Out of Province

Because of the high cost of health services in other countries, parents must submit proof of an out-of-province health insurance policy which will cover children on a school tour out of the province.

14. If, as a result of discipline/safety concerns, a student is required to be sent home by the supervising teacher during an educational field trip, the school and or Board is not responsible for any cost incurred in transporting a student home. These students may be required to discontinue their journey and such persons shall not be entitled to a refund.

It is the responsibility of the student(s), parent(s) or guardian(s) to provide, or arrange for supervision of a student who is sent home by the supervisor in charge. All costs to provide for such supervision is incurred by the parent/guardian.

PART VII - SUPERVISION

1. Out-of-classroom programs are to be under the supervision of at least one teacher or, in unique situations, any Board employee or designate approved by the Principal. Where more than one person participates in out-of-classroom activities, the Principal shall designate one as the “in-charge” person. Principals shall ensure that all precautions for the safety, comfort and supervision of participating students are taken.
2. For most trips outside Canada or the continental United States, a minimum of ten (10) participating students are required for an overseas trip to be approved. Exceptions may be approved for participation in international co-instructional activities or events.
3. All trips outside Canada or the continental United States require a minimum of two (2) supervisors/chaperones recommended by the Principal, and approved by the Family of Schools’ Superintendent of Education.
4. The following minimum adult-to-student ratios are required. As soon as the number of students increases by one over the ratio, another supervisor **must** be added.

School Trips:

	<i>JK-K</i>	<i>Grade 1 to 6</i>	<i>Grade 7 & 8</i>	<i>Grade 9 to 12</i>
Walking Tours – One Day Trips	1:10	1:10	1:15	1:20
One Day Trips	1:10	1:10	1:15	1:20
Overnight Trips	N/A	N/A	1:10	1:15
Overnight Trips Outside Canada or the continental United States	N/A	N/A	1:10	1:14+1 additional supervisor

- a) The ratios for Walking Tours and One Day Trips may be modified at the discretion of the Principal to accommodate such events as sacramental preparation, liturgies, or the spontaneity of the teachable moment.
- b) To accommodate the possibility of medical emergencies, at least two adults should accompany students for all overnight trips or arrangements made for students to join other school communities.
5. Principals shall ensure that a sufficient number of supervisors/chaperones accompany the students in order that the visit or field trip will be a safe and valid educational experience. Some circumstances will require additional instructional staff than others in order that the students obtain the maximum benefit from their excursion.
6. Employees of the Niagara Catholic District School Board can participate and accompany students on approved education field trips, as appointed by the Principal, to act as a chaperone to meet supervision requirements.

7. Individuals who are not employed by the Niagara Catholic District School Board and are requested by the Principal to serve as a chaperone/volunteer to meet the supervision requirements will require to produce, prior to being appointed as a chaperone/volunteer, a negative Criminal Background Check from the Niagara Regional Police Services, approval from the Family of Schools' Superintendent of Education and the school Principal.
8. At a minimum, Vulnerable Sector checks will be required of all volunteers participating in overnight field trips which are approved by the school Principal and/or Senior Administrative Council.
9. Principals are required to make approved chaperones/volunteers aware of their insurance coverage under this policy. Names of all staff and chaperone/volunteer supervisors must be recorded in order to protect them from liability for which the Board carries a liability policy to a limit of \$20,000,000.00.
10. In determining supervision requirements, Principals shall ensure that;
 - a) the number of supervisors/chaperones comply with the adult-to-student ratios as indicated in Point Four (#4)
 - b) all staff beyond those organizing the overnight field trip or excursion are notified of the opportunity to supervise or chaperone the trip.
 - c) supervisors/chaperones maybe parent volunteers approved by the Principal to act as official school chaperones.
 - d) the selection of additional supervisors/chaperones will be recommended by the Principal after consultation with the Family of Schools' Superintendent of Education.
11. If a program includes students of both genders, and extends overnight, then supervisors/chaperones of both genders must accompany the trip. Under exceptional circumstances, the Family of School's Superintendent of Education may waive this provision, and parents/guardians will be notified of this documented exception, and a notation will be made on file.
12. Supervisors/chaperones that comply with this Board Policy and Guidelines participate free of charge. The costs associated with compliance will be recovered either through a combination of complimentary tickets and/or a surcharge to students.
13. Notwithstanding Point Eleven (#11), supervisors/chaperones approved by the Principal, after consultation with the Family of Schools' Superintendent of Education, may elect to participate in a trip by making a financial contribution to the cost of the trip equal to the amount paid by individual students. For example, trips that focus on Social Justice experiential learning.
14. All complimentary tickets provided by a travel company will be used to reduce the cost of travel of the number of supervisors/chaperones as required by these Administrative Guidelines. Additional complimentary travel tickets provided will be used to defray the cost of the students participating in the program.
15. Notwithstanding Point Thirteen (#13), additional supervisors/chaperones may receive financial assistance up to 25% of the cost of the trip.

The amount of financial assistance provided to additional supervisors is calculated by a combination of additional complimentary tickets and student surcharge.

For example:

36 participating students generates 6 complimentary tickets.

Based on these guidelines, 36 students require three (3) supervisors who travel free.

Therefore there are three (3) complimentary tickets remaining.

The Principal would inform staff that three (3) complimentary travel spaces are available with financial assistance up to 25% of the cost of the trip. The difference of the three (3) complimentary tickets would be used to defray the cost paid by students participating in the program.

16. For trips that do not involve complimentary tickets based on the number of students traveling, all approved chaperones/supervisors above the Board supervision ratio of 14.1 or 15.1, excluding the first two staff members supervising overseas trips, will be required to pay the same travel cost as each student.

PART VIII - TRANSPORTATION

1. General Considerations

- While the Board does not recommend using private passenger vehicles to transport students to a school related activity, all staff members (administrators/teachers/support staff) or volunteer drivers must complete the **Volunteer Drivers-Authorization to Transport Students Form** and have authorization from the school Principal.
- In the event that privately owned automobiles are used in the transportation of students, only fully-graduated licensed drivers authorized by the Principal shall be permitted to transport the pupils.
- A passenger list containing the name of the driver and the names of each student in the vehicle must be made, with one copy provided to the driver of the vehicle, and one copy retained at the school. Only the students on the passenger list are permitted in the designated vehicle.
- All parents/guardians of the students transported by volunteer drivers must be informed of the transportation arrangements and liability by providing a signed letter consenting to their son/daughter being transported by the approved volunteer driver. (Reference: **Request to Transport Student Consent Form**)
- When a school activity is completed, Principals will ensure that prior to the event, a student provides written permission from their parent/guardian to allow them to:
 - a) return to the school with the volunteer driver;
 - b) receive a ride home from another parent as identified on the permission letter; or
 - c) receive a ride home from an identified parent/guardian.
- The Board cannot by law provide the automobile insurance for individuals and vehicles not owned by the Board. Principals are to ensure that persons using their own vehicles to transport students for extracurricular activities have a minimum auto insurance limit of \$1 million in the event of an accident. A vehicle shall not be used to transport in excess of six passengers unless licensed under the Highway Traffic Act as a bus and the driver is licensed appropriately.
- Persons transporting students in private motor vehicles should be sure that their Automobile Public Liability Insurance coverage is valid and current and meets the Board's requirements. The Board, however, maintains an Excess Liability Insurance Policy, which covers all employees and volunteers who are transporting students within Canada and Continental United States on behalf of the Board to a combined limit of \$20,000,000.00. This policy comes into effect if a judgment arises against that employee or volunteer resulting from use of his vehicle and is in excess of the limit carried by the individual on his/her personal policy.
- It is expected that all parents/guardians of students being transported in Private Motor Vehicles have O.P.C.F. 44 Coverage with their own Insurance Policy.
- When a school group is staying in a remote area, teachers are advised to have a vehicle available for emergency transport of students, in the event of medical emergency, to the nearest appropriate Medical Facility.
- Where staff or parent volunteers provide transportation, a seat belt must be provided for each student and no reimbursement shall be provided.

2. Air Travel

- Air Travel shall be arranged through properly licensed travel agencies or airlines.
- Students, staff, chaperones and supervisors must purchase cancellation insurance.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

**TOPIC: TRANSPORTATION AND SCHOOL OPERATIONS FOR
INCLEMENT WEATHER POLICY (500.1)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Transportation and School Operations for Inclement Weather Policy (500.1), as presented.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: March 19, 2013



TRANSPORTATION AND SCHOOL OPERATIONS FOR INCLEMENT WEATHER POLICY

Adopted: February 24, 1998

Policy No.500.1

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board supports the safe transportation and accommodation of students.

The Director of Education is authorized to modify or cancel student transportation for the Niagara Catholic District School Board due to anticipated or occurring inclement weather through the Executive Director of the Niagara Student Transportation Services.

The Director of Education is authorized to close a school, group of schools or all schools in the system due to inclement weather. The Director of Education will inform the Chair of the Board and all Trustees of any school closures, change or alteration to the normal hours of operation of a school, group of schools or the system.

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

Reference:

- *Employee Attendance During Inclement Weather and Workplace Closure Policy No. 201.9*
- *Student Transportation Policy No. 500.2*



TRANSPORTATION AND SCHOOL OPERATIONS FOR INCLEMENT WEATHER POLICY

Adopted: February 24, 1998

Policy No.500.1

Revised: February 9, 2004

ADMINISTRATIVE GUIDELINES

Notwithstanding the Niagara Catholic Transportation Policy and the Employee Attendance During Inclement Weather and Workplace Closure Policy, in accordance with these Administrative Guidelines the Director of Education is authorized to cancel the transportation of students and/or close schools when safety issues arise due to anticipated or occurring inclement weather.

It shall be the responsibility of the Executive Director – Niagara Student Transportation Services, to monitor weather conditions in order to ensure the safe transportation of students. In the absence of the Executive Director – Niagara Student Transportation Services, the Superintendent of Business and Financial Services shall assume all related responsibilities.

Environment Canada Weather Statements

When weather warnings are announced by Environment Canada:

1. The Executive Director – Niagara Student Transportation Services shall contact one or more of the following agencies to obtain specific weather information regarding the affected areas served by Niagara Student Transportation Services.
 - Transportation Contractors serving the Board
 - Ontario Provincial Police
 - Niagara Regional Police
 - Weather Network for the Region of Niagara
 - Other area School Board Transportation contacts
2. Based on the information obtained, the Executive Director – Niagara Student Transportation Services shall make recommendations to the Director of Education or designate regarding the cancellation of transportation and/or the closing of schools in the area affected by the inclement weather.
3. It is the responsibility of the Director of Education or designate to make a decision to:
 - Cancel transportation and keep schools or a group of schools open.
 - Cancel transportation and close all schools or a group of schools.
 - Modify the school day to permit early or late dismissal for inclement weather.
4. When the decision is made, staff shall implement the responsibilities outlined in Appendices A, B and C and follow the Sample Communications Chart – Appendix D.

Appendices

- A Cancel transportation and keep schools or a group of schools open.*
- B Cancel transportation and close all schools or a group of schools.*
- C Modify the school day to permit early or late dismissal for inclement weather.*
- D Sample Communications Chart*

**CANCEL TRANSPORTATION AND KEEP SCHOOLS
OR A GROUP OF SCHOOLS OPEN**

RESPONSIBILITIES

THE DIRECTOR OF EDUCATION

The Director of Education shall communicate, via email, the decision, when feasible before 5:45 a.m. to:

1. Executive Director – Niagara Student Transportation Services
2. Senior Administrative Council Staff
3. Manager of Corporate Services & Communications

EXECUTIVE DIRECTOR – NIAGARA STUDENT TRANSPORTATION SERVICES

The Executive Director – Niagara Student Transportation Services shall communicate the decision to:

1. All radio and TV stations, newspapers and on-line publishing for immediate broadcast
2. Bus Contractors
3. Taxi Operators

MANAGER OF CORPORATE SERVICES AND COMMUNICATIONS

The Manager of Corporate Services and Communications will ensure that:

1. The Board's website reflects the decision
2. The Catholic Education Centre voice mail system message states the decision
3. Email message is sent to Trustees, CEC staff, Principals, Vice-Principals and Managers of the decision
4. The Board and schools website, Facebook and Twitter states the decision
5. Smart Find Express – Human Resources Administrator is informed

CONTROLLER OF FACILITIES SERVICES

The Controller of Facilities Services shall communicate the appropriate decision to snow removal providers and Facilities Services staff.

PRINCIPALS

Principals and/or designate shall ensure that:

1. All students who attended school when student transportation is cancelled are properly cared for.
2. Prior to dismissal, staff will confirm with all students who attended school their arrangements to return home at the end of the school day.

**TO CANCEL TRANSPORTATION AND CLOSE ALL SCHOOLS
OR A GROUP OF SCHOOLS**

RESPONSIBILITIES

THE DIRECTOR OF EDUCATION

The Director of Education shall communicate, via email, the decision when feasible before 5:45 a.m. to:

1. Executive Director – Niagara Student Transportation Services
2. Chairperson of the Board
3. Vice-Chairperson of the Board
4. Trustees
5. Senior Administrative Council
6. Manager of Corporate Services & Communications

EXECUTIVE DIRECTOR – NIAGARA STUDENT TRANSPORTATION SERVICES

The Executive Director – Niagara Student Transportation Services shall communicate the decision to:

1. All radio and TV stations, newspapers and on-line publishing for immediate broadcast
2. Bus Contractors
3. Taxi Operators

MANAGER OF CORPORATE SERVICES AND COMMUNICATIONS

The Manager of Corporate Services and Communications will ensure that:

1. The Board and schools website reflects the decision
2. The Catholic Education Centre voice mail system message states the decision
3. Email message is sent to CEC staff, Principals, Vice-Principals and Managers of the decision
4. The Board website, Facebook and Twitter states the decision
5. Smart Find Express – Human Resources Administrator is informed

FAMILY OF SCHOOLS SUPERINTENDENT

Through the Family of Schools communication process, the Family of Schools Superintendent shall communicate the appropriate decisions to all Principals in the areas affected by the decision.

SUPERINTENDENT OF HUMAN RESOURCES

The Superintendent of Human Resources shall communicate the decisions and appropriate staff direction to Human Resources staff.

SUPERINTENDENT OF BUSINESS & FINANCIAL SERVICES

The Superintendent of Business & Financial Services shall communicate the decisions and appropriate staff direction to Business and Finance staff.

CONTROLLER OF FACILITIES SERVICES

The Controller of Facilities Services shall communicate the appropriate decision to snow removal providers and Facilities Services staff.

PRINCIPALS

Principals and/or designate shall ensure that:

1. Through school-based phone trees, all staff are contacted in a timely manner and informed of the decision to close the school.

**TO MODIFY THE SCHOOL DAY TO PERMIT EARLY OR LATE
DISMISSAL FOR INCLEMENT WEATHER**

RESPONSIBILITIES

DIRECTOR OF EDUCATION

The Director of Education shall communicate all decisions regarding modifications to the regular day student transportation due to inclement weather to the Executive Director – Niagara Student Transportation Services as required.

PRINCIPAL

Based on information received, the Principal may recommend to the Family of Schools Superintendent or in his/her absence, the Director of Education, that the students be dismissed early or late.

FAMILY OF SCHOOLS SUPERINTENDENT

Based on information received, the Family of Schools Superintendent will contact the Director of Education to consider early or late dismissal for the schools affected by inclement weather.

THE DIRECTOR OF EDUCATION

The Director of Education shall communicate, via email, the decision when feasible to:

1. Executive Director – Niagara Student Transportation Services
2. Chairperson of the Board
3. Vice-Chairperson of the Board
4. Trustees
5. Senior Administrative Council
6. Manager of Corporate Services & Communications

EXECUTIVE DIRECTOR – NIAGARA STUDENT TRANSPORTATION SERVICES

The Executive Director – Niagara Student Transportation Services shall communicate the decision to:

1. All radio and TV stations, newspapers and on-line publishing for immediate broadcast
2. Bus Contractors
3. Taxi Operators

MANAGER OF CORPORATE SERVICES AND COMMUNICATIONS

The Manager of Corporate Services and Communications will ensure that:

1. The Board and school website reflects the decision
2. The Catholic Education Centre voice mail system message states the decision
3. Email message is sent to CEC staff, Principals, Vice-Principals and Managers of the decision
4. The Board website, Facebook and Twitter states the decision
5. Smart Find Express – Human Resources Administrator is informed

FAMILY OF SCHOOLS SUPERINTENDENT

The Family of Schools Superintendent shall communicate the appropriate decisions to all Principals in the areas affected by the decision.

SUPERINTENDENT OF HUMAN RESOURCES

The Superintendent of Human Resources shall communicate the decisions and appropriate staff direction to Human Resources staff.

SUPERINTENDENT OF BUSINESS & FINANCIAL SERVICES

The Superintendent of Business & Financial Services shall communicate the decisions and appropriate staff direction to Business and Finance staff.

CONTROLLER OF FACILITIES SERVICES

The Controller of Facilities Services shall communicate the appropriate decisions to snow removal providers and Facilities Services staff.

PRINCIPALS

Principals and/or designate shall ensure that:

1. Through school-based phone trees if required, all staff are contacted in a timely manner and informed of the decision to modify the school day.
2. Prior to an early or late dismissal, contact is made with all parents or guardians to confirm that parental arrangements have been made for students to return home safely following dismissal during a modified school day.
3. Staff must remain at the school until the Principal is satisfied that the students have been dismissed safely.
4. The Principal may authorize some staff members to leave earlier than others due to travelling distance and severity of weather conditions in certain municipalities.



Communications Chart

Transportation Cancellations & School Closures 2012-2013



By 5:45 a.m. (approximately)

Senior Staff	Cell	Home	Contacts
Yolanda Baldasaro			FOS Principals/Special Ed. Staff*
Mario Ciccarelli			FOS Principals/Technology Staff*
John Crocco			Senior Administrative Council*
Lee Ann Forsyth-Sells			FOS Principals/RAED Staff*
Frank Iannantuono			Cont. Ed. Principals/HR Staff*
Mark Lefebvre			FOS Principals/Program Staff*
Larry Reich			Business & Finance Staff*
Scott Whitwell			Snow Removal/Facilities Staff*

↓

Cell	Home	Contacts
Jen Brailley		<ul style="list-style-type: none"> Smart Find Express Email Trustees/CEC/PVP/Mgrs eCommunity Website, Facebook, Twitter CEC Voice Message

By 5:50 a.m. (approximately)

Cell	Home	Contacts
Michelle Fast Shannon Hingston Sherry Morena Jen Pellegrini		<ul style="list-style-type: none"> Smart Find Express Website CEC Main Voice Message Facebook, Twitter

*** School and CEC Staff phone tree activated only for school closures.**

- Administrative Council Memo - ACM 52 (2011-2012) - Extreme Cold Weather Alert
- Employee Attendance During Inclement Weather And Workplace Closure Policy #201.9

Local Radio Stations	
Giant FM	91.7 FM
CKTB	610 AM
CHRE	105.7 FM
CHTZ	97.7 FM
Z-101	101.1 FM
ED FM	105.1 FM
CHML	900 AM
Y 108	107.9 FM
Country 95	95.3 FM
K-Lite	102.9 FM
CHAM	820 AM

TV Stations	
Cogeco	Channel 10
CHCH	Channel 11

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

TOPIC: VOLUNTEERING IN CATHOLIC SCHOOLS (NEW)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Volunteering in Catholic Schools, as presented.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Policy Committee
Recommended by: Committee of the Whole
Date: March 19, 2013



VOLUNTEERING IN CATHOLIC SCHOOLS POLICY

Adopted:

Policy No.

Revised:

STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board has the responsibility to provide a safe and secure working and learning environment for all students and employees.

A school volunteer is defined as an individual who who has direct and regular contact with students of the Niagara Catholic District School Board.

Volunteers are integral to the success of all schools in the Niagara Catholic District School Board and as such are important sources of support and expertise that enrich the instructional program, assist teachers, and connect the student body with the community. Volunteers are valued partners who assist staff in fostering positive relationships and cooperation amongst the school, parents/guardians, the parish and the school community for the benefit of our students.

The personal interests, background and commitment of volunteers enhance the programs, services and education opportunities for our students. Each volunteer will model caring and cooperative relationships, promote our Catholic values, encourage a safe and secure learning and working environment and support the Mission, Vision and Values of the Board and its Policies and Administrative Guidelines.

In accordance with the Safe Schools Act, all volunteers must be approved by the school Principal. The Principal is authorized by the Board “*to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board and to terminate such assignment as required*”. (*Safe Schools Act, 2000*)

Through this Policy the Board encourages and promotes the use of Principal approved school volunteers in order to expand and enhance parental and community involvement within our Catholic schools.

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

References

- *Niagara Regional Police Services:*
 - *Criminal Reference Check*
 - *Vulnerable Sector Check*
- *Annual Offense Declaration*
- *Regulation 521/01, as amended by Regulation 323/03.*
- *Volunteer Driver Policy*
- *Volunteer Recognition Policy*
- *Educational Field Trip Policy*
- *Niagara Catholic Parent involvement Committee Policy*
- *Catholic School Council Policy*
- *Accessibility Customer Service*



VOLUNTEERING IN CATHOLIC SCHOOLS POLICY

Adopted:

Policy No.

Revised:

ADMINISTRATIVE GUIDELINES

1. In accordance with the Safe Schools Act, all volunteers must be approved by the school Principal. The Principal is authorized by the Board *“to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board and to terminate such assignment as required”*. (*Safe Schools Act, 2000*).
2. A school volunteer shall serve under the immediate supervision and direction of administration and staff of the school and will provide services such as, but no limited to:
 - a) Supporting the work of classroom teachers
 - b) Providing enrichment experiences to support the educational program
 - c) Promoting positive school-community relations by enhancing community understanding
 - d) Working with individual students and small groups of students as identified by the staff and administration
3. The Principal is responsible for:
 - a) determining the volunteering needs for a school;
 - b) the recruitment, selection and screening of volunteers;
 - c) approving and delineating the task and the assignment of the volunteers;
 - d) the training and orientation of the volunteers;
 - e) the supervision and evaluation of the volunteers;
 - g) the recognition of the volunteers.
4. Each Principal shall maintain a current list of regular and occasional volunteers. Such records, including the volunteer application form shall be kept on file at the school.
5. A volunteer must be at least 18 years of age, unless otherwise approved by the Principal.
6. It is understood that a volunteer is a person who serves without remuneration.
7. All approved school volunteers (persons having direct and regular contact with students) will provide an original Police Vulnerable Sector Check and/or Annual Offence Declaration in accordance with Regulation 521/01, as amended by Regulation 323/03 to the school Principal who will retain a copy on file at the school until a more current Vulnerable Sector Check is submitted. A copy of the Vulnerable Sector Check will also be forwarded to the Human Resources Department.
8. Vulnerable Sector Checks may be requested at the discretion of the Principal in consultation with the Family of Schools Superintendent and at least once every five (5) years. The Self-Offence Declaration will stand as a legally binding document which will be required on an annual basis.

Completed Criminal Reference Checks and/or Vulnerable Sector Checks for volunteers, as well as all subsequent offence declarations will be filed at the school and in the Human Resources Department. Vulnerable Sector Checks required by the Principal and/or the Niagara Catholic District School Board will be paid by the Niagara Catholic District School Board. Any additional requirements as a result of the Vulnerable Sector Checks will be the responsibility of the Volunteer.

9. As required, each volunteer shall adhere to the Volunteer Driver Policy # 302.4
10. Volunteers shall wear the “Volunteer” badge or other means of identification as required by the school and Board Policy and must sign in/out at the school’s main office.
11. Classroom teachers and school administrators are solely responsible for student discipline. Volunteers are to ask for the assistance of the teacher and/or Principal if a situation calls for follow-up disciplinary action. The volunteer always works under the direction of staff.
12. Volunteers are responsible for respecting the confidentiality of all students and staff and as such are required to complete the Confidentiality Agreement found within the Volunteer Application Form. Volunteers shall not have access to, nor disclose confidential information.
13. Off site activities such as field trips are considered an extension of the school and as such administrative guidelines pertain to such activities as determined by the Educational Field Trip Policy and Administrative Guidelines. At a minimum, Vulnerable Sector Checks will be required of all volunteers participating in overnight field trips which are approved by the school Principal and/or the Board.
14. It is the expectation of the Board and the school Principal that all volunteers adhere to Board Policies, Administrative Guidelines and Procedures at all times when volunteering for the school and/or Board events or activities.



VOLUNTEER APPLICATION

I _____ wish to serve as a volunteer at _____ Catholic School.

As a volunteer I acknowledge and will adhere to the following expectations:

- As school volunteer I shall serve under the immediate supervision and direction of administration and staff of the school.
- It is understood that I will volunteer without remuneration.
- Completed Criminal Reference Checks and/or Vulnerable Sector Checks for volunteers, as well as all subsequent offence declarations will be completed and filed at the school.
- I will adhere to the Volunteer Driver Policy # 302.4
- Classroom teachers and school administrators are solely responsible for student discipline.
- I acknowledge that in the course of my volunteer work with _____ Catholic School I may receive confidential information with respect to the affairs of its students, including information on its students and parents of its students,
- I hereby agree not to disclose at any time, such confidential information to any person, information relating to the students or any part thereof and other information relating to the school or board.
- This agreement pertains to off site activities such as field trips as an extension of the school.
- As volunteer I will adhere to Board Policies, Administrative Guidelines and Procedures at all times when volunteering for the school and/or Board events or activities.
- This agreement pertains to off site activities such as field trips as an extension of the school.
- I have read and agree with the Volunteering in Catholic Schools Policy and Administrative Guidelines.

Principal Signature

Volunteer Signature

Date Signed

Date Signed

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

**TOPIC: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
FEBRUARY 6, 2013**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of February 6, 2013, as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, FEBRUARY 6, 2013

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, February 6, 2013, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by 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	✓		
Rob Lavorato	Down Syndrome Caring Parents (Niagara)	✓		
Connie Parry	Association for Bright Children	✓		
Kerry Thomas	Community Living-Welland/Pelham		✓	
Cyndi Gryp	Community Living-Grimsby, Lincoln & West Lincoln	✓		
Kim Rosati	VOICE for Hearing Impaired Children		✓	
Mike Gowan	Autism Ontario	✓		
Jim Wells	John Howard Society of Niagara	✓		
Katie Muirhead	Ontario Brain Injury Association	✓		
Sarah Farrell	Learning Disabilities Association – Niagara	✓		
Bill Helmeczi	Pathstone Mental Health	✓		
Trustees				
Father Paul MacNeil		✓		
Rhianon Burkholder		✓		

The following staff and student representative were in attendance:

Yolanda Baldasaro, Superintendent of Education; **Danny DiLorenzo**, Principal, Secondary;
Colleen Atkinson, Coordinator Special Education; **Tina DiFrancesco**, Recording Secretary;
Leah Zahorchak, Student Senate Representative

3. **Approval of the Agenda**

Moved by Trustee Burkholder

Seconded by Rob Lavorato

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of February 6, 2013.

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 January 9, 2013**

Moved by Katie Muirhead

Seconded by Bill Helmeczi

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of January 9, 2013.

CARRIED

B. PRESENTATIONS

C. VISIONING

1. **Goals and Vision for 2012/2013**

1.1 Discussion: RE: Tag Line

Chair Racine reviewed the tag lines submitted by the SEAC members. A discussion was held and a decision was made that Vice-Chair Lavorato will gather the ideas submitted for the tag line and send them electronically to members for review prior to the March meeting. Superintendent Baldasaro will inform Senior Administrative Council of the ideas brought forward. Dialogue was held regarding the timelines to complete the tag line and the presentation to the Committee of the Whole.

1.2 Ideas for Special Needs Representative/SEAC Report at Catholic School Council Meetings

Chair Racine provided the following handouts: *Two Different Positions – Special Needs Representative and SEAC Report at Catholic School Councils* and *Special Needs Advocate on School Council October 3, 2012 Proposal*. Chair Racine summarized ideas for initial steps for a SEAC Report and a Special Needs Representative on Catholic School Council.

A discussion was held in regards to the SEAC report and how information can be communicated. Superintendent Baldasaro will explore other avenues for sending out a SEAC report and provide feedback at the March meeting.

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF JANUARY 9, 2013

1. **Learner Advocacy**
2. **Parent Outreach**
3. **Program and Service Recommendations**
4. **Special Education Budget**
5. **Annual Review, Special Education Plan**

5.1 Dates for Special Education Plan Review

Superintendent Baldasaro informed the members of the following dates that Special Education staff will be reviewing the Special Education Plan; February 20th - 4:30p.m. – 6:30p.m., February 26th - 4:00p.m. – 6:00p.m. and March 4th - 4:00p.m. – 6:00p.m. Members were invited to attend the meetings to provide their input.

6. **Other Related Items**
7. **Policy Review**

The *Student Senate Policy – Elementary* was presented to the SEAC. Chair Racine suggested that members e-mail their recommendations to her by February 25th, 2013 and she will respond on behalf of the SEAC. The deadline to respond is March 1st, 2013. *The Assessment, Evaluation and Reporting (Interim) Policy* was presented. Further discussion and review will be held at the March meeting. The deadline to respond is April 5th, 2013. Individual responses are also welcome.

E. AGENCY REPORTS

1. **VOICE for Hearing Impaired Children – Kim Rosati**

- Nil Report

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

- The Annual General Meeting will be held on February 28th.
- The following information was presented: *Supreme Court of Canada Confirms Duties of School Board in Meeting Needs of Students with Disabilities.*

3. **Community Living – Welland/Pelham – Kerry Thomas**

- Nil Report

4. **Association for Bright Children – Connie Parry**

- Nil Report

5. **Community Living – Grimsby, Lincoln and West Lincoln – Cyndi Gryp**

Developmental Services Ontario (DSO)

Developmental Services Ontario helps adults with developmental disabilities connect to services and supports in their communities. There are nine agencies across Ontario to serve adults with a developmental disability and their families. This service is similar in its function to Contact Niagara for children and is funded by the Ontario Ministry of Community and Social Services and mandated by legislation to be the central access point for adult developmental services.

Wherever you live in Ontario, DSO can assist families with persons 16 years and over with the following services and determine eligibility for developmental services:

- residential supports
- caregiver respite
- community participation supports (like recreation, volunteering, employment, or in-home supports)
- professional and specialized services
- person-directed planning
- and other supports to help people with developmental disabilities become more involved in their communities!

In Niagara, Contact Hamilton administers the DSO services for Hamilton, Niagara, Haldimand-Norfolk and Brant. The DSO can be reached toll free by calling 1-877-376-4674 or email info@contacthamilton.ca

Special Services at Home (SSAH) and Passport Updates

Effective April 1, 2012, SSAH became a program solely supporting children. **Children currently receiving SSAH funding (excluding those who will turn 18 next fiscal year)** will receive a letter from the ministry in the near future advising them that they have been automatically approved for SSAH in 2013/14, at the same level of funding as in 2012/13. These recipients will not be required to submit an SSAH renewal application for 2013/14.

SSAH recipients with a developmental disability who will turn 18 between April 1, 2013 and March 31, 2014 have received a prorated SSAH funding approval to their 18th birthday. These individuals are required to apply through Developmental Services Ontario (DSO), and have their eligibility confirmed, should they wish to be considered for ministry-funded adult developmental services and supports, including Passport.

The SSAH unit in the Hamilton/Niagara Region (HNR) Ministry office has been communicating to these individuals/families regarding the cessation of SSAH funding on their 18th birthday and the process for applying for adult developmental services. Individuals have also been provided with the attached informational brochure, including information on the Ontario Disability Support Program (ODSP). The cessation of SSAH funding once a child turns 18 years of age is of great concern to families as they have come to rely on individualized funding to pay for respite and other community participation activities. Families will need to reapply and be deemed eligible for Passport funding for their son or daughter and will go on a waitlist and prioritized in the event additional Passport funding becomes available.

Adults with a developmental disability who were SSAH recipients, and transitioned to the Passport program in 2011/12 and 2012/13, will receive one additional year of Passport transition funding, to March 31, 2014. Communication of this extended approval is underway from Contact Hamilton, HNR's Passport Agency.

6. **Autism Ontario – Mike Gowan**

- Volunteers from Brock University are helping with the Social Skills Classes taking place on Tuesdays and Thursdays. Parent and sibling support groups are running concurrently with this program.

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

- Nil Report

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

- There is still space available at the John Howard location on 225 East Main Street in Welland.
- The John Howard Society is busy trying to get funding renewed.

9. Ontario Brain Injury Association – Katie Muirhead

- Nil Report

10. Learning Disabilities Association (Niagara) – Sarah Farrell

- We have been busy gearing up for our Winter 2013 programs starting the week of February 11th! We are now accepting applications for Reading Rocks, Reading Rocks Junior, Let's READ, BEST and STEPS for the Winter session until January 21. Spots are limited so we encourage families to apply as soon as possible!
- The educational implications of the Jeffrey Moore case were brought forward and the document has been attached.

11. Pathstone Mental Health – Bill Helmeczi

- Nil Report

F. STAFF REPORTS

1. Terry Antoniou -Principal, Elementary

- Nil Report

2. Danny DiLorenzo – Principal, Secondary

Saint Paul High School

- It is with great pride and recognition that the Saint Paul Catholic Special Education Department honours one of our students for his recent appointment as a Sobeys employee. The student has accepted a part time position at the Niagara Falls Sobeys, where he has been a co-op student for the past few years. He will be transitioning out of Saint Paul in June, and moving into his new job at Sobeys within the community. He is presently working on Saturdays and hopes to gain more hours once he leaves Saint Paul Catholic. Congratulations and best of luck in this new career!

Denis Morris

- Denis Morris Catholic High School will be hosting a Mental Health/Resiliency Fair that will be taking place on February 6, 2013. The day will be divided into two sessions. The day session will be devoted to our students. Mental Health Community Agencies from across the Niagara Region will set up information booths in the front foyer of the school from 10:00 a.m. – 2:00 p.m. Students will have an opportunity to gather resources and ask questions from community experts in mental health. The evening session will be devoted to the parent community and will take place in the Denis Morris Auditorium from 7:00 p.m. – 9:00 p.m. (doors open at 6:30 p.m.) Our keynote speakers are Laurie Flasko (co-author of *Bullying is Not a Game: A Parent's Survival Guide*) and Nadine Wallace (retired detective NRP, Lead/Researcher for Snap® for Youth Custody Project). Community Agencies will also be available to provide parents with community contacts and resources. The Denis

Morris community hopes this event will give students, staff and parents' greater access to community resources and supports that will ensure social-emotional wellness for the youth entrusted to our care.

Blessed Trinity

- Individual Education Plans were reviewed by the Principal and attached to the final Report Card.
- Members of the Resource Department have begun updating Individual Education Plans to reflect accommodations for Semester 2 courses and teachers.
- Timetables for students with IEP's have been reviewed individually. Resource and Guidance have worked closely together to ensure that students are taking courses that are appropriate to their individual pathway.
- The list of students who will write the OSSLT has been created and accommodations entered into Maplewood.
- Special Education Class staff have worked very cohesively to develop student and EA's schedules that maximize integration into regular classrooms and Co-Op placements throughout the community.
- We are looking forward to another group of Peer Tutors who will be integral in supporting our Special Education Class students as they participate in all aspects of the school.
- Re-Action for Inclusion Conference to be held March 1-3, 2013 – Our Special Education Classroom Teacher is a member of the Provincial Planning Committee for this event. A student at Blessed Trinity is also a representative on the committee.
- The Grimsby/Lincoln and Welland Associations for Community Living have agreed to sponsor students from Niagara Catholic Secondary Schools in order to attend this very worthwhile conference. Twelve students from Blessed Trinity will attend the conference with our Special Education Classroom Teacher. An amazing opportunity.
- The Special Education Class will take trips to The Watering Can and The Grimsby Museum to view the Exhibit "Egypt – Gift of the Nile".
- Two students will be competing in the Provincial Swim Meet this month.

3. Yolanda Baldasaro – Superintendent of Education

- March 1st - 2:00p.m. – 4:00p.m. Niagara Catholic Senior Administrative staff will attend a tour of the new St. Catharines Hospital. Superintendent Baldasaro invited SEAC members to attend.
- February 6th – Annual System Wide Open House for Early Learning Program/Junior/Senior Kindergarten.
- February 6th – French Immersion Program Registration Launch
- February 6th – Funding announcement for the consolidation of Michael J. Brennan and St. James Elementary schools.
- January 31st - Funding announcement for the consolidation of Our Lady of Mount Carmel and St. Thomas More Elementary schools.
- April 19th – 10th Annual Bishop's Gala will be held at Club Italia in Niagara Falls.
- The following items were presented for information; *Niagara Catholic Award of Distinction Nomination Form, 2012 Annual Director's Report, Niagara Catholic System Priorities - 2012-2013 Mid-Year Progress Review, Policy/Program Memorandum 156: Supporting Transitions for Students with Special Education Needs, Integrated Transition Planning for Young People with Developmental Disabilities.*

4. **Colleen Atkinson – Coordinator Special Education**

- Nil Report

G. TRUSTEE REPORTS

1. **Father Paul MacNeil – Trustee**

- Niagara Catholic has received \$2.4 million from the Ministry of Education to renovate and expand Our Lady of Mount Carmel Catholic Elementary School in Niagara Falls.
- Call for nominations are open for the Niagara Catholic Award of Distinction. Deadline is February 28th, 2013. Nomination forms are available on the Board website or at the Catholic Education Centre.
- Congratulations to Our Lady of Fatima school (St. Catharines) Lego team. The team, comprised of students aged 8-12, recently won the Alliance Teamwork Robot Competition and First Place Grand Provincial Champion Award at the Provincial First Lego League tournament in Oshawa in January. They will be heading to the international competition in Legoland in California.
- Registration day was today for students in the ELKP and Kindergarten program.
- The Board also received our Mid Year System Priority report, which is also available on the website.

2. **Rhianon Burkholder – Trustee**

- Nil Report

H. STUDENT REPORT

1. **Leah Zahorchak – Student Representative**

- February 27th – Leadership Faith Symposium is being held at Holy Rosary
- February 12th – Student Senate Meeting: Viewing of the final submission for Student Senate Policy – Elementary. Any comments/questions can be forwarded to Leah Zahorchak.
- Monthly Senate update to be sent via e-mail.

I. NCPIC REPORT

- Members will be going out to Catholic School Councils to do a PowerPoint presentation on NCPIC.
- Working on ProGrant – package to be given to new families of Niagara Catholic on what makes us different. The kit will include a directory of the Board and Community resources.
- The policy sub-committee has been reviewing policies.

J. NEW BUSINESS

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*

K. CORRESPONDENCE

1. **Review New Correspondence**

New correspondence was received and will be discussed at the March meeting.

2. **Ministry of Education Special Education Update – October 2012**

Superintendent Baldasaro provided copies of the *Ministry of Education Special Education Update – October 2012* to members for information.

L. QUESTION PERIOD

M. NOTICES OF MOTION

N. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

1. Possible Technology presentation. Superintendent Baldasaro will follow up.

O. INFORMATION ITEMS

1. A School Year Calendar Meeting will be held on February 13th from 3:00p.m.-4:00p.m. Chair Racine asked if any member would like to volunteer to attend the meeting. Mike Gowan may attend a future meeting.
2. Chair Racine presented ideas and possible dates for the end of year dinner.

P. NEXT MEETING:

Wednesday, March 6, 2013 at 7:00p.m. at the Catholic Education Centre

Q. ADJOURNMENT

Moved by Mike Gowan

Seconded by Katie Muirhead

THAT the February 6, 2013 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

This meeting was adjourned at 9:10p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

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

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

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 19, 2013



REPORT TO THE BOARD MEETING MARCH 19th, 2013

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

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

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

An Excursion is defined as follows:

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

Attached to this information report is an Executive Summary of a 2012-2013 Extended Overnight Field Trip as submitted on Tuesday, March 19th, 2013. (Appendix A)

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

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: March 19th, 2013

Appendix A

EXECUTIVE SUMMARY

Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2012-2013

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANSPORTATION
Holy Cross Catholic Secondary School, St. Catharines	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Vex World Robotics Championship, Anaheim, California, USA	Robotics	Design, build & program a robot for a competition. Engage in team work with teams from all over the world	Wednesday, April 17, - Sunday, April 21, 2013	9 students 2 staff 1 chaperone	4 nights 5 days (3 school days)	Approximately \$825.00 per person – flight, accommodations, transportation to and from airport, insurance and from airport, additional personal spending money	Air, airport transportation

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

**TOPIC: FINANCIAL REPORTS
MONTHLY BANKING TRANSACTIONS
FEBRUARY 2013**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the report on the Monthly Banking Transactions for the month of February 2013, as presented.

Prepared by: William Tumath, Manager of Accounting Services
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 19, 2013



**REPORT TO THE BOARD MEETING
MARCH 19, 2013**

**MONTHLY BANKING TRANSACTIONS
FOR THE MONTH OF FEBRUARY 2013**

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 February 2013. (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 February 2013, as presented.

Prepared by: William Tumath, Manager of Accounting Services
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 19, 2013

Appendix A

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF: FEBRUARY, 2013	
DESCRIPTION OF ITEMS	BANK ACCOUNT
CASH BALANCE AT BEGINNING OF MONTH	(A) 24,352,795
OPERATING CASH RECEIPTS FOR THE MONTH	
1. GENERAL LEGISLATIVE GRANTS	14,298,919
2. CAPITAL GRANTS	4,651,337
3. OTHER GRANTS (EPO, O.E.Y.C.)	173,248
4. INTEREST REVENUE	29,126
5. MUNICIPAL TAXES	0
6. TUITION FEES REVENUE - A.C.E. & OTHER	743,929
7. CHARITABLE DONATIONS	40,048
8. GOVERNMENT REBATES (GST 68% REBATE ON TAXABLE PURCHASES)	405,420
9. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS)	203,304
10. OTHER CASH RECEIPTS	
- Reimbursements of Employee Benefits	2,269
- Donations Collected from Employees - Other	0
- Other	0
11. TRANSFER IN FROM SINKING FUNDS	0
12. PROCEEDS FROM DEBENTURE ISSUE (NET)	0
13. CAPITAL LOAN PRINCIPAL ADVANCES	0
TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE	(B) 20,847,500
OPERATING CASH DISBURSEMENTS FOR THE MONTH	
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)	(18,683,236)
2. TEACHER PENSION DEDUCTIONS	(1,237,178)
3. O.M.E.R.S. PENSION DEDUCTIONS	(572,250)
4. CANADA SAVINGS BONDS DEDUCTIONS	(126,146)
6. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS	(74,843)
6. OTHER DEBITS	(40,959)
7. TRANSFER TO SINKING FUNDS	0
8. INTEREST PAYMENTS ON CAPITAL DEBT	0
9. PRINCIPAL PAYMENTS ON CAPITAL DEBT	0
TOTAL OPERATING CASH DISBURSEMENTS	(C) (20,734,614)
CASH BALANCE AT END OF MONTH	A + B - C = D (D) 24,165,781

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES SUMMARY OF LOAN BALANCES AS AT : FEBRUARY, 2013 The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. OFA - GPL1 Loan 25 YR.	(11,916,056.48)			(11,916,056.48)
2. OFA - GPL2 Loan 25 YR.	(9,265,446.77)			(9,265,446.77)
3. OFA - GPL3 Loan 25 YR.	(4,318,932.83)			(4,318,932.83)
4. OFA - 2010-11 DEBENTURE - GPL 3	(1,288,275.10)			(1,288,275.10)
6. OFA - 2010-11 DEBENTURE - PCS 1	(3,192,522.20)			(3,192,522.20)
6. OFA - PTR - Completed 2010/11	(7,910,508.87)			(7,910,508.87)
7. OFA - 2001-A1 Debenture	(2,193,544.78)			(2,193,544.78)
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	(13,465,688.52)			(13,465,688.52)
11. Capital Projects - Completed 2002/03	(20,307,672.08)			(20,307,672.08)
12. Capital Projects - Completed 2004/05	(8,561,479.42)			(8,561,479.42)
13. Capital Projects - Completed 2005/06	(7,306,603.80)			(7,306,603.80)
14. Sinking Fund Asset	1,083,794.67			1,083,794.67
Total Debentures & Capital Loans	(92,129,936.18)	0.00	0.00	(92,129,936.18)

PREPARED BY: William Turnath
PRESENTED BY: John Crocco

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

**TOPIC: FINANCIAL REPORTS
STATEMENT OF REVENUE & EXPENDITURES
FEBRUARY 31, 2013**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at February 28, 2013, as presented.

Prepared by: William Tumath, Manager of Accounting Services
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 19, 2013



**REPORT TO THE BOARD MEETING
MARCH 19, 2013
STATEMENT OF REVENUE & EXPENDITURES
AS AT FEBRUARY 28, 2013**

BACKGROUND INFORMATION

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 February 28, 2013. (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 February 28, 2013 as presented.

Prepared by: William Tumath, Manager of Accounting Services
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: March 19, 2013

Appendix A

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
SUMMARY OF REVENUE AND EXPENDITURES - CLOSED
SUMMARY STATEMENT
AS AT FEBRUARY 28, 2013**

ACCOUNT DESCRIPTION	THIS YEAR			CHANGES	LAST YEAR		
	EXPENDED	BUDGET	% LEFT		EXPENDED	BUDGET	% LEFT
REVENUE							
REVENUE	-122,010,303	-251,780,708	51.5%		-125,430,059	-250,504,359	49.9%
TOTAL REVENUE	-122,010,303	-251,780,708	51.5%		-125,430,059	-250,504,359	49.9%
EXPENDITURES							
BOARD ADMINISTRATION	4,070,475	7,371,598	44.8%		4,185,862	8,010,826	47.7%
ELEMENTARY SCHOOLS	61,541,556	124,939,319	50.7%		59,936,458	122,343,046	51.0%
SECONDARY SCHOOLS	34,166,047	69,371,333	50.7%		33,615,160	68,803,010	51.1%
CONTINUING EDUCATION	2,761,637	5,834,515	52.7%		2,844,877	6,131,132	53.6%
PLANT OPERATIONS	8,203,851	16,903,100	51.5%		8,501,672	17,997,907	52.8%
PLANT MAINTENANCE	1,558,765	3,645,292	57.2%		1,498,577	3,390,846	55.8%
TRANSPORTATION	5,017,118	9,539,412	47.4%		4,810,842	10,102,839	52.4%
CAPITAL AND OTHER EXPENDITURES	2,557,966	14,176,139	82.0%		2,730,678	13,724,754	80.1%
TOTAL EXPENDITURES	119,877,415	251,780,708	52.4%		118,124,126	250,504,359	52.8%

PREPARED BY : William Tumath
Finance Department

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: FEBRUARY 28, 2013
BOARD ADMINISTRATION

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - TRUSTEES	146,364	232,744	37.1		149,109	215,744	30.9
SALARY & BEN - SENIOR STAFF	693,091	1,343,673	48.4		854,454	1,498,161	43.0
SALARY & BEN - MANAGERS	788,019	1,619,022	51.3		753,380	1,578,425	52.3
SALARY & BEN - TECHNICAL	197,398	329,910	40.2		193,143	361,068	46.5
SALARY & BEN - CLERICAL	1,063,091	1,931,361	45.0		1,158,862	2,358,107	50.9
TEMPORARY STAFF	28,509	64,388	55.7		38,313	64,321	40.4
PROFESSIONAL DEVELOPMENT	28,707	62,500	54.1		36,368	60,000	39.4
SUPPLIES - ADMINISTRATION	252,605	472,500	46.5		223,012	487,500	54.3
SUPPLIES - HUMAN RESOURCES	10,261	20,000	48.7		8,522	20,000	57.4
SUPPLIES - COMPUTER SERVICE	126,537	62,500	102.5		44,534	62,500	28.8
SUPPLIES - PLANT OPERATIONS	182,008	380,000	52.1		199,554	380,000	47.5
SUPPLIES - BUILDING MAINTENANCE	36,731	50,000	26.5		24,109	50,000	51.8
FURNITURE & EQUIPMENT	43,419	48,000	9.5		88,169	155,000	43.1
FEES & CONTRACTS	464,405	715,000	35.1		406,820	675,000	39.7
MISCELLANEOUS EXPENDITURES	9,330	40,000	76.7		7,513	45,000	83.3
TOTAL - BOARD ADMINISTRATION	4,070,475	7,371,598	44.8	 	4,185,862	8,010,826	47.8

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: FEBRUARY 28, 2013
ELEMENTARY SCHOOLS

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	40,287,416	83,415,659	51.7		39,623,555	83,158,242	52.4
OCCASSIONAL TEACHERS	1,265,807	2,926,379	56.7		1,466,486	3,592,748	59.2
TEACHER ASSISTANTS	9,620,662	16,982,224	43.4		8,711,046	15,294,372	43.0
PROFESSIONAL STAFF	1,511,627	2,748,289	45.0		1,522,584	2,579,397	41.0
LIBRARY TECHNICIANS	1,110,024	2,051,968	45.9		1,072,169	2,055,961	47.9
PRINCIPALS & V.PS.	3,718,513	7,259,793	48.8		3,733,225	7,222,285	48.3
SCHOOL SECRETARIES	1,324,168	2,575,112	48.6		1,345,807	2,496,710	46.1
TEACHER CONSULTANTS	527,020	1,109,941	52.5		496,233	994,429	50.1
PROFESSIONAL DEVELOPMENT	68,532	430,000	84.1		122,149	430,000	71.6
PROGRAM CLASSROOM RESOURCE	410,529	1,555,000	73.6		497,485	1,068,000	53.4
CLASSROOM SUPPLIES	670,922	1,492,869	55.1		709,505	1,530,010	53.6
PROGRAM SUPPLIES	63,078	195,000	67.7		71,407	186,000	61.6
SCHOOL ADMIN. SUPPLIES	156,987	380,000	58.7		178,028	400,000	55.5
COMPUTERS - CLASSROOM	589,257	1,119,976	47.4		270,468	638,147	57.6
COMPUTERS - NON CLASSROOM	21,887	49,956	56.2		0	49,956	100.0
F & E - CLASSROOM	187,355	604,939	69.0		101,270	604,658	83.3
F & E - NON CLASSROOM	7,772	42,214	81.6		15,041	42,130	64.3
TOTAL - ELEMENTARY SCHOOLS	61,541,556	124,939,319	50.7	 	59,936,458	122,343,045	51.0

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: FEBRUARY 28, 2013
SECONDARY SCHOOLS

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	23,724,581	48,660,862	51.3		23,395,469	48,358,132	51.6
OCCASSIONAL TEACHERS	577,563	1,656,678	65.1		956,895	2,157,811	55.7
TEACHER ASSISTANTS	2,764,208	4,747,417	41.8		2,683,463	4,574,629	41.3
PROFESSIONAL STAFF	634,603	1,419,447	55.3		633,066	1,433,411	55.8
LIBRARY TECHNICIANS	233,744	408,900	42.8		227,535	404,382	43.7
PRINCIPALS & V.PS.	1,498,186	3,018,686	50.4		1,509,686	3,031,525	50.2
SCHOOL SECRETARIES	1,091,537	2,054,006	46.9		1,129,078	2,026,523	44.3
TEACHER CONSULTANTS	290,856	901,065	67.7		334,754	897,114	62.7
LIBRARY & GUIDANCE - TEACHING	1,393,613	1,923,258	27.5		1,087,565	1,912,692	43.1
PROFESSIONAL DEVELOPMENT	25,967	120,000	78.4		42,746	120,000	64.4
PROGRAM CLASSROOM RESOURCE	872,597	2,076,227	58.0		814,638	1,735,077	53.1
CLASSROOM SUPPLIES	616,562	1,370,613	55.0		609,913	1,392,741	56.2
PROGRAM SUPPLIES	12,213	66,091	81.5		15,330	66,000	76.8
SCHOOL ADMIN. SUPPLIES	122,869	204,998	40.1		83,179	194,000	57.1
COMPUTERS - CLASSROOM	247,699	545,476	54.6		79,846	299,060	73.3
COMPUTERS - NON CLASSROOM	11,587	25,000	53.7		0	25,000	100.0
F & E - CLASSROOM	47,133	80,240	41.3		9,997	82,212	87.8
F & E - NON CLASSROOM	549	20,369	97.3		0	20,701	100.0
FEES & CONTRACTS	0	72,000	100.0		2,000	72,000	97.2
TOTAL - SECONDARY SCHOOLS	34,166,047	69,371,333	50.8		33,615,160	68,803,010	51.1

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: FEBRUARY 28, 2013
CONTINUING EDUCATION

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
TEACHER ASSISTANTS	5,376	36,978	85.5		15,955	30,800	48.2
PROFESSIONAL STAFF	53,506	104,500	48.8		53,217	105,440	49.5
LIBRARY TECHNICIANS	414	0	0.0		0	0	0.0
PRINCIPALS & V.PS.	234,563	355,614	34.0		266,000	490,884	45.8
SCHOOL SECRETARIES	214,333	397,475	46.1		177,151	399,032	55.6
TEMPORARY STAFF	12,561	22,616	44.5		15,720	38,157	58.8
GRANT OFFICERS	0	16,167	100.0		19,998	70,540	71.7
SALARY & BEN - INSTRUCTORS	0	7,256	100.0		0	0	0.0
A.E. TEACHERS / INSTRUCTORS	1,704,417	3,724,940	54.2		1,896,082	4,056,207	53.3
PROFESSIONAL DEVELOPMENT	6,840	20,300	66.3		9,910	14,750	32.8
PROGRAM CLASSROOM RESOURCE	173,133	429,390	59.7		161,612	386,680	58.2
CLASSROOM SUPPLIES	314,118	679,279	53.8		226,390	532,642	57.5
COMPUTERS - CLASSROOM	40,277	40,000	0.7-		2,791	4,000	30.2
F & E - CLASSROOM	0	0	0.0		51	0	0.0
FEES & CONTRACTS	2,099	0	0.0		0	2,000	100.0
TOTAL - CONTINUING EDUCATION	2,761,637	5,834,515	52.7	 	2,844,877	6,131,132	53.6

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: FEBRUARY 28, 2013
PLANT OPERATIONS

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	416,885	866,501	51.9		388,216	883,674	56.1
SALARY & BEN - CARETAKERS	2,521,726	5,336,302	52.7		2,572,707	5,466,685	52.9
SALARY & BEN - CLEANERS	2,101,622	4,251,280	50.6		2,041,627	4,268,355	52.2
SALARY & BEN - CLERICAL	56,099	196,517	71.5		55,517	200,193	72.3
PROFESSIONAL DEVELOPMENT	1,229	10,000	87.7		4,440	10,000	55.6
SUPPLIES - UTILITIES	1,649,060	3,370,000	51.1		1,986,720	4,600,000	56.8
SUPPLIES - PLANT OPERATIONS	397,318	762,500	47.9		431,363	712,500	39.5
SUPPLIES - GROUNDS	180,532	875,000	79.4		186,699	770,000	75.8
F & E - PLANT OPERATIONS	289,229	675,000	57.2		275,176	526,500	47.7
FEES & CONTRACTS	590,151	560,000	5.4		559,207	560,000	0.1
TOTAL - PLANT OPERATIONS	8,203,851	16,903,100	51.5	 	8,501,672	17,997,907	52.8

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: FEBRUARY 28, 2013
PLANT MAINTENANCE

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	252,480	510,573	50.6		249,365	505,303	50.7
SALARY & BEN - TECHNICAL	474,360	1,079,870	56.1		496,483	1,064,020	53.3
SALARY & BEN - CLERICAL	46,045	78,985	41.7		50,633	78,172	35.2
TEMPORARY STAFF	234	5,364	95.6		10,346	5,351	93.4
PROFESSIONAL DEVELOPMENT	1,610	7,500	78.5		648	7,500	91.4
SUPPLIES - PLANT OPERATIONS	112,717	400,000	71.8		94,069	400,000	76.5
SUPPLIES - GROUNDS	47,494	180,000	73.6		62,271	180,000	65.4
SUPPLIES - PLANT MAINTENANCE	89,698	169,000	46.9		68,160	159,000	57.1
SUPPLIES - BUILDING MAINTENANCE	489,437	1,102,500	55.6		411,965	880,000	53.2
F & E - PLANT MAINTENANCE	0	36,500	100.0		5,974	36,500	83.6
FEES & CONTRACTS	44,690	75,000	40.4		48,863	75,000	35.1
TOTAL - PLANT MAINTENANCE	1,558,765	3,645,292	57.2	 	1,498,577	3,390,846	55.8

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: FEBRUARY 28, 2013
TRANSPORTATION DEPARTMENT

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	40,683	115,222	64.7		40,189	117,590	65.8
SALARY & BEN - TECHNICAL	34,282	172,959	80.2		33,899	176,514	80.8
SALARY & BEN - CLERICAL	0	22,760	100.0		0	23,508	100.0
SUPPLIES - ADMINISTRATION	123	75,707	99.8		124	74,278	99.8
FURNITURE & EQUIPMENT	0	12,675	100.0		0	12,675	100.0
FEES & CONTRACTS	4,942,030	9,140,089	45.9		4,736,630	9,698,274	51.2
TOTAL - TRANSPORTATION DEPARTMENT	5,017,118	9,539,412	47.4		4,810,842	10,102,839	52.4

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
FOR THE PERIOD ENDED: FEBRUARY 28, 2013
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	624,666	100.0		0	733,751	100.0
DEBT CHARGES BEFORE MAY, 1998	162,955	311,506	47.7		195,081	376,880	48.2
DEBT CHARGES AFTER MAY, 1998	0	117,487	100.0		0	117,487	100.0
NEW PUPIL PLACES	1,475,725	2,191,952	32.7		1,698,084	2,465,060	31.1
AMORTIZATION & NET LOSS DISPOSALS	0	8,996,554	100.0		0	8,343,292	100.0
TOTAL - CAPITAL AND OTHER EXPENDITUR	2,557,966	14,176,139	82.0	 	2,730,678	13,724,754	80.1

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
 UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED
 FOR THE PERIOD ENDED: FEBRUARY 28, 2013

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% Left	CHANGES	EXPENDED	BUDGET	% Left
GRAND TOTAL	119,877,415	251,780,708	52.4		118,124,126	250,504,359	52.8

Prepared by : William Tumath
 Finance Department

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

**TOPIC: CORRESPONDENCE
MINISTRY OF CITIZENSHIP & IMMIGRATION
ADULT NON-CREDIT LANGUAGE TRAINING PROGRAM**

**Ministry of Citizenship
and Immigration**

Minister

6th Floor
400 University Avenue
Toronto ON M7A 2R9
Tel.: (416) 325-6200
Fax: (416) 325-6195

**Ministère des Affaires civiques
et de l'immigration**

Ministre

6^e étage
400, avenue University
Toronto ON M7A 2R9
Tél. : (416) 325-6200
Télééc. : (416) 325-6195



Ms. Kathy Burtnik
Chair of the Board
Niagara Catholic District School Board
427 Rice Road,
Welland, Ontario

Dear Ms. Burtnik:

Re: 2012/13 Adult Non-Credit Language Training Program
Program file number: 2012-09-1-6890653

I am pleased to inform you that a grant of up to **\$1,578,368.00** has been awarded to the **Niagara Catholic District School Board** for the delivery of the Adult Non-Credit Language Training Program for the 2012/13 school year.

The purpose of the funding is to support Ontario school boards in the delivery of English and French as a Second Language programs to adult immigrants. The Ministry values the work of Ontario school boards in the delivery of these important services that help meet the needs of communities served by your school board. Acquiring language fluency is a key factor to the effective economic and social integration of immigrants. The delivery of English and French as a Second Language training through your school board will help strengthen and provide a stronger focus on programs for immigrants.

As a grant recipient, you will be required to enter into a legally-binding grant agreement with the ministry that includes the terms and conditions of the transfer payment program funding. Once this agreement is signed by both parties, payments will be made directly to your account on a quarterly basis, and in accordance with the payment schedule outlined in the funding agreement.

I look forward to a continued partnership with your school board as we work together to build a successful future for immigrants and for Ontario.

Best wishes for success in the important work you are doing to help immigrants succeed.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Chan'.

Michael Chan
Minister

CC: Mr. John Crocco, Director of Education and Secretary-Treasurer
Mr. Larry Reich, Superintendent of Business and Finance

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

**TOPIC: CORRESPONDENCE
CAMPAIGN LIFE COALITION
SELECTION OF SPEAKERS AND APPROPRIATE RESOURCES**

Campaign Life Coalition



104 Bond Street, Suite 300
Toronto, Ontario, Canada M5B 1X9
☎: (416) 204-9749 (800) 730-5358
☎: (416) 204-1027
✉: clc@campaignlifecoalition.com
www.campaignlifecoalition.com

February 11, 2013

Kathy Burtnik, Chairperson
Niagara CDSB
427 Rice Road, Welland, ON L3C 7C1

Dear Kathy Burtnik,

Trustees of Catholic school boards have the responsibility to maintain the Catholic character of their schools. The schools are called to be centres of learning and formation where pre-eminence is given to the teaching and moral values of the Catholic faith. There must be congruence between what is written in policy and what is actually implemented through its curriculum programs, administrative procedures and general school practices.

In a modern secular society it is challenging for Catholic schools to remain integrally Catholic in mission and practice. Hence, Catholic schools should not engage in activities nor collaborate with groups or individuals whose presence and whose views serve to exacerbate the situation.

The board of trustees is urged to put in place an effective screening mechanism whereby the selection of speakers is properly vetted and the curriculum resources are likewise reviewed on a regular basis to ensure that the true teaching and values of the Catholic Church are being presented and promoted in the classrooms, in the hallways, in clubs and in other co-curricular activities.

Such a course of action should assist school administrators, department heads and teachers in carrying out their duties as Catholic professionals in fulfilling the mandate of Catholic schools. It should also help to eliminate the inappropriate selection of people like MP Justin Trudeau to address Catholic school students and/or staff. The latter has made many a rash statement over the years; for example, in a 2001 speech reported in the Toronto Star promoting the World Youth Day, he said: 'Church isn't about rules. It's about guidance.' He went on to urge the youth present to reject "old men with old ideas".

When a speaker (with a well-documented and publicly declared personal opposition to church teaching on fundamental social and moral issues like abortion and marriage) is invited to a Catholic school to speak (regardless of the topic) serious scandal and harm ensue. The sanctity and dignity of all human life and the sacramental nature of the marriage union are at the heart of the church's gospel of life. A person who contradicts those church teachings should not be given a platform at a Catholic school on other "social justice" or civic education pretexts.

Such a person's presence undermines the capacity of the school to deliver a faithful message in synch with church teaching. Young people are bright and see through hypocrisy. But they are susceptible to

Fighting for Truth and Justice

Campaign Life Coalition is a National Pro-Life Organization representing over 100,000 families across Canada.

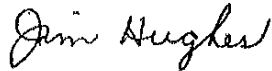
the appeal of charismatic speakers and personalities without adequately questioning the veracity of what the person is presenting.

Parental authority is being stripped away by governments through many questionable policies, especially in the education field. Governance and implementation of policy are the few remaining powers left to Boards of Trustees. We plead with you to exercise these powers for the good of Catholic schools and Catholic education.

The choice of speakers and the selection of appropriate resources are two key components in promoting and ensuring an authentic Catholic education experience for the students entrusted to the care of Catholic schools by their parents.

We urge your Catholic school board to address this need, making it a priority for the welfare of your system and a legitimate justification for the continuance of publicly funded Catholic education in the province of Ontario.

Yours for Life,

A handwritten signature in cursive script that reads "Jim Hughes".

Jim Hughes
President
Campaign Life Coalition

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

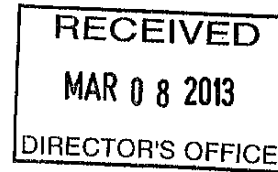
**TOPIC: CORRESPONDENCE
HOLY CHILDHOOD ASSOCIATION
CERTIFICATE OF THANKS**



Holy Childhood Association



Niagara Catholic District School Board
Attn: Mr. John Crocco
Director of Education
427 Rice Rd.
WELLAND, ON
L3C 7C1



26 Feb. 2013

Dear Friends,

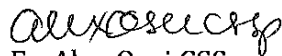
Thank you so much for your participation in the Walkathon in support of the Holy Childhood Association. You have extended hope to many children in need of that hope. Your being involved has made a difference to over 90,000 children in Papua New Guinea, Thailand, Uganda, India, Ghana, and Zambia. The material and spiritual lives of thousands of children throughout the world have been improved because of your generosity. You have shared a tremendous gift of faith and love!

Your generosity made possible the building of parish school administered by the Diocese of Chiang Mai, Thailand, building of Water storage tanks in Zombo, the Diocese of Nebbi, Uganda. It has also help in creating Parish outreach ministry for street children in Papua New Guinea by providing medical care, literacy programs and basic amenities.

Holy Childhood is an association that has universal purpose that support programs that help children under the age of 14. For example, we support the provision of nutrition programs, construction / restoration of classrooms, the provision of education equipment, school fees, health care and school supplies. Additional information may be found on our website www.missionsocieties.ca

Thank you for your continuous support in ministering to children in our world through Holy Childhood Association.

With appreciation,


Fr. Alex Osei CSSp.
National Director

cc. Mrs. Mary Lou Vescio-Bio — HCA Board of Directors
Mr. Mario Ciccarelli — Superintendent of Education
Mr. Mark Lefebvre — Superintendent of Education
Mrs. Yolanda Baldasaro — Superintendent of Education
Mrs. Carolyn Forster — Administrative Assistant

Certificate of Thanks

from

Holy Childhood Association

to

**Niagara Catholic
District School Board**

for

the remarkable success of the
2012 Walk-a-Thon



Alex Osei

Fr. Alex Osei CSSP
National Director

2012 - 2013



Walk-a-thon donation report

For year: 2012

<u>Id</u>	<u>Name</u>	<u>Address</u>	<u>Amount</u>
1800001	St. Mary Elementary School	5719 Morrison St. Niagara Falls ON L2E 2E8	336.10
1800004	St. Patrick Elementary School	266 Rosemount Ave. Port Colborne ON L3K 5R4	350.09
1800009	St. Patrick Elementary School	4653 Victoria Ave. Niagara Falls ON L2E 4B8	234.00
1800011	St. Gabriel Lalement School	6121 Vine St. Niagara Falls ON L2J 1L4	230.55
1800012	St. Joseph Elementary School	3650 Netherby Rd. Stevensville ON L0S1S0	477.00
1800014	St. Thomas More School	6642 St. Thomas More Dr. Niagara Falls ON L2G 5N4	1,466.00
1800016	St. Charles Elementary School	25 Whyte Ave. Thorold ON L2V 2T4	573.57
1800017	St. Elizabeth Elementary School	19 M. - 39 HWY. 3 Wainfleet ON L0S 1V0	50.00
1800018	Alexander Kuska KSG School	333 Rice Rd. Welland ON L3C 2V9	444.00
1800019	Holy Name Elementary School	290 Fitch St. Welland ON L3C 4W5	788.38
1800020	St. Andrew Elementary School	16 St. Andrew Ave. Welland ON L3B 1E1	785.00
1800025	St. Peter Elementary School	7 Aberdeen Circle St. Catharines ON L2T 2B7	200.00
1800026	Loretto Catholic School	6855 Kalar Rd. Niagara Falls ON L2H 2T3	375.52
1800027	Father Hennepin Elementary Sch	6032 Churchill St. Niagara Falls ON L2G 2X1	550.00
1800028	Sacred Heart Elementary School	8450 Oliver St. Niagara Falls ON L2G 6Z2	200.00
1800030	Our Lady of Fatima Elementary	439 Vine St. N. St. Catharines ON L2M 3S6	200.00
1800031	Notre Dame Elementary School	6559 Caswell St. Niagara Falls ON L2J 1C2	675.23
1800033	St. Edward Elementary School	2807-4th Ave., R. R. 1 Jordan ON L0R 1S0	431.48
1800034	St. Michael Elementary School	387 Line 3, RR # 2 Niagara-on-the Lake ON L0S 1J0	600.39
1800037	Michael J. Brennan School	690 Lake St. St. Catharines ON L2N 4J5	76.55
1800038	St. Joseph School	5 Robinson St. N. Grimsby ON L3M 3C8	200.00
1800039	St. Alfred Elementary School	280 Vine St. St. Catharines ON L2M 4T3	364.00
1800040	St. Ann Elementary School	218 Main St. St. Catharines ON L2N 4W1	493.00
1800041	St. Anthony Elementary School	81 Rykert St. St. Catharines ON L2S 1Z2	750.00
1800042	St. Christopher Elementary Sch	33 Woodrow St. St. Catharines ON L2P 2A1	130.00
1800044	St. James Elementary School	615 Geneva St. St. Catharines ON L2N 2J3	163.97
1800046	Mary Ward Elementary School	2999 Dorchester Rd. Niagara Falls ON L2J 2Z9	766.25
1800047	Canadian Martyrs Elementary Sc	502 Scott St. St. Catharines ON L2M 3X2	50.00
1800049	St. John Elementary School	5684 Regional Rd. 81, R. R. 3 Beamsville ON L0R	426.21
1800050	Cardinal Newman Elementary Sch	8120 Beaverdams Rd. Niagara Falls ON L2H 1R8	401.25
1800053	St. Alexander Elementary Schoo	26 Highway #20 E. Fonthill ON L0S 1E0	681.80
1800054	St. Ann Elementary School	832 Canboro Rd. W. Fenwick ON L0S 1C0	981.10
1800056	St. Theresa Elementary School	58 Seymour Ave. St. Catharines ON L2P 1A7	122.75
1800058	St. Nicholas Elementary School	149 Church St. St. Catharines ON L2R 3E2	103.80
1800061	St. Vincent de Paul School	3900 Kalar Rd. Niagara Falls ON L2E 6S4	489.83
1800062	St. George Catholic School	3800 Wellington Rd. Crystal Beach ON L0S 1B0	100.00
1800063	Mother Teresa Catholic Elem. Sc	125 First Street Louth St. Catharines ON L2R 6P9	255.50
1800064	St. Mark Catholic Elementary S	4114 Mountain St. Beamsville ON L0R 1B7	390.00

Total: 15,902.32

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – MARCH 5, 2013**



Spotlight

on

NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagaracatholic.ca

March 5, 2013



More than 300 Students Participate in Fourth Annual Student Symposium



Niagara Catholic Director of Education John Crocco (back, centre), was joined by Niagara Catholic Student Senate Co-Chairs Vincent Atallah (left) and Michael Blair (right) to speak with delegates from schools across the system during the 4th Annual Niagara Catholic Student Symposium. This year's conversation centered around the topic "The Wisdom of Peace and Social Justice."

Niagara Catholic held its Fourth Annual Student Symposium at Holy Rosary Hall in Thorold on February 27th.

This year's theme was entitled *The Wisdom of Peace and Social Justice*, in conjunction with the Board's three-year theological theme of "Growing in Wisdom to Worship and Witness."

During the day, the more than 300 elementary and secondary students who participated in the event focused on answering three questions:

- How are our Catholic schools places of peace?
- What are we doing to promote peace?
- What more can we do?

Following a discussion of these topics, the

participants were divided into groups by age. Secondary students and Chaplaincy Leaders viewed *The Narrow Path*, a documentary on social justice, while younger students watched a DVD entitled *The Peace Tree*. Afterward, students from Mother Teresa's Free The Children group and St. Alfred Catholic Elementary School shared their initiatives from Catholic Education Week 2012.

After lunch, students were encouraged to create their own symbols of peace, which were used to decorate a peace tree located in a sacred area of the hall.

Students will present the lessons they learned at school assemblies during Catholic Education Week, May 6th - 10th, 2013.

Capital Projects Update

In order to continue to implement the Full Day Early Learning Kindergarten Program in our Catholic elementary schools, Niagara Catholic has six renovation projects currently under way.

Tenders have been approved for projects to expand and renovate Mary Ward, St. Alexander, St. Andrew, St. John, St. Kevin and St. Philomena Catholic Elementary Schools. Construction at each of these sites is to begin in August, 2013, and will be completed in time for the first day of the 2013-2014 academic year.

Architects are proceeding with working drawings for the construction of a \$6-million, 10-classroom addition to Saint Michael Catholic High School, which is expected to be completed by September 2014.

The full package of capital projects can be found in the agenda section of the Board website, niagaracatholic.ca.

Trustees Recommend Policies

During the March 5th Meeting of the Committee of the Whole, trustees recommended three policies be sent to the Board for approval.

Educational Field Trips Policy (400.2), Transportation for Inclement Weather Policy (500.1) and Volunteering in Catholic Schools Policy (new) will be considered at the March 19th Board Meeting.

Lakeshore Catholic High School Celebrates \$5.5-Million in Expansion Funding



Niagara Catholic Board Chair Kathy Burtnik (front row, third from right), Trustee Dino Sicoli (back row, fourth from right), Director of Education, John Crocco (back row, right), Controller of Facilities Services Scott Whitwell (left) and Family of Schools Superintendent of Education, Lee Ann Forsyth-Sells (second from left) were joined by Lakeshore Catholic High School Principal Danny DiLorenzo (beside Mr. Crocco), Catholic School Council representative Heather Pyke (beside Mr. DiLorenzo), Port Colborne Mayor Vance Badawey (beside Mrs. Forsyth-Sells) and the Lakeshore Catholic High School student council to celebrate the announcement of \$5.5-million in provincial funding to expand and renovate the school.

Niagara Catholic is pleased to announce that the Ministry of Education has provided the Board with more than \$5.5 million in funding to expand and renovate Lakeshore Catholic High School in Port Colborne.

The funding will be used to build 10 new classrooms, eliminating the need for the 10 'chalets' behind the school. Construction will be complete by September 2013.

"What truly wonderful news this is to announce today, not only for Lakeshore Catholic High School but for the entire Niagara Catholic family," said Niagara Catholic Board Chair, Kathy Burtnik. "When Lakeshore Catholic opened nearly 25 years ago, it was great news for Catholic families along the Lake Erie shoreline as it became the Catholic high school for Fort Erie, Ridgeway, Crystal Beach, Dunville, Port Colborne and Wainfleet. The need to expand Lakeshore Catholic

to meet its capacity demands is proof that it is an indispensable choice for Catholic families in this part of Niagara.

"Niagara Catholic Director of Education John Crocco, a former Principal at Lakeshore Catholic, said he looks forward to seeing the changes take place at the school.

"It's always an exciting time to see the transformations as a school undergoes renovations," said Mr. Crocco. "Lakeshore Catholic High School is currently over capacity, with many students attending class in the 'chalets' behind the school. This will allow all Lakeshore Catholic students to attend class together, and we look forward to the day in 2015 when we celebrate the completion of this construction with the official blessing and opening of the newly renovated school with Bishop Bergie."

French Immersion Update

Based on data used in Niagara Catholic's planning for Full Day Early Learning Kindergarten, data collected through Niagara Catholic's French Immersion Interest Study and information gathered during French Immersion Family of Schools Information Evenings, six Catholic elementary schools have been identified as proposed schools to offer French Immersion in September, 2013:

St. Mark Catholic Elementary School (Grade 1 and Grade 4 entry, Blessed Trinity Catholic Family of Schools)

Our Lady of Fatima Catholic Elementary School (SC) (ELKP, Grade 1 and Grade 4 entry, Holy Cross and St. Francis Catholic Families of Schools)

St. Nicholas Catholic Elementary School (ELKP, Grade 1 and Grade 4, Denis Morris Catholic Family of Schools)

St. Thomas More/Our Lady of Mount Carmel Catholic Elementary Schools (SK, Grade 1 and Grade 4 entry, Saint Michael Catholic Family of Schools)

Notre Dame Catholic Elementary School (ELKP, Grade 1 and Grade 4 entry, Saint Paul Catholic Family of Schools)

Holy Name Catholic Elementary School (Grade 1 and Grade 4 entry, Notre Dame College Family of Schools)

St. Therese Catholic Elementary School (ELKP, Grade 1 and Grade 4 entry, Lakeshore Catholic Family of Schools)

School sites and grades will be confirmed by the end of March 2013.



Have a safe and fun March Break

The Catholic Education Centre will be open Monday - Thursday from 8:30 a.m. - 4:00 p.m.

Classes will resume on Monday, March 18th at all schools

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS**



April 2013

SUN MON TUE WED THU FRI SAT

1 Easter Monday
 2 World Autism Awareness Day
 3 SEAC Meeting
 4
 5
 6

7
 8
 9 CW Meeting
 10
 11
 12
 13

14
 15
 16
 17
 18
 19 10th Annual Bishop's Gala
 20

21
 22 Volunteer Appreciation Breakfast
 23 PC & Board Meetings
 24 Heritage Fair
 25
 26
 27 St. James Catholic Elementary School Anniversary

28
 29
 30

"The month of April is dedicated to The Holy Spirit. The entire month falls during the Easter season . The liturgical color is white — the color of light, a symbol of joy, purity and innocence (absolute or restored)."

- CatholicCulture.org

*Nurturing SOULS
 &
 Building MINDS*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
PASSION OF OUR LORD JESUS CHRIST PLAY**

The Catholic Youth of the Niagara Region Presents THE PASSION OF OUR LORD JESUS CHRIST

*Fr. Raymond Fenech Gonzi of St. Ann Parish, Niagara Falls – Youth Spiritual Director
Gabriel Marinelli – Writer/Advisor
Francesca Azzano – Director/Youth Coordinator*

When: Sunday, March 24, 2013 @ 7:00 p.m.

*Where: Club Italia Cultural Centre, 2525 Montrose Road, Niagara Falls
Corner of Kalar Road & Montrose Road*

FREE ADMISSION

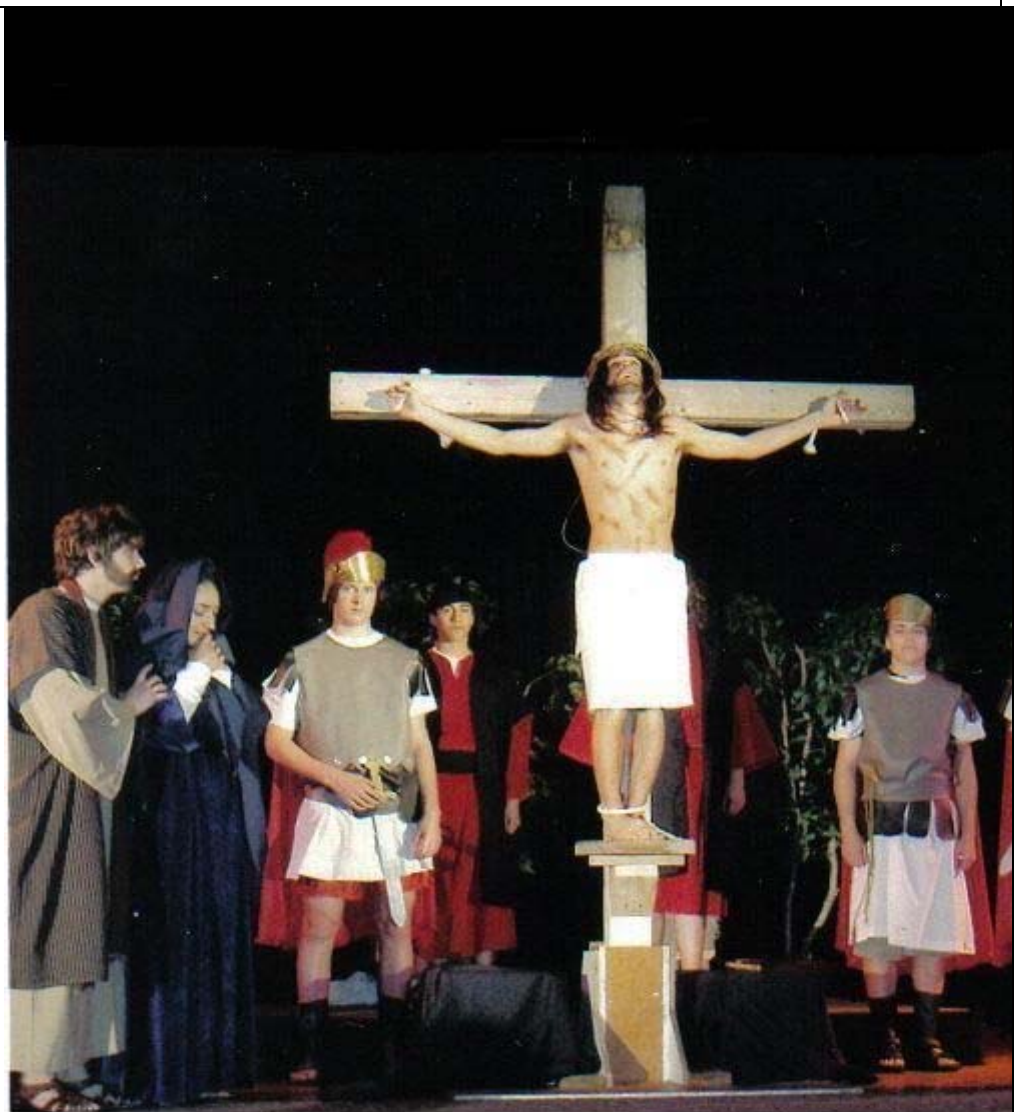
***Donations to the
Nick Roma Fund
would be greatly
appreciated.***



***For more information,
please contact:***

***Julia at 905-354-9269 or email
mj.damiano1@gmail.com***

***look us up on facebook at
"Passion of Our Lord Jesus
Christ Play"***



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
MARCH 19, 2013**

PUBLIC SESSION

**TOPIC: TRUSTEE INFORMATION
OCSTA 83RD AGM – MAY 2–4, 2013**

OCSTA 83rd AGM & Conference

From: Sharon McMillan

Sent: March 8, 2013

To: All Trustees and Directors of Education

Subject: Trustees: Register now before Early Bird Conference Discount Ends

Importance: High

OCSTA 83rd AGM & Conference

Thursday, May 2 — Saturday, May 4, 2013

Doubletree By Hilton – Toronto Airport (655 Dixon Rd., Toronto)

Featured speakers include:

- **Steve Paikin**, Host of TVO's The Agenda
- Canadian Olympic Champion and Leadership Expert, **Silken Laumann**
- Workshop topics include: **Effective Decision Making; Communicating Effectively with Diverse Cultures; Social Media for Trustees**, and more
- Mass will be celebrated by **His Eminence, Thomas Cardinal Collins**

Detailed highlights of this year's program (ATTACHED).

The Deadline for the "Early Bird" Registration discount is March 21! Register [now](#).

Hotel rooms in the OCSTA discount block are filling up!

Please make your hotel reservations NOW to avoid disappointment!

For reservations, please call: 416-244-1711 or 1-800-668-3656

Conference begins - REGISTRATION: Thursday, May 2 at 5:30 p.m.

Meet & Greet Light & Delicious Buffet: Thursday, May 2, at 5:30 p.m.

Opening Liturgy: Thursday, May 2, at 7:00 p.m.

Conference ends: Saturday, May 4 at noon.

For more information: <http://ocsta.on.ca/AGMandConference.aspx>

OCSTA 83rd AGM & Conference

The 2013 AGM & Conference is scheduled for May 2 to 4 and will be held at the Doubletree by Hilton – Toronto Airport Hotel.

Program Highlights:

The theme for the 2013 OCSTA AGM and Conference is "You Raise Me Up: Trustee Leadership & Ontario's Catholic Schools." The event will be held May 2-4, 2013 at the Doubletree by Hilton - Toronto Airport.



The program has been designed to inspire, educate and support trustees across the province who have answered the call to serve the Catholic education needs of our youth.

This year's program includes:

- Silken Laumann, Olympic Champion
Topic: Leadership that Inspires
- Steve Paikin, Host of TV Ontario's *The Agenda*
Topic: Leading Issues in Ontario Today
- John Copabianco, Sr. VP, Fleishman-Hillard and Dr. Robert Murrery, OCSTA Director, Legislative and Political Affairs
Topic: Government Relations for Trustees
- Isolina Varano, Co-ordinator, Conflict Resolution, Toronto Catholic DSB
Topic: Conflict Resolution - How To Be Effective Adjudicators
- Sean McDade, IT Learning Co-ordinator and Lori Lynn Stapleton, Religious Education/Family Life Learning Co-ordinator, Huron-Perth CDSB
Topic: Leveraging Technology to Promote a Community of Prayer
- Kirk Mark, Co-ordinator of Race and Ethnic Relations, Toronto Catholic DSB
Topic: Communicating Effectively with Diverse Cultures

[Registration Form](#)

[Information Package](#)

[Nomination Form](#)

[Proxy Form](#)

[Preliminary Program](#) (ATTACHED)

[Sponsorship Package](#)

[Trustee Award of Merit](#) - Criteria & Nomination Form

Registration Fees:

Early Bird Fee (until March 21, 2013) - \$665.57 (\$589.00 + \$76.57 HST) - Full payment must be received in the OCSTA office by this date. No exceptions. Regular Fee (after March 21, 2013) - \$733.37 (\$649.00 + \$84.37 HST). Student Trustee Fee - \$395.50 (\$350.00 + \$45.50 HST). Extra Annual Dinner Ticket Only - \$101.70 (\$90.00 + \$11.70 HST). Submit payment to: OCSTA, Attn: Ashlee Cabral, 1804 – 20 Eglinton Avenue West, P.O. Box 2064, Toronto, ON M4R 1K8 - *Please make cheques payable to OCSTA.*

Hotel:

The block of rooms is now open and will be held until April 9, 2013. Special room rates start at \$135.00 + applicable taxes (single or double occupancy). Reservations can be made online at [Doubletree by Hilton - Toronto Airport Hotel](#) or by calling the hotel directly at 416-244-1711 or 1-800-668-3656. When making reservations by telephone, in order to secure the special rate, guests must identify themselves as members of the Ontario Catholic School Trustees' Association.

Late checkout and early departure fees apply as follows:

Early departure fee (check-out prior to the original departure date) = \$50.00

Late departure fee (check-out at 3:00 p.m.) = \$80.00

Late departure fee (check-out at 7:00 p.m.) = \$89.00

CANCELLATIONS:**Registration Fees:**

Prior to March 28, 2013 – full refund

March 28 to April 4, 2013 – 25% of the registration fee will be charged

April 4 to April 11, 2013 – 50% of the registration fee will be charged

After April 11, 2013 – no refund, under any circumstances will be issued – substitutions are welcomed.

Additional Annual Dinner Ticket:

A full refund will be issued for cancellations received by April 11, 2013. No refunds will be issued after that date – substitutions are welcomed.

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

If you require additional information, please contact Pam DeNobrega at 416-932-9460 ext. 234 or by email to pdenobrega@ocsta.on.ca.

OCSTA 2013 Conference – Preliminary Program

Theme: “You Raise Me Up!” Trustee Leadership and Ontario’s Catholic Schools

Thursday, May 2, 2013

Time/Room	Event
5:30 p.m. to 6:45 p.m. <i>Plaza Foyer</i>	Meet & Greet – Light Buffet <i>(Cash Bar)</i>
5:30 p.m. to 6:45 p.m. <i>Plaza Foyer</i>	Registration
7:00 p.m. <i>Plaza B & C</i>	Opening Liturgy
7:20 p.m. <i>Plaza B & C</i>	Opening Remarks, Special Acknowledgements <i>Colleen Landers, Chairperson, Conference Committee, OCSTA</i>
	President’s Welcome <i>Marino Gazzola, President, OCSTA</i>
7:30 p.m. <i>Plaza B & C</i>	Leadership That Inspires <i>Silken Laumann, Olympian, Inspirational Speaker and Author</i>
8:30 p.m. to 9:30 p.m. <i>Plaza Foyer</i>	Opening Reception <i>(Cash Bar)</i>

Friday, May 3, 2013

7:30 a.m. to 3:00 p.m. <i>Plaza Foyer</i>	Registration
7:30 a.m. to 8:45 a.m. <i>Plaza A</i>	Buffet Breakfast <i>(Delegates only)</i>
8:45 a.m. <i>Plaza B & C</i>	Morning Praise <i>Father Patrick Fitzpatrick, Chaplain, OCSTA</i>
	Opening Remarks <i>Colleen Landers, Chairperson, Conference Committee, OCSTA</i>
9:00 a.m. <i>Plaza B & C</i>	President’s Address <i>Marino Gazzola, President, OCSTA</i>
9:20 a.m. <i>Plaza B & C</i>	Nominations Report & Introduction of Candidates <i>Nancy Kirby, Past President, OCSTA</i>
9:45 a.m. <i>Plaza Foyer</i>	Break

Friday, May 3, 2013 – Con't

Time/Room

Event

10:00 a.m.
Plaza B & C

Resolutions Session
Parliamentarian: Hugh Kelly, Miller Thomson LLP
Chair: Paul C. Whitehead, Senior Policy Advisor, Finance, OCSTA

10:00 a.m. to 11:00 a.m.
New York Room

Student Trustee Workshop:
Grounding us in the Mission and Message of Jesus Christ:
Discovering the Ontario Catholic School Graduate Expectations
Joanna Newton, Religious Education and Faith Formation Consultant:
With a focus on Equity and Inclusivity
Paul DeVuono, Religious Education and Faith Formation Consultant
Dufferin-Peel CDSB

11:00 a.m.
Plaza B & C

Presentation of Financial Report
Nancy Kirby, Chairperson, Office Management Committee, OCSTA

11:15 a.m.
Plaza B & C

Minister of Education's Address
The Hon. Liz Sandals (Invited)

12:00 p.m.
Plaza A

Buffet Lunch

New York Room

Elections

1:15 p.m.

Regional Meetings

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

2:30 p.m.
Plaza Foyer

Break

2:45 p.m.
Plaza B & C

Government Relations for Trustees
Dr. Robert Murray, Director, Legislative and Political Affairs, OCSTA
John Copabianco, Senior Vice President, Fleishman-Hillard

3:30 p.m.
Plaza B & C

Report of the Returning Officer
Returning Officer – Don Drone, Director of Education, Wellington CDSB

Friday, May 3, 2013 – Con't

Time/Room	Event
3:45 p.m. <i>Plaza Foyer/Plaza B & C</i>	Adjournment Silent Auction (6:15 p.m. to 8:30 p.m.) <i>Coordinated by: Niagara CDSB</i> <i>Proceeds from the Silent Auction benefit CCSTA's Toonies for Tuition Endowment Fund. This fund helps students receive a faith-based Catholic education in provinces which do not publicly fund Catholic schools.</i>
5:15 p.m. <i>International A & B</i>	Mass & Awards Ceremony <i>- Principal Celebrant and Homilist: His Eminence, Thomas Cardinal Collins</i>
6:30 p.m. <i>Plaza Foyer</i>	Reception and Entertainment (Delegates are provided with one complimentary drink ticket)
7:00 p.m. <i>Plaza B & C</i>	Annual Dinner

Saturday, May 4, 2013

Time/Room	Event
8:00 a.m. <i>Plaza A</i>	Buffet Breakfast (Delegates only)
9:00 a.m. <i>Plaza B & C</i>	Morning Praise
9:15 a.m. <i>Rooms TBA</i>	Concurrent Workshops <ul style="list-style-type: none">• How to Use Social Media to Connect with your Constituency and Address Issues Important to your Board – Speaker TBA• Conflict Resolutions: How to Make Effective Decisions <i>Isolina Varano, Coordinator of Conflict Resolution, HR Department, Toronto CDSB</i>• Communicating Effectively with Diverse Cultures <i>Kirk Mark, Co-ordinator of Race and Ethnic Relations, Toronto CDSB</i>• Leveraging Technology to Promote a Community of Prayer <i>Sean McDade, IT Learning Coordinator</i> <i>Lori Lynn Stapleton, Religious Education/Family Life Learning Coordinator</i> <i>Huron-Perth CDSB</i>
10:45 a.m. <i>Plaza Foyer</i>	Break
11:00 a.m. <i>Plaza B & C</i>	Major Issues in Ontario Today <i>Steve Paikin, Host - The Agenda, TVO</i> <i>Steve Paikin is anchor and senior editor of <i>The Agenda with Steve Paikin</i>. The flagship current affairs program of TVO, the world's largest educational television network debuted in September 2006. Its mission is to cover the provincial, national, and international issues viewers must know, to be well-informed citizens of Ontario.</i>
12:00 p.m.	Adjournment