



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, JUNE 12, 2012  
7:00 P.M.**

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

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**A. ROUTINE MATTERS**

1. Opening Prayers – Trustee Burkholder -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meeting of May 22, 2012 A5

**B. DELEGATIONS/PRESENTATIONS**

1. Canadian Secondary Schools Rowing Association Regatta 2012 B1
2. OFSAA Medalists/All Ontario Championships B2
3. Kids Helping Kids Cheque Presentation B3

**C. COMMITTEE AND STAFF REPORTS**

1. School Excellence Program C1  
St. Mary Catholic Elementary School, Niagara Falls
2. Unapproved Minutes of the Committee of the Whole Meeting of June 5, 2012 C2  
and Consideration of Recommendations
  - 2.1 Approval of Policies
    - 2.1.1 Bottled Water Policy (New) C2.1.1
    - 2.1.2 Christian Community Service Policy (400.3) C2.1.2
    - 2.1.3 Diabetes Management Policy (New) C2.1.3
    - 2.1.4 Dress Code Policy (Secondary) – Safe Schools (302.6.6) C2.1.4
    - 2.1.5 Education-Based Research Policy (301.2) C2.1.5
    - 2.1.6 Educational Field Trips Policy (400.2) C2.1.6
    - 2.1.7 Electronic Communications Systems Policy (Employees) (201.12) C2.1.7
    - 2.1.8 Electronic Communications Systems Policy (Students) (301.5) C2.1.8
    - 2.1.9 Employee Hiring and Selection Policy (Teachers) (New) C2.1.9
    - 2.1.10 Fundraising Policy (301.4) C2.1.10
  - 2.2 Report on the 2012-2013 Annual Budget C2.2
3. Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting C3  
of May 2, 2012

4.	Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of March 8, 2012	C4
5.	Annual Budget 2012-2013	C5
6.	Ontario Early Years Centre Audited Financial Statements – March 31, 2012	C6
7.	Three-Year Theological Theme and Adult Faith Formation Program	C7
8.	Niagara Catholic Mental Health and Addictions Support Plan	C8
9.	Extended Overnight Field Trip, Excursion and Exchange Committee Approvals	C9
10.	Executive Council Power	C10
11.	Financial Reports	
	11.1 Monthly Banking Transactions for the Month of May 2012	C11.1
	11.2 Statement of Revenue and Expenditures as at May 31, 2012	C11.2

#### **D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

1.	Correspondence	-
2.	Report on Trustee Conferences Attended	-
3.	General Discussion to Plan for Future Action	-
4.	Trustee Information	-
	4.1 Spotlight on Niagara Catholic – June 5, 2012	D4.1
	4.2 Calendar of Events – June 2012	D4.2
	4.3 Niagara Catholic Retirement Celebration and Recognition Night – June 23, 2012	-
	4.4 Final Day of 2011-2012 School Year and First Day of 2012-2013	-
	4.5 2012 Summit for Children and Youth Mental Health – October 25-26, 2012	D4.5
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  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE BOARD MEETING OF  
MAY 22, 2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of May 22, 2012, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE BOARD MEETING

**TUESDAY, MAY 22, 2012**

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Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, May 22, 2012, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chairperson Burtnik.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee O'Leary.

2. Roll Call

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

Trustee	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Maurice Charbonneau	✓		
Frank Fera	✓		
Fr. Paul MacNeil	✓		
Ed Nieuwesteeg	✓		
Ted O'Leary	✓		
Dino Sicoli	✓		
<b>Student Trustees</b>			
Ryan Creelman	✓		
Patrick Morris	✓		



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; **Larry Reich**, Superintendent of Business & Financial 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 Nieuwesteeg

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the Agenda of the Board Meeting of May 22, 2012, as presented.

**CARRIED**

**4. Disclosure of Interest**

A Disclosure of Interest was declared by Trustee Burtnik with Item C5.1 of the Public Agenda. This item may show cheques issued to this trustee's family business. She refrained from voting on this item.

**5. Approval of Minutes of the Board Meeting of April 24, 2012**

Moved by Trustee MacNeil

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of April 24, 2012, as presented.

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

**C. COMMITTEE AND STAFF REPORTS**

**1. School Excellence Program – St. Ann Catholic Elementary School**

Director Crocco provided background information on the monthly School Excellence Program. Yolanda Baldasaro, Superintendent of Education introduced Victoria Wegelin, Principal of St. Ann Catholic Elementary School.

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

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

**2. Unapproved Minutes of the Committee of the Whole Meeting of May 8, 2012 and Consideration of Recommendations**

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of May 8, 2012, as presented.

**CARRIED**

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of May 8, 2012:

**5.1 Playground Equipment Policy (702.1)**

Moved by Trustee Burkholder

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the Playground Equipment Policy (702.1), as presented.

**CARRIED**

**5.2 Capital Priorities Submission**

Moved by Trustee Burkholder

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the Capital Priorities submission to the Ministry of Education as presented in this report.

**CARRIED**

**5.3 Larkin Estate Admission Awards 2012-2013**

Moved by Trustee Burkholder

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the payment of scholarships for the Larkin Estate Admission Awards for 2012-2013, as noted in the report.

**CARRIED**

**5.4 Niagara Catholic Strategic Directions System Priorities 2012-2013**

Moved by Trustee Burkholder

Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Niagara Catholic Strategic Directions System Priorities 2012-2013, as amended.

**CARRIED**

**3. Approved Minutes of the Special Education Advisory Committee Meeting of April 11, 2012**

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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 April 11, 2012, as presented for information.

**CARRIED**

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of April 11, 2012:

**3.1 Letter to the Halton DSB**

Moved by Trustee MacNeil  
Seconded by Trustee Burkholder

**THAT** the Niagara Catholic District School Board approve the letter from the Special Education Advisory Committee to the Halton District School Board regarding Special Education.

**CARRIED**

**3.2 Letter to the Peterborough Victoria Northumberland and Clarington Catholic DSB**

Moved by Trustee MacNeil  
Seconded by Trustee Burkholder

**THAT** the Niagara Catholic District School Board approve the letter from the Special Education Advisory Committee to the Peterborough Victoria Northumberland and Clarington Catholic District School Board regarding the Special Education survey.

**CARRIED**

**4. Extended Overnight Field Trip, Excursion and Exchange Committee Approvals**

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

**5. Financial Reports**

**5.1 Monthly Banking Transactions**

The Board Meeting was turned over to Vice-Chairperson Charbonneau to Chair this portion of the Meeting.

Moved by Trustee Nieuwesteeg  
Seconded by Trustee Sicoli

**THAT** the Niagara Catholic District School Board approve the Monthly Banking Transactions for the month of April 2012, as presented for information.

**CARRIED**

**5.2 Statement of Revenue & Expenditures**

Chairperson Burtnik resumed the Chair of the May Board Meeting.

Moved by Trustee Sicoli  
Seconded by Trustee Fera

**THAT** the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at April 30, as presented for information.

**CARRIED**

## **D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

### **1. Correspondence**

#### **1.1 Laurel Broten, Minister of Education – Letter to all Chairs of Boards – May 17, 2012**

Chairperson Burtnik presented the letter from Laurel Broten, Minister of Education.

#### **1.2 Letter from Gab Sekaly, Assistant Deputy Minister, Business and Finance Division**

Director Crocco informed Trustees of a letter he received from Gab Sekaly, Assistant Deputy Minister, Business and Finance Division, regarding the Board's request for capital funding to support the replacement of child care spaces at the new St. Martin Catholic Elementary School. He announced that based on the Board's submission, the Ministry of Education has approved \$ 479,925 to fund the replacement of 16 child care spaces.

### **2. Report on Trustee Conferences Attended**

#### **2.1 OCSTA AGM**

Trustees shared their experiences and highlights from the 2012 OCSTA AGM.

### **3. General Discussion to Plan for Future Action**

- Director Crocco updated Trustees on the posting for the position of Controller of Facilities Services, which closes on Friday, May 25, 2012, and will be followed by interviews. Trustees will be informed of the progress of the search or the name of the successful candidate at the June Board Meeting.
- Director Crocco presented updated information on the Community Use of Facilities Policy as it relates to the Fee Schedule. He then presented a plan of action which included a recommended addition to the Administrative Guidelines at the September Policy Committee Meeting.

### **4. Trustee Information**

#### **4.1 Spotlight on Niagara Catholic – May 8, 2012**

Director Crocco presented the Spotlight on Niagara Catholic – May 8, 2012 issue for Trustees' information.

#### **4.2 Calendar of Events – June 2012**

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

#### **4.3 St. Anthony Catholic Elementary School Blessing – May 28, 2012**

Director Crocco reminded Trustees that the St. Anthony Catholic Elementary School Blessing, which will be officiated by Bishop Bergie, is scheduled for May 28, 2012 at 7:00 p.m.

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

**4.4 2<sup>nd</sup> Annual Niagara Catholic Staff & Family Mass and Picnic – Sunday, June 3, 2012**

Trustees were invited to attend the 2<sup>nd</sup> Annual Niagara Catholic Staff & Family Mass and Picnic on June 3, 2012 beginning at 10:00 a.m. at Queenston Heights. Bishop Bergie will celebrate Mass.

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

**4.5 Annual Trustee and Senior Staff Retreat – October 16, 2012**

Director Crocco indicated that in consultation with the Bishop, Chair and Vice-Chair of the Board, and all Trustees, that the Annual Trustee and Senior Staff Retreat has been rescheduled for October 16, 2012 at 4:00 p.m. at Mount Carmel Spiritual Centre.

**5. Open Question Period**

None Submitted

**E. NOTICES OF MOTION**

**F. BUSINESS IN CAMERA**

Moved by Trustee Burkholder

Seconded by Trustee O'Leary

**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 8:35 p.m. and reconvened at 10:58 p.m.

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

Moved by Trustee O'Leary

Seconded by Trustee MacNeil

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of May 22, 2012.

**CARRIED**

**SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee Burkholder

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of April 24, 2012, as presented.

**CARRIED (Item F1)**

Moved by Trustee Burkholder

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of May 8, 2012, as presented.

**CARRIED (Item F2)**

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

Moved by Trustee Nieuwesteeg

Seconded by Trustee Charbonneau

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

**CARRIED (Item F4.1)**

Moved by Trustee MacNeil

Seconded by Trustee O'Leary

**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

Seconded by Trustee

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of April 24, 2012, as presented.

**CARRIED (Item F5)**

Moved by Trustee MacNeil

Seconded by Trustee Burkholder

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of May 8, 2012, as presented.

**CARRIED (Item F6)**

*The following motion was reported from the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of May 8, 2012:*

Moved by Trustee MacNeil

Seconded by Trustee Burkholder

**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)**

Moved by Trustee Charbonneau

Seconded by Trustee MacNeil

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F7 of the In Camera Agenda.

**CARRIED (Item F7)**

## **H. FUTURE MEETINGS AND EVENTS**

## **I. MOMENT OF SILENT REFLECTION FOR LIFE**

## **J. ADJOURNMENT**

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

**THAT** the May 22, 2012 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 10:59 p.m.

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Minutes of the Meeting of the Niagara Catholic District School Board held on May 22<sup>nd</sup>, 2012.

Approved on the 12<sup>th</sup> day of June 2012.

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Kathy Burtnik  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: CANADIAN SECONDARY SCHOOLS ROWING  
ASSOCIATION REGATTA 2012**

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: June 12, 2012





## PRESENTATION BACKGROUND

Board Meeting  
June 12<sup>th</sup>, 2012

### **CANADIAN SECONDARY SCHOOLS ROWING ASSOCIATION REGATTA 2012**

Secondary students from across our Niagara Catholic secondary schools competed in the 67<sup>th</sup> Annual Canadian Secondary Schools Rowing Association Regatta held at the Henley Course in St. Catharines, Ontario from June 1<sup>st</sup> to June 3<sup>rd</sup>, 2012.

To participate in this international regatta, participants must meet the following criteria:

- Races in each category are open to any collegiate, high school or secondary school in the world;
- Participants must have been in regular day school attendance for the current school term;
- Participants have the certification of the School Principal and are under 19 years of age on January 1, of the year of the competition.

A list of the student accomplishments, that include Gold, Silver and Bronze medal placements, in both individual and team competitions, is attached.

Niagara Catholic congratulates each of these student-athletes for their perseverance and accomplishments at this most prestigious regatta. Niagara Catholic also extends its sincere appreciation to school staff, outside coaches and parents for dedicating their time and efforts in motivating and guiding our students to achieve such a high level of performance.

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: June 12, 2012

School	Name	Event	Award	Coach
<b>St. Francis</b>	Heather Mirynech, Emily McIntosh, Alana Ferguson, Hannah Crook, Eva Trabucco	Sr. Women 59kg Four +	SILVER	Corey Brunton Kat Romatowski
	C. Hailey, K. Covre, M. Borg, C. Saleeb, E. Wedderspoon	Jr. Women 63 kg Four +	BRONZE	Kevin Koch Bobby Fair
	S. Reynolds, A. Vassalo, R. Vassalo, A. Portanova, A. DiBari	Jr. Men 66 kg Four +	SILVER	Jordan Burtnik Adam Burtnik Nolan Moffatt
<b>Denis Morris</b>	Matthew Coppola, Grayson Gray	Senior Men Double	GOLD	
	Matthew Coppola	Senior Men Single	SILVER	
	Kelly Webb, Lauren Nail, Jaimie Snelgrove, Nicole Hough, Sydney Stavina	Senior Women Four +	BRONZE	
<b>Notre Dame College</b>	Lauren Piedl, Samantha Augustine, Tress Mastroianni, Kristen Power, Rachel Lauder	Jr. Women 59 kg Four +	BRONZE	
<b>Blessed Trinity</b>	Rachel Allen, Erin Armstrong, Saraf Mambella, Lauren Bishop, Sara Marinelli, Katherine Beatty, Kristen Anderson, Daniella Difabio, Ceine Pitrie	Jr. Women 63 kg Eight	BRONZE	Gillian Vanruyven

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: OFSAA MEDALISTS/ALL ONTARIO CHAMPIONSHIPS**

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: June 12, 2012



## PRESENTATION BACKGROUND

Board Meeting  
June 12<sup>th</sup>, 2012

### **OFSAA MEDALISTS/ALL ONTARIO CHAMPIONSHIPS**

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

A list of the student accomplishments, in both individual and team competitions, will be distributed at the Board Meeting.

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

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: June 12, 2012

School	Name	Event	Award	Coach
<b>Saint Michael</b>	J.T. Hunt - OFSAA T&F	Sr. Boys High Jump	GOLD	Ryan Dudley
<b>St. Francis</b>	<b>Senior Girls Soccer:</b> Sydnie Fiocca, Jessica Walsh, Melanie Riva, Jelena Mamic, Taylor Morris, Valerie Burtnik, Morgan D'Aloisio, Kodi Wright, Katrina Henneke, Rachel Zimic, Deanna Pacea, Alli Riganelli, Celina Valvano, Shannon Uskin, Karly Ruetz, Kayla Ohanian, Christine Sirignano, Ashlyn Macoretta, Alex Cutting	OFSAA 'AA' Soccer	GOLD	David Sardella Sabrina Cardamone
<b>Denis Morris</b>	Savanah Allen	OFSAA Track & Field	SILVER Midget Girls Long Jump	Andy Cecchini Lisa Dewar
<b>Notre Dame College</b>	Sarah Moss	OFSAA Track & Field	BRONZE Shot Put SILVER- Discus	Brian Lostracco Dave Giammarco Lisa Fazzalari
	<b>Girls Varsity Lacrosse:</b> Agi Mete(coach), Hannah Zamora, Ellen Tomaino, Kelsie Mushie, Vanessa VanderZalm, Chelsea Liske, Tasha MacDonald, Hayley Liske, Tiffany Campbell, Sarah Simpson, Kathryn Simpson, Emily Wood, Sydnie Dickson, Kristiana Rocco, Laura Hayward, Kylie Gatt, Jordan Turpin, Cierra Clarkson, Acacia Ashick	All Ontario Trillium Cup	GOLD	Tina Turner
	<b>Cheerleading:</b> Lindsay Molnar, Lily Pavelich, Kayla Connely, Vanessa Maddalena, Yolanda Alfaro, Mackenzie Chamberlain, Kelsey MacIsaac, Nicole Secord, Carla Alfaro, Caitlyn Sabourin, Courtney Goulet, Holly Richard, Taryn KcKee, Sarah Latham, Rachel Chase, Lauren Mortier, Phoebe Kirkup, Alyssa Croce, Charlie Bida, Jenna Wutzke Coach Monique Mastroianni	Canadian National Champion 2012	GOLD	Monique Mastroianni Shannon Letwin Samantha Mallica Karen Wallace

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: KIDS HELPING KIDS CHEQUE PRESENTATION**

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: June 12, 2012



## PRESENTATION BACKGROUND

BOARD MEETING  
June 12, 2012

### **KIDS HELPING KIDS ...CELEBRATING 14 YEARS OF CONTRIBUTIONS**

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All students of the Niagara Catholic District School Board are to be congratulated for their participation in the “KIDS HELPING KIDS” project in support of the Niagara Peninsula Children’s Centre. At the Board Meeting on June 12<sup>th</sup>, 2012 a cheque for \$36,472.50 will be presented to Jim Marino of the Children’s Centre.

This year marks 14 years of contributions from all our schools in the Niagara Catholic District School Board. Our students in the Niagara Catholic District School Board gathered together in an outpouring of generosity.

A planning committee of Elementary and Secondary Principals and Vice-Principals created a resource package of materials and poster that was distributed to each elementary and secondary school. The resource package included an awareness and education component, as well as suggestions for fund raising activities. Personnel from the Centre made visits to classrooms and school assemblies throughout the Board, providing opportunities for students and staff to learn more about the facility and its many services. Students made visits to the Centre for job shadowing, video presentations and general awareness.

The Niagara Catholic District School Board’s schools, students, staff and parent community have, once again, demonstrated in a concrete way, commitment to their Faith and a willingness to help with the success of this year’s campaign.

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: June 12, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: SCHOOL EXCELLENCE PROGRAM  
ST. MARY CATHOLIC ELEMENTARY SCHOOL  
NIAGARA FALLS**

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: June 12, 2012





NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD MEETING JUNE 15, 2012

### SCHOOL EXCELLENCE PROGRAM ST. MARY CATHOLIC ELEMENTARY SCHOOL, NIAGARA FALLS

5719 Morrison Street  
Niagara Falls, Ontario, L2E 2E8  
ph: 905.354.7744  
fx: 905.354.7975  
st.mary.nf@ncdsb.com

**Grades:** JK - 8

**Principal:** Roger Demers

**Superintendent:** Mark Lefebvre

**Catholic School Council Chair:**  
Tina Marchese

**Co-Chair:** Carla Rachello

**Parishes:** St. Patrick & St. Ann



St. Mary School was formally opened on February 5, 1956. It consisted of ten classrooms and housed the Niagara Falls Separate School Board's Administrative Offices.

St. Mary School has since expanded to meet the needs of the community with an addition and renovation formally blessed in February 1996.

St. Mary School celebrated 50 years of Catholic education on October 23, 2005.

Total enrolment as of September 2011: 229

*As Catholic educators  
at St. Mary School,  
our goal is to work in a  
collaborative partnership  
with the family  
in the task of educating  
each child spiritually,  
morally, intellectually  
and physically.*

- School Mission Statement

*"Faith builds  
brighter tomorrows."*

- School Motto

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: June 12, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF JUNE 5, 2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Minutes of June 5, 2012, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of June 5, 2012:

**2.1 Approval of Policies**

**2.1.1 Bottled Water Policy (New)**

**THAT** the Niagara Catholic District School Board approve the Bottled Water Policy, as presented.

**2.1.2 Christian Community Service Policy (400.3)**

**THAT** the Niagara Catholic District School Board approve the Christian Community Service Policy (400.3), as presented.

**2.1.3 Diabetes Management Policy (New)**

**THAT** the Niagara Catholic District School Board approve the Diabetes Management Policy, as presented.

**2.1.4 Dress Code Policy (Secondary) – Safe Schools (302.6.6)**

**THAT** the Niagara Catholic District School Board approve the Dress Code Policy (Secondary) – Safe Schools (302.6.6), as presented.

**2.1.5 Education-Based Research Policy (301.2)**

**THAT** the Niagara Catholic District School Board approve the Education-Based Research Policy (301.2), as presented.

**2.1.6 Educational Field Trips Policy (400.2)**

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

**2.1.7 Electronic Communications Systems Policy (Employees) (201.12)**

**THAT** the Niagara Catholic District School Board approve the Electronic Communications Systems Policy (Employees) (201.12), as presented.

**2.1.8 Electronic Communications Systems Policy (Students) (301.5)**

**THAT** the Niagara Catholic District School Board approve the Electronic Communications Systems Policy (Students) (301.5), as presented.

**2.1.9 Employee Hiring and Selection Policy (Teachers) (New)**

**THAT** the Niagara Catholic District School Board approve the Employee Hiring and Selection Policy (Teachers), as presented.

**2.1.10 Fundraising Policy (301.4)**

**THAT** the Niagara Catholic District School Board approve the Fundraising Policy (301.4), as presented.

**2.2 Report on the 2012-2013 Annual Budget**

**THAT** the Niagara Catholic District School Board approve the Report on the 2012-2013 Annual Budget, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

**TUESDAY, JUNE 5, 2012**

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, June 5, 2012, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Sicoli.

2. Roll Call

Vice-Chairperson Charbonneau noted that Trustee Nieuwesteeg asked to be excused from the Committee of the Whole Meeting.

Trustee	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Maurice Charbonneau	✓		
Frank Fera	✓		
Fr. Paul MacNeil	✓		
Ed Nieuwesteeg			✓
Ted O'Leary	✓		
Dino Sicoli	✓		
<b>Student Trustees</b>			
Ryan Creelman	✓		
Patrick Morris	✓		

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; **Larry Reich**, Superintendent of Business & Financial Services; **Khayyam Syne**, Administrator of Staff Development; Administrator of School Effectiveness; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

Director Crocco welcomed newly elected Student Trustees for the school year 2012-2013, Vincent Atallah of Denis Morris Catholic High School and Michael Blair of Lakeshore Catholic High School, and congratulated them on their appointments.

3. **Approval of the Agenda**

Moved by Trustee MacNeil

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of June 5, 2012, as amended to add Item F7.2 to the In Camera Agenda.

**CARRIED**

4. **Disclosure of Interest**

A Disclosure of Interest was declared by Trustee Burkholder with Item C9.1 of the Public Agenda, as she has a family member who is associated with the Quartek Group.

5. **Minutes of the Committee of the Whole Meeting of May 8, 2012**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 8, 2012, as presented.

**CARRIED**

**B. PRESENTATIONS**

1. **Catholic Education Week - Secondary School Student Artwork Display**

Mark Lefebvre, Superintendent of Education, welcomed Jayne Evans, Arts/FSL/ESL Consultant, who presented information on the Secondary School Student Artwork Display, which consisted of displays being setup throughout different regional locations during Catholic Education Week. This year's theme "Walking in the Light of Christ", was prominently featured in each display of student created artwork and reflected the sub-themes: Learning in the Light of Christ, Loving in the Light of Christ, Leading in the Light of Christ, Walking in the Light of Christ, Listening in the Light of Christ, Living in the Light of Christ, A light which overcomes the darkness with its radiance, and the Virtue: Love.

Chairperson Burtnik, Vice-Chairperson Charbonneau, and Director Crocco presented the student artists with a replica of the artwork they submitted on behalf of their school community along with a Niagara Catholic "Excellence in the Arts" pin.

## C. COMMITTEE AND STAFF REPORTS

### 1. Niagara Regional Science and Engineering Fair 2011-2012

Mark Lefebvre, Superintendent of Education, welcomed Dino Petruzzi, Program Chair of Student Services, Denis Morris Catholic High School, who presented information on the Niagara Regional Science and Engineering Fair 2012.

Mr. Petruzzi introduced Jennifer Csele, Grade 10 student at Notre Dame College School, who represented Team Niagara at the Canada-Wide Science Fair, held in Prince Edward Island May 14-19, 2012. Jennifer won a Gold Medal at the Canada Wide Science Fair, along with the Canadian Federation of University Women Award, Hatch Award, Consulting Engineers of Ontario Award, Brock University Physics Award, and Silver Medal Intermediate Division.

### 2. Policy Committee

#### 2.1 Unapproved Minutes Policy Committee Meeting – May 22, 2012

Moved by Trustee Sicoli

**THAT** the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of May 22, 2012, as presented.

**CARRIED**

#### 2.2 Approval of Policies

##### 2.2.1 Bottled Water Policy (New)

Moved by Trustee Burkholder

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

**CARRIED**

##### 2.2.2 Christian Community Service Policy (400.3)

Moved by Trustee Fera

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Christian Community Service Policy (400.3), as presented.

**CARRIED**

##### 2.2.3 Diabetes Management Policy (New)

Moved by Trustee Sicoli

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

**CARRIED**

**2.2.4 Secondary Dress Code – Safe Schools (302.6.6.2)**

Moved by Trustee MacNeil

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Secondary Dress Code – Safe Schools (302.6.6.2), as amended:

**Administrative Guidelines -**

5.2 to read: “Uniform Suppliers will provide discounts to families with more than two (2) children or a family spending more than \$100.00 per purchase for Niagara Catholic ~~elementary and/or secondary~~ uniform/dress code items.”

**CARRIED**

**2.2.5 Education-Based Research Policy (301.2)**

Moved by Trustee MacNeil

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Education-Based Research Policy (301.2), as presented.

**CARRIED**

**2.2.6 Educational Field Trips Policy (400.2)**

Trustees asked that Senior Staff discuss school staff members wearing certified ski helmets while on skiing trips. Director Crocco indicated that Superintendents Iannantuono and Lefebvre would follow up as required and would inform Trustees at the June Board Meeting prior to considering the recommendation of the Policy from the Committee of the Whole.

Moved by Trustee Burtnik

**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**

**2.2.7 Electronic Communications Systems Policy (Employees) (201.12)**

Moved by Trustee O'Leary

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Electronic Communications Systems Policy (Employees) (201.12), as presented.

**CARRIED**

**2.2.8 Electronic Communications Systems Policy (Students) (301.5)**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Electronic Communications Systems Policy (Students) (301.5), as presented.

**CARRIED**

**2.2.9 Employee Hiring and Selection Policy (Teachers) (New)**

Moved by Trustee Fera

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Hiring and Selection Policy (Teachers), as presented.

**CARRIED**

**2.2.10 Fundraising Policy (301.4)**

Moved by Trustee Burkholder

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Fundraising Policy (301.4), as presented.

**CARRIED**

**2.3 Policy Schedule**

Director Crocco presented the Policy Schedule.

**2.4 Policy Update**

Director Crocco presented the Policy Update.

**3. Annual Niagara Catholic Graduation Celebration 2012**

Director Crocco welcomed Debra McCaffery, Board Chaplaincy Leader, who presented the report on the Annual Niagara Catholic Graduation Celebration 2012, which was highlighted through a brief video of the Graduation Celebration 2012.

Ms. McCaffery noted that this event, which was enjoyed by 2,000 graduating students of the Class of 2012 from Niagara Catholic's eight (8) high schools was celebrated by His Excellency Bishop Gerard Bergie and is most often recognized by graduates as a hallmark event in celebrating their Catholic education.

**4. Provision of Special Education Programs and Services – Special Education Plan**

Yolanda Baldasaro, Superintendent of Education, presented the report on The Provision of Special Education Programs and Services – Special Education Plan.

**5. Research Projects in the Niagara Catholic District School Board – 2011-2012 School Year**

Lee Ann Forsyth-Sells, Superintendent of Education presented the report on the Research Projects in the Niagara Catholic District School Board – 2011-2012 School Year.

**6. Technology Blueprint Implementation Update**

Mario Ciccarelli, Superintendent of Education, presented the Technology Blueprint Implementation Update for information by summarizing the changes that have been made during the 2011-2012 school year and the Board's plan for teaching and learning through technology for 2012-2013 which is in complete alignment to fulfill the expectations of the Board's Vision 2020 Strategic Plan.



**7. Staff Development Department Professional Development Opportunities**

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

**8. Report on the 2012-2013 Annual Budget**

On behalf of Senior Administrative Council, Director Crocco and Larry Reich, Superintendent of Business & Financial Services, presented the report on the Annual Budget 2012-2013. Director Crocco stated that Senior Administrative Council is submitting a balanced budget without drawing on funds from the reserves. He noted that the budget allocates the necessary funding to implement and deliver the excellence in distinctive programs and services to our students and staff as approved in the Board approved Vision 2020 Strategic Plan and the System Priorities for 2011-2012.

Senior Staff presented highlights on specific areas of program and responsibilities.

Moved by Trustee Burkholder

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Report on the 2012-2013 Annual Budget, as presented.

**CARRIED**

**9. Monthly Updates**

**9.1 Capital Projects Progress Report**

Larry Reich, Superintendent of Business and Financial Services, presented the Capital Projects Progress Report.

**9.2 Student Trustees' Update**

Ryan Creelman and Patrick Morris, Student Trustees, thanked the Board for the opportunity of serving as Student Trustees on the Board, and spoke of how the many experiences over the past year have shaped them as people and will be treasured throughout their adulthood. They also offered words of support and encouragement to the new Student Trustees.

**9.3 Senior Staff Good News Update**

Senior Staff highlights included:

**Superintendent Lee Ann Forsyth-Sells**

- Sydney Porte, a Grade 6 student at St. Patrick Catholic Elementary School in Port Colborne has been awarded a Merit Scholarship from the Niagara Symphony to attend the Summer Symphony Camp for students in July. Sydney was selected from all participating students in the Niagara Symphony program across the region. Sydney currently plays the piano, and is looking forward to learning new instruments at the camp.

**Superintendent Baldasaro**

- Shatter the Stigma, Mend the Mind Elementary Poster Contest Winners
  - Grade 1 - 3 Category: Vittoria Seca, Grade 2, St. Patrick Port Colborne; receives \$50.00 prize
  - Grade 4 - 6 Category: Aviva Perrone, Grade 6, St. Nicholas, St. Catharines; receives \$100.00 prize

- Alyssa Brew, Grade 5, Cardinal Newman, Niagara Falls; receives \$100.00 prize
- Grade 7 - 8 Category: Isabella Delcasillo Marquez, St. Anthony, St. Catharines; receives \$150.00 prize and two tickets to the Hope Award Gala on June 8th, 2012

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – May 22, 2012**

Director Crocco presented the Spotlight on Niagara Catholic – May 22, 2012 issue for Trustees' information.

#### **1.2 Calendar of Events – June 2012**

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

#### **1.3 Graduations – Elementary and Secondary 2012**

Director Crocco presented information on 2012 Graduations dates for Niagara Catholic's Elementary and Secondary Schools.

#### **1.4 Niagara Catholic Retirement Celebration and Recognition Night – June 23, 2012**

Director Crocco reminded Trustees of the Niagara Catholic Retirement Celebration and Recognition Night scheduled for June 23, 2012, at Club Italia in Niagara Falls.

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

#### **1.5 Administrative Leadership Symposium – June 14, 2012**

Director Crocco invited Trustees to attend the of the Administrative Leadership Symposium being held on Thursday, June 14 at Club Italia in Niagara Falls, with Mass beginning at 11:00 a.m. and followed by a luncheon catered by Niagara Catholic students.

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

#### **1.6 2<sup>nd</sup> Annual Picnic**

Director Crocco updated Trustees on the status of the 2<sup>nd</sup> Annual Niagara Catholic Family Picnic which was cancelled for June 3, 2012 at Queenston Heights due to inclement weather, and stated that as there are no further dates available at Queenston Heights for this summer, the event will not take place this year. He informed them that the 3<sup>rd</sup> Annual Picnic is scheduled for Sunday, June 9, 2013.

## **E. OTHER BUSINESS**

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

- 1.1 Chair Burtnik and Director Crocco updated Trustees on the provincial conference call with Minister Broten, Directors and Chairs of the Board on amalgamation and the design process. They indicated that as information became clearer on the process, they would inform the Board.

1.2 Director Crocco updated Trustees on the interview process of hiring a new Controller of Facilities Services.

## **F. BUSINESS IN CAMERA**

Moved by Trustee Burtnik

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

**CARRIED**

The Committee of the Whole moved into the In Camera Session of the Meeting at 10:40 p.m. and reconvened at 10:17 p.m.

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

Moved by Trustee MacNeil

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of June 5, 2012:

**CARRIED**

### **SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee MacNeil

**THAT** the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section A: Student Trustees Present held on May 8, 2012, as presented.

**CARRIED (Item F1)**

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

Moved by Trustee Burtnik

**THAT** the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section B: Student Trustees Excluded held on May 8, 2012, as presented.

**CARRIED (Item F3)**

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

Moved by Trustee Burtnik

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

**CARRIED**

The following motion was passed at 11:15 p.m.

Moved by Trustee O'Leary

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

**CARRIED**

## **H. ADJOURNMENT**

Moved by Trustee O'Leary

**THAT** the June 5, 2012 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 11:17 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **June 5<sup>th</sup>, 2012.**

Approved on the **25<sup>th</sup>** day of **September 2012.**

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Maurice Charbonneau  
Vice-Chairperson of the Board

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John Crocco  
Director of Education/Secretary-Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 5, 2012**

***PUBLIC SESSION***

**TOPIC: BOTTLED WATER POLICY (NEW)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Bottled Water Policy, as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Policy Committee  
Recommended by: Committee of the Whole  
Date: June 12, 2012



**Niagara Catholic District School Board**

## **BOTTLED WATER POLICY**

Adopted: February 2012

Policy No.

Revised:

### **STATEMENT OF POLICY**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board acknowledges that universal access to potable water is essential to a clean, safe and ecologically friendly environment at all sites within the Board.

The Board has a mandate to embrace environmental issues as supported by the Board's Eco Schools initiatives in all elementary and secondary schools and at all Board sites.

The Board recognizes that water is a basic human right and that universal access to potable water models environmental stewardship for all students and their families.

Effective September 1, 2013, the sale or distribution of single use bottled water, and or commercially bottled single use plastic water containers shall be eliminated at all Board sites, Catholic Education Centre, elementary and secondary schools, Adult and Continuing Education sites and other work sites in the Board.

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

#### References:

- *Niagara Catholic District School Board Nutrition Policy No. 302.7*
- *Niagara Catholic District School Board Environmental Stewardship Policy No. 400.6*
- *Canadian Catholic Organization for Development and Peace: [www.devp.org](http://www.devp.org)*



**Niagara Catholic District School Board**

## **BOTTLED WATER POLICY**

Adopted: February 2012

Policy No.

Revised:

### **ADMINISTRATIVE GUIDELINES**

#### **ELIMINATION OF SINGLE USE BOTTLED WATER**

1. The Board will promote that at all meetings, workshops/training sessions/professional development activities, and special events that the consumption of water will be from municipal water sources.
2. The Board will eliminate the provisions of water from commercially bottled, single-use plastic containers insofar as municipal sources are available.
3. The Board will promote refillable containers for students and staff at all Board sites and through school generated funds the installation of hydration water stations throughout the Board.
4. Fundraising activities in school communities will follow these guidelines.
5. All beverages provided in elementary and secondary schools will comply with the Board's Nutrition Policy No. 302.7.
6. If access to safe, potable water is not available due to a water advisory, or emergency, any Board site may use water from commercial sources until such time that potable water has been restored, subject to the approval by the Medical Officer of Health and government regulations.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 5, 2012**

***PUBLIC SESSION***

**TOPIC: CHRISTIAN COMMUNITY SERVICE POLICY (400.3)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Christian Community Service Policy (400.3), as presented

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 12, 2012





Niagara Catholic District School Board

## **CHRISTIAN COMMUNITY SERVICE**

Adopted: June 26, 2001  
Revised: June 12, 2012

Policy No. 400.3

### **STATEMENT OF POLICY**

In keeping with the mission, vision and values of the Niagara Catholic District School Board Christian Community Service enables students to witness solidarity with people who are in need and who require assistance. It provides students with an opportunity to model the teaching of Jesus Christ and puts into practice the social teaching of the Church. Students learn first hand the lessons of the Parable of the Good Samaritan and the corporal works of mercy. Christian Community Service fosters an understanding of civic responsibility and participation, helps students develop and share their skills with others in the wider community and develops strong ties between students and their community which will foster valuable and long-term relationships. Involvement in Christian Community Service reflects the Ontario Catholic School Graduate Expectations and is an essential component of the Religious Education program for students in Grades 9 to 12 in the Niagara Catholic District School Board.

As stated in Ontario School: Kindergarten to Grade 12: Policy and Program Requirements 2011 every student who begins secondary school must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD). These activities may be completed at any time during the secondary school program and is an essential component of the Religious Education program for students in Grades 9 to 12.

Students of Grade 8 are able to start accumulating Christian Community Service hours in the summer prior to their entering Grade 9. This service must comply with this policy and its administrative guidelines, insuring that the summer activity is eligible and that necessary approval and proper documentation is completed.

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

#### References:

- *Ontario School: Kindergarten to Grade 12: Policy and Program Requirements 2011*
- *PPM 124a - Ontario Secondary School Diploma Requirement: Community Involvement Activities in English Language Schools*
- *Ontario Catholic School Graduate Expectations, 2<sup>nd</sup> Edition 2011, Institute for Catholic Education*
- *Niagara Catholic District School Board Information Brochure and Guiding Principles for Christian Community Service*



## Niagara Catholic District School Board

# CHRISTIAN COMMUNITY SERVICE

Adopted: June 26, 2001  
Revised: June 12, 2012

Policy No. 400.3

## ADMINISTRATIVE GUIDELINES

- 1.1 Students in Grades 9 to 12 will select one or more Christian Community Service activities in consultation with their parents/guardians. These activities will be completed during each year of secondary school as an essential component of the Religious Education program in order to fulfill the diploma requirement of 40 hours for graduation. The total of 40 hours of Christian Community Service would be the minimum expectation for students. The Secondary school principal may approve special requests.
- 1.2 Christian Community Service is a service one gives to the community. It is service spent on community projects, which could be of a cultural, humanitarian, athletic or fund-raising nature. The community could be a club, a parish, an organization, or a public institution. Students will be expected to select an activity that meets the criteria as described in the Niagara Catholic District School Board Information Brochure and the Guiding Principles for Christian Community Service.
- 1.3 Community involvement activity hours, mandated by the Ministry of Education as part of the requirements for an Ontario Secondary School Diploma (OSSD), may not necessarily follow the Guiding Principles of Christian Community Service. Although valid and important experiences, these activities will not be recognized for Christian Community Service within the Religious Education class, although the hours still may count toward the forty (40) volunteer hours needed for graduation.

### Guiding Principles for Christian Community Service

- An event or activity designed to be of benefit to the community;
- An event or activity to support a not-for-profit agency, institution or foundation that conforms to Catholic standards and does not conflict with Catholic values;
- Any structured program that promotes tutoring, mentoring, visiting or coaching, or whose purpose is to assist others who require the benefit of that assistance;
- Participation in global initiatives/projects that do not conflict with Catholic values;
- Participation in an event or activity that promotes positive environmental awareness and action;
- Participation in activities that promote the human rights and well-being of all groups in society, as long as the values of these groups are in harmony with Catholic teaching;
- Participation in an event or activity affiliated with a club, religious organization, arts or cultural association or political organization that seeks a positive contribution to the community and is not in conflict with Catholic teaching.

### Appropriate Christian Community Service Placements

In keeping with the mission, vision and values of the Niagara Catholic District School Board, the following service placements constitute Christian Community Service:

- Catholic/Christian social service agencies or social justice groups
- Charitable activities – assistance at church bazaars, pancake suppers, spaghetti suppers
- Coaching minor sports

- Community Care residences
- Fundraising for not-for-profit organizations
- Homeless shelters
- Hospitals and Hospices
- Journey Retreat Leaders (before and after school hours);
- Parish ministries
- Local food banks
- Nursing homes
- Pilgrimage, Starvathon, or any school activities designated toward raising money for developing countries
- Refugee centres
- Service clubs
- Unpaid academic tutoring
- Volunteering at the Humane Society

Any activities that do not fall within the scope of the examples listed above must be approved by the Secondary School Principal.

## **INELIGIBLE ACTIVITIES**

### **A. Ministry of Education Ineligible Activities**

- A requirement of a class or course in which the student is enrolled (i.e., co-operative education portion of the course, job shadowing, work experience).
- An activity that takes place during the time allotted for the instructional program on a school day; however, activities during the student's lunch breaks or "spare" periods are permissible.
- An activity that takes place in a logging or mining environment, if the student is under sixteen years of age.
- An activity that takes place in a factory, if the student is under fifteen years of age.
- An activity that takes place in a workplace other than a factory, if the student is under fourteen years of age and is not accompanied by an adult.
- An activity that would normally be performed for wages by a person in the workplace.
- An activity that involves the operation of a vehicle, power tools, or scaffolding.
- An activity that involves the administration of any type or form of medication or medical procedure to other persons.
- An activity that involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act.
- An activity that requires the knowledge of a trades person whose trade is regulated by the provincial government.
- An activity that involves banking or the handling of securities, or the handling of jewellery, works of art, antiquities, or other valuables.
- An activity that consists of duties normally performed in the home (i.e. daily chores) or personal recreational activities.
- An activity that involves a court-ordered program (i.e., community-service program for young offender, probationary program).

### **B. Niagara Catholic District School Board Ineligible Activities**

- Any activity that takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch breaks or "spare" periods is permissible;
- Activities completed for reward (i.e. bonus marks)
- Work normally done for a wage or any form of payment
- Work required for a course in which the student is enrolled
- Baby-sitting, shovelling snow, raking leaves for family or friends

- Any activity that provides direct financial benefit or other gain (political, social, etc) to the student or to the student's family/relatives;
  - Any activity that provides direct financial benefit or other gain (political, social, etc) to the student or to the student's family; and
  - Any association with an organization or an activity that conflicts with the ethical standards and teachings of the Catholic Church;
  - Scorekeeping/managing school teams during the school instructional day;
  - Alternative placement hours in lieu of suspension and/or detention as initiated/coordinated by school administration.
- 1.4 Students will be responsible for completing all documentation according to Board requirements. The forms Notification of Planned Christian Community Service Activities and the Completion of Christian Community Service Activities must be completed each year by students.
  - 1.5 The Christian Community Service Activities Form must be submitted to the school by the required date as communicated by the school Religious Education Department staff, in conjunction with the Student Services Department, and as outlined in the school's student agenda or on the school website. Religious Education Department staff will verify that the identified service activity meets the criteria of Christian Community Service, approve the Completion of Christian Community Services Activities Form, and forward the forms to Student Services to input the completed hours into the student's Maplewood profile.
  - 1.6 If a student enrolled in a Niagara Catholic Secondary School is interested in completing his/her Christian Community Service over the summer, or in a semester in which he/she does not take a Religious Education course, the student must complete a Notification of Planned Christian Community Service Activities form and submit it to the Program Chair of Religious Education prior to the beginning of the summer holidays or the semester the student is enrolled in the Religious Education course for pre approval.
  - 1.7 Community Sponsors are responsible for providing a safe environment and the appropriate training, equipment and preparation for students who will be under their supervision. They must be aware of the "ineligible activities" as outlined in the Board's Information Brochure. The person (not parent/guardian) supervising the student's activity must verify the date(s) and number of hours completed on the Completion of Christian Community Services Activities' Form found on the Catholic Secondary School's website.
  - 1.8 Principals, in co-operation with the Religion and Student Services Departments, are responsible for sharing information and documentation with students, parents and the broader community, approving special requests, and ensuring that completed Christian Community Service hours are entered on a student's official transcript and report card.
  - 1.9 The Niagara Catholic District School Board's liability insurance covers students who are involved in Christian Community Service, but it is recommended that students participating in the program purchase Student Accident Insurance.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 5, 2012**

***PUBLIC SESSION***

**TOPIC: DIABETES MANAGEMENT POLICY (NEW)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Diabetes Management Policy, as presented.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Policy Committee  
Recommended by: Committee of the Whole  
Date: June 12, 2012



**Niagara Catholic District School Board**

## **DIABETES MANAGEMENT POLICY**

Adopted:

Policy No.

Revised:

### **STATEMENT OF POLICY**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board is committed to the safety and well being of all students. The Board will support schools in establishing an environment that provides an appropriate management of and response to the needs of students identified with diabetes.

The ultimate responsibility for diabetes management rests with the parent(s)/guardian(s), the student and the medical practitioner.

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

#### ***References***

- *Policy/Program Memorandum No. 81, Provision of Health Support Services in School Settings, July 1984 Niagara Diabetes Centre (NDC), Niagara Health System*



Niagara Catholic District School Board

## DIABETES MANAGEMENT POLICY

Adopted:

Policy No.

Revised:

### ADMINISTRATIVE GUIDELINES

#### DEFINITION

Diabetes is a disease of the pancreas where the affected student is unable to create insulin. Insulin is a hormone produced by the pancreas. Without insulin, carbohydrates (starch and sugars) in the food we eat cannot be converted into stored energy (called blood glucose or blood sugar) required to sustain life. Instead, unused glucose is accumulated in the blood and spills out into the urine. See [Appendix I](#) Glossary of Terms.

#### Type 1 Diabetes (insulin-dependent)

Type 1 Diabetes can occur at any age. Children with Type 1 Diabetes must inject/receive insulin several times every day. Type 1 Diabetes cannot be prevented or cured.

#### Type 2 (non-insulin-dependent)

Type 2 Diabetes typically develops in adulthood, but can appear earlier. It has been appearing with more frequency in pubertal children and adolescents. Individuals who are inactive, overweight, with or without a family history of Type 2 diabetes are at greatest risk. Management includes lifestyle modification emphasizing healthy eating, increased physical activity and regular medical follow-up. Students with Type 2 Diabetes need to self-monitor their blood glucose and in some cases take oral medication or injected insulin.

#### PURPOSE

The procedures outlined will establish appropriate management of and response to the needs of students identified with diabetes.

#### PROCEDURES

According to PPM 81- PROVISION OF HEALTH SUPPORT SERVICES IN SCHOOL SETTINGS ([Appendix G](#))

##### 1. Creating a Positive Environment for Students with Diabetes

School personnel can support students with diabetes by learning about the disease and by having frequent, open communication with parents and students which will support a positive attitude toward students' full inclusion in all activities.

## 2. Considerations for Students with Additional Needs

In the event that students are not able to be independent in their care (e.g. a student may be too young, physically and/or developmentally challenged or in a diabetic emergency situation) adult intervention will be required on their behalf to support their safety and management of their diabetes.

If students are not taking responsibility for their diabetes care it may be due to other factors including: language, cognitive ability, physical ability, maturity level, behavioural issues and psychosocial barriers. A process must be developed that takes into consideration the age, maturity and responsibility level of students with diabetes.

## 3. Effective Practices in Schools

### (a) *Blood Glucose Monitoring/Insulin Injection*

Students need a safe and hygienic location in the school where they are comfortable to perform self-blood glucose monitoring and insulin injections throughout the school day. In some instances, they may require support or supervision of these activities.

Some students may not be able to perform self-blood glucose monitoring and or insulin administration throughout the school day. As necessary, school staff will seek support from the parent/guardian/caregiver and/or the Community Care Access Centre (CCAC) or any other agency involved with the student. This will be discussed as part of the Diabetes Management Plan and arrangements made where students are not able to self care.

### (b) *Management of Diet Requirements*

Proper timing of meals and snacks is important for a student with diabetes to maintain proper blood sugar levels. Students need the flexibility, and in some cases supervision, to eat all meals and snacks fully and on time. Food provided by the family should never be withheld from the student.

In addition, emergency food supplies or low blood sugar kit to respond to hypoglycemia are to be available in the classroom and/or other locations in the school. The location of emergency supplies will be recorded on the Diabetes Management Plan. Staff should be aware of the location of emergency supplies.

Parent/guardian/caregiver is responsible for the provision of all food and low blood sugar kit for the student. Additional supplies should be provided for special events such as excursions or days with high levels of physical activity. The parent/guardian/caregiver should also inform CCAC of any upcoming field trips as the CCAC nurses are able to visit the child within the region.

### (c) *Diabetes Management Plan*

The Principal or designate in conjunction with the team (may include parent/guardian, the student if appropriate, school staff and other relevant professionals) will develop a Diabetes Management Plan for each individual student who is identified with diabetes in accordance with their specific medical requirements (see Student Diabetes Management Plan, [Appendix B](#)). All stakeholders will be invited to attend the Diabetes Management Plan Case Conference, including Diabetes Education Centre or other relevant medical professionals.



(d) *Emergency Procedures*

In emergency, life-threatening situations, where a student is unresponsive, unconscious or unable to self-administer the appropriate treatment, the school response shall be a 911 phone call to Emergency Medical Services.

**APPENDICES**

[Appendix A:](#) Roles and Responsibilities

[Appendix B:](#) Student Diabetes Management Plan

[Appendix C:](#) Diabetes Emergency Action Plan

[Appendix D:](#) Administration of Prescribed and Non-Prescribed Medication During School Hours

[Appendix E:](#) Parental Consent for Interscholastic Athletics

[Appendix F:](#) Consent to Disclose Personal Health Information

[Appendix G:](#) Policy/Program Memorandum No. 81

[Appendix H:](#) Resource List for Families, School Staff, and Service Providers

[Appendix I:](#) Glossary of Terms

**ACKNOWLEDGEMENTS**

*Niagara Catholic District School Board would like to recognize and thank the Toronto District School Board (TDSB) for their permission to adapt these guidelines from TDSB Diabetes Management: Operational Procedure PR607.*

**ROLES AND RESPONSIBILITIES FOR ELEMENTARY  
AND SECONDARY SCHOOLS**

**(a) School Principal**

*(i) Operational Duties*

- (A) Reviews Diabetes Administrative Guidelines with entire staff each year in September and throughout the school year when required.
- (B) Notifies cafeteria staff, lunchroom supervisors, other school based staff and volunteers of the individual student's Diabetes Management Plan.
- (C) Advises occasional teachers to review the individual Diabetes Management Plans for students in their assigned classroom.
- (D) Ensures that the parent/guardian/caregiver is called and emergency action is taken as required when the student has not responded to the actions outlined in the Student Diabetes Management Plan. Where necessary, arranges for transport of students to a hospital or emergency medical facility. Designates a staff person to accompany the student to the hospital.
- (E) Provides a location where the student feels comfortable to self-monitor and/or self-administer medication (this could be the student's classroom).
- (F) Provides an accessible location(s) for the student's emergency supplies in the school office and classroom, as necessary.
- (G) Informs Catholic School Council of the Board procedure on Diabetes Guidelines and provides information on diabetes identification and prevention.
- (H) Provides appropriate supervision, including during self-monitoring and/or self-administration of medication, as appropriate.
- (I) Sharps Containers: Communicates procedures to all staff for the safe disposal of sharps, lancets and testing strips. Upon the sharps container being filled, the principal will contact human resources to request replacement of the filled sharps container and removal of the current sharps container.
- (J) Communicates universal precautions for blood and bodily fluids.
- (K) Informs Niagara Student Transportation Services (NSTS) of the student's medical condition with parental consent and directs parents to provide a low blood sugar kit (glucose tablets) as per the Student Diabetes Management Plan.
- (L) If medical professionals are unable to access the school (i.e. lockdown, inclement weather, etc...) an action plan will be developed to meet the individual student's needs.

*(ii) Consent and Parental Involvement*

- (A) Ensures that upon registration, parent/guardian/caregiver and students are asked to supply information on diabetes.
- (B) Meets with parent/guardian/caregiver to complete the following:
  - Student Diabetes Management Plan ([Appendix B](#))
  - Diabetes Emergency Action Plan ([Appendix C](#))
  - Administration of Prescribed and Non-Prescribed Medication During School Hours ([Appendix D](#))
  - Parental Consent for Interscholastic Athletics ([Appendix E](#))
  - Consent to Disclose Personal Health Information ([Appendix F](#))
- (C) Convenes a Case Conference which may include parent/ guardian/caregiver, the student if appropriate, and school staff to gather and share medical information related to the condition including identification and management of an individual student's diabetes. In some instances, CCAC Case Manager, and/or Diabetes Education Centre Personnel may also be part of the Case Conference.
- (D) Works closely with the parent/guardian/caregiver and student with diabetes to provide ongoing support.

- (E) Requests parent/guardian/caregiver provides all required supplies and food for their children.
- (F) Ensures that CCAC is contacted for all students who are unable to manage their blood glucose (sugar) monitoring, insulin injections or pump independently as well as to request support from the student's medical managed care facility for training and education of involved school personnel.

(iii) *Documentation*

- (A) Ensures the annual completion of a file for each student including but not limited to:
  - Student Diabetes Management Plan
  - Diabetes Emergency Action Plan; and
  - Forms identified in 2.4(a) (ii) (B)

*Copies will be maintained in the documentation file of the OSR.*
- (B) Communicates information on diabetes to parent/guardian/caregiver, students, employees and volunteers and updates information as appropriate.
- (C) Ensures that Diabetes Emergency Action plan is posted in non-public areas of the school (i.e. staff room and/or school office, etc.) and available in the classroom for the teacher, supply staff, and volunteers.
- (D) Ensures Student Management System reflects students identified with diabetes and is available to Niagara Student Transportation Services (NSTS).

(iv) *Professional Learning*

- (A) Provides information on managing diabetes to school-based staff and others who are in direct contact with students on a regular basis.
- (B) Provides information for school staff regarding how to respond to hypoglycaemic incidents and other emergency situations related to diabetes.
- (C) Provides teachers with appropriate resources (available through the Diabetes Education Centre) to use in their classrooms.

(b) **Teachers and Classroom Support Staff**

- (A) Reviews and maintains Student Diabetes Management Plan and the Diabetes Emergency Action Plan and ensures it is available in the classroom for review by staff and occasional teachers.
- (B) Participates in case conferences with parent/guardian/caregiver, principal and health professionals to receive information and resources on diabetes management.
- (C) Permit the student with diabetes to take action to prevent or treat low blood glucose (sugar). Allows flexibility in class routine and school rules as required.
- (D) Informs parent/guardian/caregiver when the supply of fast acting sugar (oral glucose, juice etc.) is running low.
- (E) Develops open lines of communication and encourages student(s) to indicate low blood sugar when he/she feels the first symptoms or feels unwell.
- (F) Notifies parent/guardian/caregiver of the student with diabetes of school trips, special events, and athletic activities. Takes steps necessary to support the safety of the student (e.g. refer to Diabetes Emergency Action Plan).
- (G) Takes appropriate supplies and parent supplied Excursion Kit on all trips off the school property.
- (H) Provides an accessible, secure and safe location for items for blood sugar monitoring and insulin injections. The student's low blood sugar kit should be available in the classroom as well as in the gym.
- (I) Follows the Student Diabetes Management Plan during school-sanctioned excursions and provides it to other individuals as required.

(c) **Parent/Guardian/Caregiver of a Student with Diabetes**

(A) Informs the school of the student's diabetes and completes the following forms:

- Student Diabetes Management Plan ([Appendix B](#))
- Diabetes Emergency Action Plan ([Appendix C](#))
- Administration of Prescribed and Non-Prescribed Medication During School Hours ([Appendix D](#))
- Parental Consent for Interscholastic Athletics ([Appendix E](#))
- Consent to Disclose Personal Health Information ([Appendix F](#))

(B) Participates in case conferences with school principal, teacher, involved health professionals as required.

(C) Informs school administration regarding changes in the student's health, lifestyle, diabetes procedures, management and updates emergency contact numbers on an on-going basis.

(D) Provides and replenishes all necessary diabetes related supplies as listed on the Student Diabetes Management Plan.

(E) Teaches student about their diabetes and strategies to manage diabetes at school. Parents are encouraged to access community resources for support.

(d) **Student with Diabetes**


With an understanding of diabetes as age appropriate and according to ability:

(A) Recognizes and manages the symptoms of a low blood sugar reaction.

(B) Self-monitor and follow Student Diabetes Management Plan.

(C) Has demonstrated their ability to self-inject as verified by their health care team, physician, or CCAC.

(D) Informs an adult promptly that he/she has diabetes as soon as symptoms of low blood sugar appear or when experiencing feelings of being unwell.

	<p><b>Niagara Catholic District School Board</b>  <b>STUDENT DIABETES MANAGEMENT PLAN</b></p>	<p>page 1 of 2</p>
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This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of the Education Act, and will be used for the purpose of administering the Student Diabetes Management Plan. Questions about this collection should be directed to the Superintendent of Education – Special Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1, 905-735-0240.

STUDENT AND SCHOOL INFORMATION			
Student Name:	M <input type="checkbox"/> F <input type="checkbox"/>	Diabetes Type:	
School:		Date of Birth:	
Teacher:	Grade:	OEN:	

PARENT/GUARDIAN AND EMERGENCY CONTACT INFORMATION			
Parent/Guardian:			
Home Phone	Work Phone	Cell Phone	
1. Emergency Contact			Relation to Student
Home Phone	Work Phone	Cell Phone	
2. Emergency Contact			Relation to Student
Home Phone	Work Phone	Cell Phone	

IN CASE OF ILLNESS
<p><i>When a student with diabetes becomes ill (nausea, vomiting and other flu-like symptoms) at school, the Parent/Guardian will be contacted immediately so that they can take appropriate action. In the event the Parent/Guardian is not reached by the phone numbers provided above, the Emergency Contacts listed above will be called in order of the priority they are listed above.</i></p> <p><b>In the event no Parent/Guardian or Emergency Contact can be reached by school staff, I authorize the following procedures:</b></p>

METHOD OF INSULIN DELIVERY				
<input type="checkbox"/> <b>Insulin Pen/Syringe Injection administered by</b>				
	<input type="checkbox"/> Student	<input type="checkbox"/> Parent	<input type="checkbox"/> Nurse	<input type="checkbox"/> Other
Insulin Delivery Times	1	2	3	4
Insulin Type Delivered	1	2	3	4
<input type="checkbox"/> <b>Insulin Pump</b>				
<input type="checkbox"/> Bolus before each snack/meal of carbohydrates <input type="checkbox"/> Carbohydrate/Insulin ratios: <input type="checkbox"/> Student <b>may not</b> unhook from the pump at all during the school day <input type="checkbox"/> Student <b>may</b> disconnect from the pump for a maximum of one hour during intense physical activity Location of pump while disconnected:				

BLOOD SUGAR MONITORING					
A Home/School Communication Log has been developed: Y <input type="checkbox"/> N <input type="checkbox"/> Individualized Target Range _____					
Finger lancing for blood sugar check to be done by: <input type="checkbox"/> Student <input type="checkbox"/> Parent <input type="checkbox"/> Other:					
	Time of Day/Detail	Supervision required?			If yes, Provided by
1.		Y <input type="checkbox"/>	N <input type="checkbox"/>		
2.		Y <input type="checkbox"/>	N <input type="checkbox"/>		
3.		Y <input type="checkbox"/>	N <input type="checkbox"/>		
4.		Y <input type="checkbox"/>	N <input type="checkbox"/>		

*Original kept in Documentation file in OSR*



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HYPOGLYCEMIC (LOW BLOOD SUGAR) MANAGEMENT	HYPERGLYCEMIC (HIGH BLOOD SUGAR) MANAGEMENT
<p><i>Student will be allowed extra juice/snack any time they feel low</i></p> <p>Symptoms (check all that apply):</p> <p><input type="checkbox"/> Cold, clammy, sweaty skin     <input type="checkbox"/> Reports feeling low</p> <p><input type="checkbox"/> Quietness     <input type="checkbox"/> Lack of concentration</p> <p><input type="checkbox"/> Dizziness     <input type="checkbox"/> Blurred vision</p> <p><input type="checkbox"/> Fatigue     <input type="checkbox"/> Irritability, poor behaviour</p> <p><input type="checkbox"/> Shakiness, poor coordination</p> <p><input type="checkbox"/> Other:</p> <p>Predicted times/activities common to low blood sugar for student:</p>	<p><i>Does not require immediate emergency action unless student is feeling unwell and/or has abdominal pain or vomiting</i></p> <p>Symptoms (check all that apply):</p> <p><input type="checkbox"/> Thirsty     <input type="checkbox"/> Weakness</p> <p><input type="checkbox"/> Blurred vision     <input type="checkbox"/> Frequent urination</p> <p><input type="checkbox"/> Fatigue     <input type="checkbox"/> Mood swings</p> <p><input type="checkbox"/> Hunger</p> <p><input type="checkbox"/> Other:        For pump or pen delivery, correct with insulin bolus?     Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Action Required:</p> <ul style="list-style-type: none"> <li>• Allow student to drink as much sugar free liquid as desired</li> <li>• Allow student unlimited bathroom privileges</li> <li>• Inform parent/Guardian</li> </ul>

SUPPLIES PROVIDED TO SCHOOL BY PARENT/GURADIAN	
<input type="checkbox"/>	Fast Acting Sugars (Carbohydrates):
	Storage Location(s) in School:
<input type="checkbox"/>	Blood glucose meter and strips
<input type="checkbox"/>	Lancing device and/or lancets
<input type="checkbox"/>	Glucagon Needle
<input type="checkbox"/>	Insulin pen/syringe
<input type="checkbox"/>	Insulin
<input type="checkbox"/>	Blood ketone monitor (if applicable)
<input type="checkbox"/>	Pump supplies:
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:

*The school will inform parent/guardian when any of the supplies provided above are running low or if they have expired supplies.*

PHYSICAL ACTIVITY PLAN	
<i>To prevent low blood sugar, the following should to be considered:</i>	
Before physical activity:	
During physical activity:	
After physical activity:	

TRANSPORTATION AND EXCURSIONS
<input type="checkbox"/> For all trips off school property Parent/Guardian will provide a low blood sugar kit with appropriate supplies in case of low blood sugar.
<input type="checkbox"/> Parent/Guardian will provide bus/transportation a transportation kit with appropriate supplies in case of low blood sugar.
<input type="checkbox"/> Board transportation has been alerted to the student's medical condition.

SCHOOL-BASED EMERGENCY ACTION PLAN
An Emergency Action Plan (for situations such as a lockdown) has been developed by the Principal and Parent:     Y <input type="checkbox"/> N <input type="checkbox"/>

The personal information being collected, used, and disclosed to Board staff is in accordance with the Personal Health Information Protection Act for the purposes of addressing the needs of students with diabetes. I agree that the school may post my student's picture, take emergency measures and share this information as necessary with school staff, students and health care providers.

Parent/Guardian or Student (18+) Signature:	Date:
Principal Signature:	Date:
Physician Signature:	Date:

The signatures of the Parent/Guardian or Student and Principal signify agreement regarding the Diabetes Management Plan.

*Original kept in the Documentation file in OSR*

 <div style="display: inline-block; vertical-align: middle; text-align: center;"> <p><b>Niagara Catholic District School Board</b>  <b>DIABETES EMERGENCY ACTION PLAN</b></p> </div>
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This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of the Education Act, and will be used by for the purpose of administering the Diabetes Emergency Action Plan. Questions about this collection should be directed to the Superintendent of Education – Special Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1, 905-735-0240.

STUDENT AND SCHOOL INFORMATION			
Student Name:	M <input type="checkbox"/> F <input type="checkbox"/>		
Date of Birth:			
School:			
Teacher:		Grade:	
OEN:		Ontario Health Card:	
Location of Fast Acting Sugars:			
Location of Fast Acting Sugars:			
Location of Fast Acting Sugars:			
PARENT/GUARDIAN AND EMERGENCY CONTACT INFORMATION			
Parent/Guardian:			
Home Phone		Work Phone	Cell Phone
1. Emergency Contact			Relation to Student
Home Phone		Work Phone	Cell Phone
2. Emergency Contact			Relation to Student
Home Phone		Work Phone	Cell Phone

Replace with  
PHOTO

↓ Hypoglycaemic (Low Blood Sugar) ↓		↓ Hyperglycaemic (High Blood Sugar) ↓	
Mild to Moderate Symptoms (check all that apply)	Severe Symptoms (check all that apply)	Mild to Moderate Symptoms (check all that apply)	Severe Symptoms (check all that apply)
<input type="checkbox"/> clammy, sweaty skin <input type="checkbox"/> shakiness <input type="checkbox"/> fatigue, dizziness <input type="checkbox"/> hostility/poor behaviour <input type="checkbox"/> Other <input type="checkbox"/> Other	<input type="checkbox"/> confusion <input type="checkbox"/> slurred speech <input type="checkbox"/> staggered gait <input type="checkbox"/> unresponsiveness <input type="checkbox"/> Other <input type="checkbox"/> Other	<input type="checkbox"/> frequent urination <input type="checkbox"/> excessive thirst <input type="checkbox"/> blurred vision <input type="checkbox"/> hunger <input type="checkbox"/> Other <input type="checkbox"/> Other	<input type="checkbox"/> nausea and or vomiting <input type="checkbox"/> extreme thirst <input type="checkbox"/> excessive urination <input type="checkbox"/> general malaise <input type="checkbox"/> Other <input type="checkbox"/> Other
↓ Emergency Action Plan ↓		↓ Emergency Action Plan ↓	
Test blood sugars are per Management Plan. <b>For Blood Sugar Below 4:</b> <ul style="list-style-type: none"> <li>• Give student fast-acting sugars as per low blood sugar kit</li> <li>• Test blood sugar in 15 min.</li> <li>• If reading is over 4 and next meal is in less than 1 hour, no action needed</li> </ul> <b>For Blood Sugar Above 4:</b> <ul style="list-style-type: none"> <li>• Stay with student if they feel unwell</li> <li>• Notify Parent/Guardian</li> <li>• Test blood sugar in 15 min.</li> <li>• Give snack if next meal is in more than 1 hour</li> <li>• Test blood sugar in 15 min.</li> <li>• Repeat intervention as needed</li> </ul>	<b>Do Not Give Food or Drink</b> <ul style="list-style-type: none"> <li>• Call 911</li> <li>• Inform EMS student has diabetes (specify type)</li> <li>• Contact Parent/Guardian</li> <li>• If unconscious roll student on side</li> <li>• Stay with student until EMS arrives</li> <li>• Provide EMS any emergency documents</li> <li>• Parent can administer glucagon</li> </ul>	Test blood sugars are per Management Plan. <ul style="list-style-type: none"> <li>• Allow student to drink as much water or sugar free liquid as desired</li> <li>• Allow unlimited bathroom privileges</li> <li>• Contact Parent/Guardian</li> </ul> Additional Plan details: <ul style="list-style-type: none"> <li>•</li> </ul>	<b>Do Not Limit Intake of Water</b> <ul style="list-style-type: none"> <li>• Call 911</li> <li>• Inform EMS student has diabetes (specify type)</li> <li>• Call Parent/Guardian</li> <li>• If unconscious roll student on side</li> <li>• Stay with student until EMS arrives</li> <li>• Provide EMS any emergency documents</li> <li>• Student should test blood ketones with blood sugars greater than 14 two times in a row (at scheduled readings) or when symptoms listed above are present</li> </ul>
Parent/Guardian Signature:			Date:
Principal Signature:			Date:
Physician's Signature:			Date:

Original kept in Documentation file in OSR

 <small>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</small>	<p><b>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</b>  <b>ADMINISTRATION OF PRESCRIBED AND NON-PRESCRIBED</b>  <b>MEDICATION DURING SCHOOL HOURS</b></p>
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*This information is being collected under the Authority of The Education Act, and will be used for the purposes of administering prescribed and non-prescribed medication during school hours. Questions about this collection should be directed to the Superintendent of Education - Special Education, Niagara Catholic District School Board  
 427 Rice Road, Welland, ON L3C 7C1 Telephone (905) 735-0240*

TO BE COMPLETED BY PARENT/GUARDIAN		TO BE COMPLETED BY PHYSICIAN	
Name of Student		Name of Physician	
Student's Date of Birth	Grade	Street Address	
Day            Month            Year			
School		City	Postal Code
Student's OEN #		Telephone	
Parent/Guardian Telephone		Name of Medication	
Home:			
Mobile:		Condition for Which Medication is Prescribed	
Business:			
e-mail: _____		Possible Side Effects	
Emergency Contact		Times Per School Day for Administration	
Name: _____			
Telephone:		Dosage Per Administration	
Mobile:			
Parent/Guardian Approval		Administration Parameters (Dates)	
<i>I hereby request and give permission to</i>		From: _____ To: _____	
_____		Storage Requirements	
<i>school to administer the noted medication according to Board procedures and the instructions of the Physician.</i>			
<i>(Remaining Medication will be returned to the Parent/Guardian)</i>			
Date: _____		Date: _____	
Signature: _____		Signature: _____	
Parent/Guardian		Physician	

APRIL 2009

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**NOTE: PLEASE RETAIN A COPY FOR THE DURATION OF THE STUDENT'S ATTENDANCE AT THE SCHOOL**

*Original kept in Documentation file in OSR*



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**PARENTAL CONSENT FORM FOR INTERSCHOLASTIC ATHLETICS**  
**PHYSICAL EDUCATION AND ATHLETIC DEPARTMENT**  
  
**SCHOOL:**

**This form is required of any student who wishes to participate in interscholastic sports, prior to his/her first practice or game, for each sport he/she plays.**

**PARENT**

I believe that my son/daughter \_\_\_\_\_ is in good general health and does not or has not suffered from any diseases or disability which would limit or prevent him/her from being able to undertake the training and competition of interscholastic sports.

I give my son/daughter permission to participate in: \_\_\_\_\_  
Name of Sport

Parental Signature _____	Date _____
-----------------------------	---------------


**STUDENT**

STUDENT SIGNATURE _____	FAMILY DOCTOR _____
ADDRESS _____ _____	ADDRESS _____ _____
PHONE _____	PHONE _____
HEALTH CARD NUMBER _____	MEDICAL ALLERGIES _____
ALTERNATE PHONE CALLS IN CASE OF ACCIDENT _____	

**PLEASE NOTE**

1. We strongly recommend that your son or daughter undergo an **annual medical examination** prior to participating in Physical Education and/or interscholastic athletics.
2. We strongly recommend that you investigate an Accident Policy which covers such possibilities as dental injuries.
3. Transportation to and from games and practices is the responsibility of the student or parents, although it may be arranged by the school on certain occasions.

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	<p><b>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</b></p> <p><b>CONSENT TO DISCLOSE PERSONAL HEALTH INFORMATION</b></p> <p>Pursuant to the Personal Health Information Protection Act, 2004 (PHIPA)</p>
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This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of the Education Act, and will be used by Special Education. Questions about this collection should be directed to the Superintendent of Education – Special Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1, 905-735-0240.

<b>I (name of Parent/Guardian)</b>	
<b>Authorize (Name of Physician and/or Medical Practice)</b>	

<p><b>To disclose the personal health information of</b></p> <p><small>*Please note: A <b>substitute decision-maker</b> is a person authorized under Personal Health Information Protection Act (PHIPA) to consent, on behalf of an individual, to disclose personal health information about the individual.</small></p>	<p><b>(indicate name of the child for whom the parent/guardian is the substitute decision maker).</b></p>
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<b>consisting of</b>	
<b>Describe the Personal Health Information to be disclosed below.</b>	

<b>To Niagara Catholic District School Board and</b>	
<small>(name of school)</small>	<small>(address)</small>

**I understand the purpose for disclosing this personal health information to the person(s) noted above. I understand that I can refuse to sign this consent form.**

<b>Name of Parent/Guardian:</b>			
<b>Address:</b>		<b>Tel. Home:</b>	
		<b>Tel. Work:</b>	
<b>Signature:</b>		<b>Date: (yyyy/mm/dd)</b>	

<b>Witness Name &amp; Position:</b>			
<b>School :</b>			
<b>Address:</b>		<b>Tel. School</b>	
<b>Signature:</b>		<b>Date:</b>	
		(yyyy/mm/dd)	

**(previously known as Form 14 – Ministry of Health)**

September 2009 - Form 29

*Original kept in Documentation file in OSR*

**POLICY/PROGRAM MEMORANDUM NO. 81**  
**Issued Under the Authority of the Deputy Minister of Education**

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**Date of Issue:** July 19, 1984  
**Effective:** Until revoked or modified  
**Subject:** **PROVISION OF HEALTH SUPPORT SERVICES IN SCHOOL SETTINGS**  
**Application:** Directors of Education  
Superintendents of Schools  
Principals of Schools

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School boards, parents and local agencies have raised a concern regarding the provision of health support services to school-age children. This concern involves services that extend beyond educational services and are not included in the normal preventive health programs already provided by boards of health to school children.

As a result of a study of this matter, the Ontario Government has decided that the responsibility for ensuring the provision of such health support services will be shared among the Ministries of Education, Health, and Community and Social Services. Responsibility for the direct provision of these services at the local level will be shared by the school boards, the Home Care Program of the Ministry of Health, and agencies operating under the Ministry of Community and Social Services.

The attached chart, developed jointly by staff of the three ministries, summarizes the respective responsibilities.

The Home Care Program of the Ministry of Health, at the request of a school board, will be responsible for assessing pupil needs, and for providing such services as injection of medication, catheterization, manual expression of the bladder, stoma care, postural drainage, suctioning and tube feeding. The Ministry of Health will also be responsible for intensive physio-occupational and speech therapy, and for assisting school boards in the training and direction of school board staff performing certain other support services.

The Ministry of Community and Social Services will continue to be responsible for ensuring the provision of health support services in children's residential care and treatment facilities.

The school boards will be responsible for the administration of oral medication where such medication has been prescribed for use during school hours. For physically disabled pupils, the school boards will provide such services as lifting and positioning, assistance with mobility, feeding and toileting, and general maintenance exercises. Boards will also continue to be responsible for necessary speech remediation, correction and habilitation programs.

School boards should establish or update their policies for the provision of these support services. Such policies should define administrative procedures, personnel roles, and routine safeguards. The local boards of health, local Home Care Program administrators, and local medical societies can provide valuable assistance in the development of such policies. The procedures for the administering of oral medication, in particular, should provide:

1. That such procedures be applied only to those services, requested by the parent and prescribed by a physician or other health care professional, which must be provided during school hours.
2. That a request for the service and the authorization to provide such service be made in writing by the parent and the physician, specifying the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies, and the possible side effects, if any.

3. That the storage and safekeeping requirements for any labelled medication be stated.
4. That a record of administration be maintained which includes the pupil's name, date, time of provision, dosage given, name of person administering, etc.
5. That the telephone numbers of the parent and physician be readily accessible in the school.
6. That the medication be administered in a manner which allows for sensitivity and privacy and which encourages the pupil to take an appropriate level of responsibility for his or her medication.

The assignment of these responsibilities is not intended to replace the provision of services which some school boards have already established and may choose to continue. The implementation of this policy, however, does ensure that, by 1985, no school-aged child should be denied access to education because of special health support needs during school hours.

Implementation of these services is expected to begin September 1, 1984, with full provision of services by September 1, 1985.

The designation of roles and responsibilities for health support services in school settings does not preclude, in emergency situations, the provision of a health service by designated school board personnel, administered in accordance with section 52(2a) of the Health Disciplines Act and section 10(c) of the Drugless Practitioners Act, and under the policies and procedures of the school board concerned.

Should a need develop for a service which has not already been designated, the matter should be referred by the school board to the Ministry of Education for its consideration in consultation with the Ministry of Health.

School boards will be informed as soon as possible of the procedures to be followed in obtaining the designated health support services from the Home Care Program of the Ministry of Health.

**MODEL FOR PROVISION OF SCHOOL HEALTH SUPPORT SERVICES**

<b>MODEL FOR PROVISION OF SCHOOL HEALTH SUPPORT SERVICES</b>				<b>Policy/Program No. 81</b>
<b>Support Service</b>	<b>Administered by</b>	<b>Provided by</b>	<b>Training and Direction</b>	<b>Consultation</b>
I. Oral Medication	Pupil as authorized or	Pupil	Attending Physician	local Board of Health
	Parent as authorized or	Parent	Attending Physician	local Board of Health
	Aide or other personnel	School Board	School Board/Physician	local Board of Health
II. Injection of Medication	Pupil as authorized	Pupil	Attending Physician	local Board of Health
	Parent as authorized	Parent	Attending Physician	local Board of Health
	Health Professional	Ministry of Health	Ministry of Health	School Board

III.	<ul style="list-style-type: none"> <li>• Catheterization</li> <li>• Manual expression of bladder/stoma</li> <li>• Postural drainage/suctioning</li> <li>• Tube feeding</li> </ul>	Health Professional	Ministry of Health	Ministry of Health	School Board
IV.	<ul style="list-style-type: none"> <li>• Lifting and positioning</li> <li>• Assistance with mobility</li> <li>• Feeding</li> <li>• Toileting</li> </ul>	Aide or other personnel	School Board	School Board and Ministry of Health	Ministry of Health
V. Therapies:					
a. Physio/Occupational:					
	<ul style="list-style-type: none"> <li>• Intensive clinical (treatment)</li> </ul>	Qualified therapist	Ministry of Health	Ministry of Health	Ministry of Health
	<ul style="list-style-type: none"> <li>• General maintenance exercises</li> </ul>	Aide	School Board	Ministry of Health	Ministry of Health
b. Speech:					
	<ul style="list-style-type: none"> <li>• Speech pathology (treatment)</li> </ul>	Speech Therapists/Pathologists	Ministry of Health	Ministry of Health	Ministry of Health
	<ul style="list-style-type: none"> <li>• Speech correction and remediation</li> </ul>	Speech and Language Teachers	School Board	School Board	Ministry of Health
VI.	All Services in Children's Residential Care /Treatment Facilities	Aides/Health Professionals	Ministry of Community and Social Services	Ministry of Community and Social Services	Ministry of Health

## RESOURCE LIST FOR FAMILIES, SCHOOL STAFF, AND SERVICE PROVIDERS

- **Assistive Devices Program- Diabetic Equipment and Supplies (Ministry of Health and Long-Term Care)**

- <http://www.health.gov.on.ca/English/public/pub/adp/diabetic.html>

- **Canadian Diabetes Association**

- <http://www.diabetes.ca/get-involved/helping-you/advocacy/kids-in-school/>

- Kids with Diabetes in School, Teacher's Checklist

- Standards of Care for Students with Type 1 Diabetes in School (2008)

- **Children with Diabetes at School- Community for kids, families and adults with diabetes**

- <http://www.childrenwithdiabetes.com>

- **McMaster Children's Hospital**

- <http://www.mcmasterchildrenshospital.ca/body.cfm?id=73>

- Diabetes Clinic

- **Niagara Diabetes Centre (NDC), Niagara Health System**

The NDC is a regional program which provides education, counselling and management support for individuals of all ages with a Diabetes diagnosis. Access to the program is through referral and the individuals/families may be seen out of six locations. The locations are Fort Erie, Grimsby, Niagara Falls, Port Colborne, St. Catharines and Welland. The NDC has registered nurses, dietitians both for adults & paediatrics along with a paediatric social worker as well as supports physician clinics with paediatricians, endocrinologists and internal medicine specialists.

The NDC is available as a resource and may be accessed by telephone at 905 682 4200 OR 1 800 263 2480; fax 905 682 3622 OR e-mail [NDC@niagarahealth.on.ca](mailto:NDC@niagarahealth.on.ca)

- **Diabetes in Ontario Schools**

- [www.diabetesinschools.ca](http://www.diabetesinschools.ca)

- **Health Canada- Canada's Food Guide**

- [www.healthcanada.gc.ca/foodguide](http://www.healthcanada.gc.ca/foodguide)

- **Joslin Diabetes Clinic, affiliated with Harvard Medical School**

- [www.joslin.harvard.edu](http://www.joslin.harvard.edu)

- **Juvenile Diabetes Research Foundation**

- <http://www.jdrf.ca/>

- Diabetes in School
      - Back to Basics- For Parents
      - Back to Basics- For Kids
    - Kids and Teens
      - Just for Kids- JDRF Kids On-line
      - For Teens
    - Diabetes in College
      - Preparing for College
      - Letter to College Roommate
      - Alcohol and Type 1 Diabetes

- **SickKids**
  - <http://www.sickkids.ca/endocrinology/what-we-do/diabetes-programs/index.html>
  - Diabetes Programs
  - Newly Diagnosed Child with Diabetes
    - After the Honeymoon
    - Transition to Teens
    - Transition to Adult Diabetes Care
  
- **Trillium Health Centre- Paediatric Diabetes Clinic (Regional Program)**
  - [http://www.trilliumhealthcentre.org/programs\\_services/womens\\_childrens\\_services/childrensHealth/familyCareCentre/paediatricDiabetesClinic.htm](http://www.trilliumhealthcentre.org/programs_services/womens_childrens_services/childrensHealth/familyCareCentre/paediatricDiabetesClinic.htm)
  - Diabetes School Toolkit: Supporting Students with Type 1 Diabetes
    - DVD and Booklet- “Diabetes in Children and Teens a Survival Guide”
  
- **William Osler Health Centre**
  - <http://www.williamoslerhc.on.ca/body.cfm?id-445>
    - Diabetes Education

## GLOSSARY OF TERMS

### **Blood Glucose**

This is the amount of sugar in the blood at a given time. Blood glucose levels fluctuate within a normal range but in students with diabetes that fluctuation can be exaggerated well beyond the normal range.

### **Blood Glucose Monitoring or Self-Monitoring**

This is mandatory for achieving a target blood glucose level. Levels will change depending on food consumption, physical activity, stress, illness, problems with the insulin delivery system and many other unknown factors. To obtain a reading, a drop of blood is placed on a blood glucose strip which is inserted into a blood glucose meter.

### **Diabetic Ketoacidosis (DKA)**

DKA is a life threatening condition caused by a severe shortage of insulin, but it is generally preventable. DKA results in a build up of sugar and ketones in the blood and leads to vomiting and severe dehydration. DKA happens over a period of hours not minutes and is always preceded by high blood sugar symptoms (e.g. excessive thirst and excessive urination).

### **Fast-acting Glucose**

A carbohydrate to eat or drink that is absorbed quickly by the body to correct low blood sugar (e.g. juice, glucose tablets)

### **Glucose**

This is a simple sugar produced when carbohydrates are consumed and /or released by the liver or the muscles in the body. It is the primary source of energy for the body.

### **Glucagon**

This is a hormone that raises blood glucose. An injectable form of glucagon is used in an emergency situation to safely treat severe hypoglycaemia.

### **Hypoglycaemia (low blood glucose)**

This is an emergency situation and occurs when the amount of blood glucose has dropped below 4.0 mmol.

Symptoms of hypoglycaemia can be mild, moderate or severe and may include but are not limited to:

- cold, clammy or sweaty skin;
- paleness, quietness;
- shakiness or lack of coordination;
- fatigue, dizziness; and
- irritability, hostility and poor behaviour.

Severe hypoglycaemia (confusion, slurred speech, staggered gait and eventual unresponsiveness) can be life threatening and will require a call to 911 for Emergency Medical Services and treatment with injectable glucagon sharps.

### **Hyperglycaemia (high blood glucose)**

This occurs when the amount of blood sugar is higher than an individual's target range. Parent/guardian/caregiver should be notified if school personnel note frequent trips to the bathroom to urinate and/or excessive thirst, and called immediately if the student has a stomach ache, nausea, and/or vomiting. These symptoms can precipitate DKA (Diabetic Ketoacidosis).

### **Insulin**

This hormone is required to effectively convert glucose to energy for the body to use. With no insulin, glucose builds up in the blood instead of being used for energy. Therefore, students with Type 1 Diabetes must administer insulin by syringe, insulin pen or insulin pump. Students with Type 2 Diabetes whose bodies make insulin but are unable to use it effectively will require life style changes, oral medication and/or insulin.



**Ketones**

This acid is created when the body burns its own fat. Ketones are common in Type 1 Diabetics because the body cannot get enough glucose from the blood. The insulin cannot deliver energy to the body's cells, so the body has a survival mechanism that begins burning fat. It is the build of blood ketones that causes DKA (Diabetic Ketoacidosis).

**Target range**

This is the acceptable blood glucose level based on the Canadian Diabetes Association's Clinical Practice Guidelines and personalized for the student by the parent/guardian/caregiver and the diabetes care team.

**Type 1 Diabetes (insulin-dependent)**

Type 1 Diabetes can occur at any age. Children with Type 1 Diabetes must inject/receive insulin several times every day. Type 1 Diabetes cannot be prevented or cured.

**Type 2 (non-insulin-dependent)**

Type 2 Diabetes typically develops in adulthood, but can appear earlier. It has been appearing with more frequency in pubertal children and adolescents. Individuals who are inactive, overweight, with or without a family history of Type 2 diabetes are at greatest risk. Management includes lifestyle modification emphasizing healthy eating, increased physical activity and regular medical follow-up. Students with Type 2 Diabetes need to self-monitor their blood glucose and in some cases take oral medication or injected insulin.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 5, 2012**

***PUBLIC SESSION***

**TOPIC: DRESS CODE POLICY (SECONDARY) – SAFE SCHOOLS  
(302.6.6)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Dress Code Policy (Secondary) – Safe Schools (302.6.6), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education – Human Resources

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 12, 2012



Niagara Catholic District School Board

## **DRESS CODE – SECONDARY UNIFORM POLICY**

Adopted: June 26, 2001

Policy No. 302.6.6.2  
Safe Schools

Revised:

### **STATEMENT OF POLICY**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and the dress code requirements of the Safe Schools Act, 2007, all secondary schools within the Niagara Catholic District School Board will implement a secondary uniform.

As a fully inclusive Board, the Secondary Uniform Policy recognizes the uniqueness and gift of all students. This Policy acknowledges a respect for self and others by supporting each student to actively and equitably participate fully in the Catholic learning environment through the creation of school climates which equalize all students regardless of a family's socio-economic background.

In alignment with the design and expectations of the Niagara Catholic Vision 2020 Strategic Plan, a secondary uniform creates a unified sense of belonging for all students, Grade 9 to Grade 12. The secondary uniform supports the commitment of our students to be visible role models of the teachings of the Gospel and the Roman Catholic Church within all our schools, communities and society.

The Board's secondary uniform aligns with the mission, vision and values of the Board and assists in creating a caring, safe and welcoming learning environment which is respectful of the needs and well being of all individuals. It promotes Catholic school identity, instills pride and spirit by identifying with a particular school community. The secondary uniform is inclusive by equalizing any peer pressure and is intended to be economical for families. The secondary uniform assists in ensuring that the focus on an individual student is rooted in the uniqueness as a gift of God.

All Niagara Catholic secondary school uniforms as defined in the Administrative Guidelines – Secondary School Uniform must be purchased through Board uniform suppliers in compliance with the Niagara Catholic Purchasing and Supply Chain Management Policy.

The Dress Code – Secondary Uniform Policy has been developed in compliance with the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Education Statutes and Regulations of Ontario. For the purpose of this Policy, the term secondary school uniform aligns with the Education Statutes and Regulations of Ontario term dress code.

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

#### **References**

- *Education Statutes and Regulations of Ontario - Regulation 298 S.23 (1) (f)*
- *Safe Schools Act, 2007. Education Act S. 301 (1) (3), 302 (3) (5)*
- *Ontario Human Rights Code*
- *Religious Accommodation Policy #100.10.1*



Niagara Catholic District School Board

## DRESS CODE – SECONDARY UNIFORM POLICY

Adopted: June 26, 2001

Policy No. 302.6.6.2

Revised:

Safe Schools

### ADMINISTRATIVE GUIDELINES

1. It is the expectation that all secondary students, parents and guardians within the Niagara Catholic District School Board comply with the expectations of the Secondary Uniform Policy and Administrative Guidelines.
2. Compliance with the Niagara Catholic Secondary Uniform Policy and Administrative Guidelines is a condition of registration and attendance in a secondary school within the Niagara Catholic District School Board.
3. The Principal, in consultation with the Catholic School Council, will annually review the secondary uniform items as part of the Student Code of Conduct.
4. The secondary uniform requirements and expectations will be communicated annually to all families through school agendas, newsletters, school website or correspondence from the school Principal.
5. It is the expectation that students wear the secondary uniform properly and in compliance with expectations from home to school; throughout the school day; from school to home; and at all activities and events as representatives of the school and/or Board.
6. Commencing September 2012, all newly purchased student co-curricular uniforms, spirit wear or athletic uniforms will have, in addition to the school name and logo, the Board logo embroidered and/or screened on the uniform. Advertisement on any school-based uniform is prohibited.
7. No advertisement of any kind is permitted on any secondary uniform.
8. Alternate Dress Days will be determined by the school Principal for specific events or activities and communicated in advance to students, parents and guardians. All secondary uniform expectations regarding student safety, hats, jewellery, body piercing, tattoos, hair style and colour apply on alternate dress days. On alternate dress days, shirts must modestly cover from shoulders to hips. Pant, skirt or dress length must be appropriate and modest. Only knee length shorts or capris are permitted. All clothing must be in good repair and not ripped, torn or have holes. Clothing must not display any sign, symbol or phrase which is directed at an individual, group or culture or which contains an offensive or inappropriate message, advertisement or slogan.
9. All students are expected to wear the secondary uniform when on field trips unless approved by the Principal.
10. Appropriate dress may be required for specialized activities or work experiences. Appropriate dress for these activities will be determined by the Principal in consultation with the classroom teacher. Notification to students, parents or guardians regarding appropriate dress for specialized activities will be communicated in advance.

## Secondary Student Uniform Items

1. Designated Board uniform suppliers will make available for purchase by parents and guardians the following minimum secondary uniform items required of every secondary school student.

- 1.1 At a minimum, every student is required to wear one (1) of the following items:

- Grey Pants
- Skorts / Kilts (females only)
- Walking Shorts (September, October, April, May and June only)

The kilt or skort must be properly hemmed and cannot be worn higher than 8 cm from the middle of the kneecap. Uniform tights or knee socks must be worn with the school kilt.

Pants must be in good repair, buttoned at the waist and properly hemmed to the heel of the shoe just above the ground. Uniform pants that have been improperly altered may not be worn.

Shorts must be worn according to sizing provided by the Board uniform supplier. Shorts may not be shortened or altered. Shorts may be worn in the months of September, October, April, May and June only.

Socks must be neutral in colour and not a distraction. Socks must be worn with the uniform pants or shorts at all times.

- 1.2 At a minimum, every student is required to wear one (1) of the following items:

- White Oxford shirt (short or long sleeve)
- Polo shirt (short or long sleeve)
- Visible t-shirts worn under uniform tops must be plain white.

Uniform shirt, either polo or white oxford with embroidered school logo must be buttoned to the second button from the collar and the collar must be buttoned on both sides. Shirts designed to be tucked in are to be tucked in so that the belt loops are visible. Shirts with the school logo at the bottom may be worn untucked.

Board uniform sweaters and hoodies embroidered with the school logo are permitted to be worn.

- 1.3 Only low cut, full back, closed toe, solid black dress shoes or oxfords are acceptable. Laces must be black and plain. Prior to purchasing, any clarification on the appropriate shoe type or style should be directed to the secondary school Principal or Vice-Principal.

2. As part of the secondary uniform, secondary students are required to wear specific Physical Education clothing items for all Physical Education courses as determined by the Principal.
3. Designated Board uniform suppliers will make available for purchase optional sweaters, hoodies and turtlenecks as part of the secondary school uniform. These items are not mandatory and can supplement the minimum uniform items required of every secondary school student. Non-mandatory optional items are determined by the Principal in consultation with the Catholic School Council. The design of the sweater or hoodie will be in place for a minimum of three (3) years before a new design is made available for purchase. The original sweater or hoodie design will be grandfathered and permitted to be worn as part of the secondary uniform.
4. Designated Board uniform suppliers will limit the number of Principal approved uniform items to ten (10) per secondary school. Any transition from one type of approved uniform item to another will be grandfathered and permitted to be worn as part of the secondary uniform during a school's transition period.

5. To assist with uniform item purchases throughout the year, the following will be implemented with Board uniform suppliers and in every Niagara Catholic secondary school:
  - 5.1 Uniform suppliers will provide a percent return to assist initial purchases.
  - 5.2 Uniform Suppliers will provide discounts to families with more than two (2) children or a family spending more than \$100.00 per purchase for Niagara Catholic uniform/dress code items.
  - 5.3 All secondary schools will, with the voluntary assistance of Catholic School Council members set up annual or semi-annual “Uniform Trade Days”.
  - 5.4 All secondary schools will, with the voluntary assistance of Catholic School Council members facilitate donations of outgrown uniform items.

### **Accessories to the Secondary Uniform**

Any accessories not in keeping with the Mission, Vision and Values of the Niagara Catholic District School Board and the expectations of the secondary uniform as determined by the Principal or designate is not permitted and/or will be required to be removed.

The following accessories, but not limited to, are not permitted with the secondary uniform:

- BELT:** no distracting buckles are permitted
- BANDANAS:** prohibited and will be confiscated.
- BODY PIERCING:** visible body piercing, such as the lip, eyebrow or any other facial area, excluding a stud in the nose, is prohibited. Piercing may not be covered by a bandage. Ear expanders and excessive piercing are prohibited.
- HAIR STYLES AND COLOUR:** must be styled in a way that is not distracting or conspicuous. Only natural hair colour will be deemed acceptable. Shaved symbols or designs are not acceptable.
- HATS / HOODS:** may not be worn inside the school building.
- JEWELLERY:** must be neat, respectable, inoffensive and non-distracting. Jewellery, including spiked or studded bracelets and necklaces, earrings, chains and expanders are considered safety hazards and are not permitted.
- TATTOOS:** visible tattooing and branding which is inappropriate, excessive or is directed at an individual, group, culture or which contains an offensive or inappropriate message, advertisement or slogan are prohibited.

### **Standardized Secondary Student Uniform Compliance**

Niagara Catholic’s secondary uniform requires that all students arrive at school daily and/or for special school related community events dressed in the required secondary uniform. Compliance by all secondary students registered with Niagara Catholic is expected as determined by the Principal or Vice Principal.

As determined by the Principal or Vice Principal, students who do not comply with the secondary uniform expectations will be consequence according to school guidelines and will either:

- a) prohibit the school registration as a secondary student;
- b) loss of privilege to wear an approved uniform item; or
- b) result in progressive disciplinary consequences.

The following progressive disciplinary consequences will be followed, at a minimum, by all Niagara Catholic secondary schools. Any consequences beyond those listed below or out of the progressive discipline sequence will be at the discretion of the Principal following consultation with the appropriate Family of Schools’ Superintendent.

At a minimum and in addition to the following, if the secondary student is not in compliance with the secondary uniform, parents and guardians will be contacted to bring the required uniform item(s) to school.

*Progressive Discipline*

Written or verbal communication by the teacher, Vice Principal, Principal or designate to parents or guardians regarding the breach of the Board's Secondary Uniform Policy. The communication will outline the following consequences for further non-compliance:

- (i) loss of school privileges, and/or;
- (ii) student receives detention/age appropriate discipline assignment, and/or;
- (iii) parents or guardians are contacted to pick up the student from school, and/or
- (iv) student will be suspended in the event the student attends without proper secondary uniform attire.

Repeat infractions will result in a meeting between the student, parents or guardians and the school Principal or Vice Principal to review expectations of all secondary students in the Board.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 5, 2012**

***PUBLIC SESSION***

**TOPIC: EDUCATION-BASED RESEARCH POLICY (301.2)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Education-Based Research Policy (301.2), as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Policy Committee  
Recommended by: Committee of the Whole  
Date: June 12, 2012





## Niagara Catholic District School Board

### EDUCATION-BASED RESEARCH

Adopted: April 28, 1998  
Revised: July 8, 2008

Policy No. 800.5  
(Previously Policy No. 301.2)

### STATEMENT OF POLICY

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board will assist staff, individuals or organizations in the field of education-based research, where it is deemed contributory to the greater understanding of the teaching-learning process; and facilitates student learning, professional development, and instructional practices.

All education-based research must be in keeping with the Mission, Vision, and Values of the Board.

The Board will establish a Research Ethics Review Committee to review all education-based research applications.

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

#### References

- *Ontario Education Research Panel (OERP) Template*
- *Age of Majority and Accountability Act*
- *Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.)*



## Niagara Catholic District School Board

### EDUCATION-BASED RESEARCH

Adopted: April 28, 1998  
Revised: October 12, 2001  
October 16, 2001  
July 8, 2008

Policy No. 800.5  
(Previously Policy No. 301.2)

### ADMINISTRATIVE GUIDELINES

1. Education Research is the investigation of education-based topics through the collection, analysis and dissemination of data. This research data is obtained either directly or indirectly from students, staff, parents, school boards or any other education stakeholders through ethically acceptable practices that align with current scientific research methodologies.
2. Niagara Catholic District School Board staff, individuals and organizations wishing to conduct education-based research within the Niagara Catholic District School Board must be affiliated with a university, college, provincial/national/international education-based research organization, as recognized by the Director of Education or his/her designate.
3. Individuals and or organizations generally involved in education-based research may include:
  - Teacher-education candidates
  - Graduate students
  - Niagara Catholic District School Board staff conducting research as part of a program of study
  - University/college researchers
  - Government agencies (federal, provincial regional, municipal), and
  - Other recognized education-based research organizations.
4. A request to conduct education-based research in the Niagara Catholic District School Board must be sent to the Director of Education or his/her designate. A completed **Niagara Catholic Education-Based Research Proposal Review Template** (Appendix 1) must be submitted and will include:
  - a summary of the education-based research proposal,
  - details of student or staff population sought,
  - examples of test instruments,
  - sponsoring university, college, and / or recognized organization's Board of Ethics notice of approval to conduct the education-based research, and
  - samples of a parent /guardian letter and permission form.
5. A research application will be forwarded to the Research Ethics Review Committee of the Board. Recommendations by the Research Ethics Review Committee will be provided to the Superintendent of Education who will consult with other Board departments, and Senior Administrative Council to arrive at a final decision to proceed with the education-based research.
6. The role of the Research Ethics Review Committee is:
  - to review all requests for education-based research to be conducted within the Niagara Catholic District School Board as it relates to the Board's Mission Statement, Vision 2020 Statements, Strategic Directions, and Enabling Strategies from the Vision 2020 Strategic Plan,
  - to refer the education-based research to other Board departments and Senior Administrative Council for consultation, and

- to recommend to the Superintendent of Education either the approval or denial of the education-based research, or refer back to the researcher for further clarification.
7. The following Code of Research Ethics must be followed for all education-based research:
    - must abide by the teachings of the Catholic Church
    - will not pose any risk to the participants
    - must adhere to the guidelines of the Municipal Freedom of Information legislation (M.F.I.P.P.A.)
    - must apply informed active consent with all students, participants and/or parent(s)/guardian(s)
    - must guarantee anonymity of the individual students, schools and school personnel in reporting the results unless permission has been granted through informed active consent, and will not be released to a third party unless written permission has been granted by the Superintendent of Education, and
    - the Board must not be identified unless permission has been granted by the Director of Education.
  8. If the education-based research is approved, Principals will be contacted about their participation.
  9. Unless otherwise directed by Senior Administrative Council, the decision regarding the participation of a school in approved education-based research will include consultation with the Principal of the school and approval by the appropriate Superintendent of Education.
  10. A subject's decision to participate in education-based research rests with the participant and or parent(s)/guardian(s).
  11. Upon completion of the education-based research, the researchers will provide a summary report to the participating schools and to the Superintendent of Education.
  12. The Superintendent of Education shall prepare an annual report for the Committee of the Whole Meeting in June.



# EDUCATION-BASED RESEARCH PROPOSAL REVIEW TEMPLATE

*Personal information on this form is collected under the authority of the Education Act and will be used by the researcher for the sole purpose as described in this form. At no time is research/data-collection being conducted for another party not disclosed on this form. The future release of any information pertaining to this research to other groups not mentioned must be approved by the Superintendent of Education responsible for research with the Niagara Catholic District School Board. Questions about this collection should be directed to the Superintendent of Education, Research, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario. L3C 7C1, 905.735.0240.*

***\*Consult the Niagara Catholic District School Board Policy (Policy No. 800.5), when completing this application.***

## A. APPLICANT INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Tel. (Res.) \_\_\_\_\_

\_\_\_\_\_ Tel.(Bus.) \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Institution / Agency \_\_\_\_\_

Position / Role \_\_\_\_\_

## B. PROJECT DESCRIPTION AND TIMELINE

Title of research proposal: \_\_\_\_\_

Preferred start date: \_\_\_\_\_

Expected end date: \_\_\_\_\_

Expected date of report to Board (*research summary submitted to the Board / participating schools*) \_\_\_\_\_

Please list all other school boards to whom you are submitting an application to conduct this research.

\_\_\_\_\_

\_\_\_\_\_

**C. NATURE OF RESEARCH**

- Undergraduate thesis       Master's thesis       Doctoral thesis       University research
- Principal's course       AQ course       Externally-sponsored project
- Other \_\_\_\_\_

**Proof of permission and / or ethical review is required from your university / institution.**

- the approval / ethics certificate from my university / institution is attached
- in progress (please provide details below, including expected date of approval / amendment)

**D. RESEARCH OBJECTIVES**

1. Provide a brief summary of your literature review and / or the theoretical foundations for your study.

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2. Explain the practical benefits and / or contribution of this research to the participants, to the Niagara Catholic District School Board and / or to the education system in general.

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**E. DATA COLLECTION AND / OR DATA REQUESTS**

1. Describe the proposed data collection. Include the number of sites / schools required and the name of any preferred schools or sites.

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2. How many students will directly participate?

Number of students	Grade / Program	Time required	Additional details

3. How many teachers will directly participate?

Number of teachers	Grade / Program	Time required	Additional details

4. How many other school personnel will directly participate?

Number of staff	Staff Role	Time required	Additional details

5. Describe any other requests for data from the district school board.

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**F. METHOD OF INVESTIGATION / STUDY**

1. Provide a brief summary of your planned method(s) of data collection. List all data collection instruments (e.g. tests, surveys, interview guides etc.) and attach copies to this application.

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2. Describe your plans for communicating to parents and participants about the research. Explain your plans for obtaining informed consent for participation. Attach copies of all information letters, consent letters and other communication materials to this application.

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3. Briefly explain the data analysis procedures you will use for your research.

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4. List the security procedures in place for the protection of participant privacy and data storage.

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**G. ADDITIONAL REQUIREMENTS**

1. Facilities required (e.g. quiet workspace; gymnasium; classroom)

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2. Assistance required (e.g. early access to room for set up; assistance with students)

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3. Other resources or special arrangements required

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**H. PROVISION FOR FEEDBACK**

1. Please describe your plans to report results to participants, participating schools and/or the Niagara Catholic District School Board.

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2. Describe any publication/speaking plans for this research (e.g. academic press; social media; online news; conference presentations):

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## **SIGNATURES**

### **Researcher**

I have received and read the Niagara Catholic District School Board Education-Based Research Policy (Policy No. 800.5) about conducting research in the Niagara Catholic District School Board and agree to follow its requirements if my application is accepted.

*Note that the final decision to participate in any research project always rests with the individual (e.g. principal, teachers, other staff; student through a parental consent form or a student assent form)*

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Signature of researcher

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Date

### **Professor / Sponsor / Affiliated organization**

This is to certify that the above described research proposal has been reviewed by myself/my organization and has been vetted for its academic soundness. Consideration has been given to ethical, legal and moral questions arising from the proposal.

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Contact person (e.g. sponsoring professor, director of organization)

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Name of organization

### **RETURN TO:**

**Niagara Catholic District School Board  
Attention: Director of Education  
427 Rice Road  
Welland, ON L3C 7C1  
905.735.0240  
Website: [www.niagaracatholic.ca](http://www.niagaracatholic.ca)**



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 5, 2012**

***PUBLIC SESSION***

**TOPIC: EDUCATIONAL FIELD TRIPS POLICY (400.2)**

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**RECOMMENDATION**

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

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Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 12, 2012



Niagara Catholic District School Board

## **EDUCATIONAL FIELD TRIPS, EXCHANGES AND EXCURSIONS**

Adopted: May 26, 1998

Policy No. 400.2

Revised:

### **STATEMENT OF POLICY**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board recognizes the value of out of school experiences, encourages their use as a part of the total educational program for all students, and supports the participation of students and staff in worthwhile activities and programs off school premises. 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.

These educational field trips 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. It is expected that the planning for such a trip involves preparatory, follow-up and assessment activities.

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

#### ***Reference:***

- *Education Statutes And Regulations Of Ontario*
- *Ontario Physical and Health Education Association (OPHEA)*
- *Ontario School Boards Insurance Exchange (OSBIE)*
- *Canadian Standards Association (CSA)*



Niagara Catholic District School Board

**EDUCATIONAL FIELD TRIPS, EXCHANGES AND EXCURSIONS**

Adopted: May 26, 1998  
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

Policy No. 400.2

**ADMINISTRATIVE GUIDELINES**

**PART I**

**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 shall be supervised by a teacher or any employee of the Board, unless otherwise approved by the Principal.

Educational Field Trips are:

- Any school supervised activity beyond the school property.
- Trips that directly enhance specific curriculum expectations designed to enhance student knowledge.
- Based on Social Justice objectives 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.

**B. PHILOSOPHY**

Whereas, the classroom setting and the school yard is not the only location where students learn, the Niagara Catholic District School Board subscribes to the following for all educational field trips:

- Begin the moment the students leave the school property.
- Should be available to every student at every grade level; exceptions respecting individual students may be made at the discretion of the school Principal.
- Should enhance the provision of spiritual, esthetic, cultural, intellectual, athletic or social experiences.

## C. GENERAL

1. All teachers can use Educational Field Trips as part of their regular programs to enhance curriculum expectations; and where reasonable and practical, these trips shall be in the Niagara Region and surrounding area where appropriate program experiences can be realized.
2. For those students not participating in the Educational Field Trips, regular school attendance with appropriate programming is expected.
3. School Principals are encouraged to prepare a "Long Range Plan" to indicate Educational Field Trips. School staffs should plan for these experiences at various times throughout the year.

## D. EDUCATIONAL GOALS

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

1. The gathering of data from primary sources.
2. 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 DEFINITIONS

### 1. Extended Day Field 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.

### 2. Overnight Field Trip

- 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 (5/6 combination excepted) Extended Overnight Field Trip
- 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](#))

### 4. 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.

### 5. 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 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, 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.

#### 6. Excursion

- An excursion is a trip that enhances specific subject curriculum expectations 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.

#### 7. 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, participation is voluntary and arrangements must be made for the education of the students 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 the fact that some parents have quite 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 will 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**

Approval will not normally be granted for high school excursions that require the students and/or teachers to be away from school on a regularly scheduled instructional school day.

Parents whose children may be involved in an approved ~~Extended~~ 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 granting approval for the child to participate in the proposed trip.

(Reference: **Section E # 2**)

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.
2. Principals may approve:

All overnight field trips, including athletic and academic tournaments and competitions.

  - Information regarding Overnight Field Trips shall be sent to the respective Family of Schools' Superintendent at least four weeks prior to arrangements for the trip being completed. (Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet)
  - Principals are required to make volunteer workers aware of their insurance coverage under this policy. Names of all staff and 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.
3. Approvals of the Principal, Family of Schools' Superintendent and Extended Overnight Field Trip, Exchange and Excursion Approval Committee 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 for approval/refusal. 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. 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.
4. 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 of the Extended Overnight Field Trip, Exchange and Excursion Approval Committee.
  5. Any Field Trip/Excursion may be cancelled at any time by a Principal and/or Family of Schools' Superintendent, if required.
  6. 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.

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 if the trip is required to have Superintendent and/or Board 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)

NOTE: 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".
7. If approved, the Committee will forward a report to the Board of Trustees for information.
  8. If not approved, the Committee will forward to the Principal of the school requesting permission for the trip, a summary of the rationale.
  9. Where approval has not been granted, the Principal may re-submit a proposal to the Family of Schools' Superintendent with the required revisions.
  10. 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 School Board will sponsor, promote or participate in the planning of any unapproved trip.
  11. 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.

## **PART V PLANNING**

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 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

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 requests should be phrased as follows:

*I, (parent'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.*

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*Parent/Guardian Signature*

### 3. Liturgical Celebration on Days of Obligation

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.

### 4. 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.
- 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.

### 5. 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 PROCEDURES**

1. The supervising teacher/teacher designate 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

Notwithstanding Year End Field Trips, recreation swimming is prohibited unless it is an integral part of the program. 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](http://ophea.net)

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

- Boating trips are generally to be organized only for secondary school students. Elementary schools must obtain the prior approval of the Superintendent 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.

## 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 continental Canada or the 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 continental Canada or the United States require a minimum of two (2) supervisors / chaperones recommended by the Principal, after consultation with the Family of Schools’ Superintendent.
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><b>JK-K</b></i>	<i><b>Grade 1 to 6</b></i>	<i><b>Grade 7 &amp; 8</b></i>	<i><b>Grade 9 to 12</b></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 Continental Canada or 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. 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.
7. If a program includes students of both genders, and extends overnight, then adults of both genders must accompany the trip. Under exceptional circumstances, the Family of School’s Superintendent may waive this provision, and parents will be notified of this documented exception, and a notation will be made on file.

8. Supervisors 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.
9. Notwithstanding Point 8, supervisors / chaperones, approved by the Principal after consultation with the Family of Schools' Superintendent 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.
10. 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 Guidelines. Additional complimentary travel tickets provided will be used to defray the cost of the students participating in the program.
11. Notwithstanding Point Ten (#10), 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.

12. For trips that do not involve complimentary tickets based on the number of students traveling, all approved chaperones 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 extra curricular 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.
- Students shall be required to purchase cancellation insurance.

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 supervising teacher. All costs to provide for such supervision is incurred by the parent/guardian.



TRAVEL INFORMATION (where applicable provide details of travel expenditures requested in quotes, i.e. air, coach, meals, hotel, tours)

1. Attach three (3) proposals of travel costs from selected vendors.
2. Identify below the three vendors and travel quote.
3. Indicate preferred vendor.

Vendor #1 \_\_\_\_\_ \$ \_\_\_\_\_

Vendor #2 \_\_\_\_\_ \$ \_\_\_\_\_

Vendor #3 \_\_\_\_\_ \$ \_\_\_\_\_

Preferred Vendor # \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date: \_\_\_\_\_

VENDOR APPROVAL

Approved Vendor \_\_\_\_\_ \$ \_\_\_\_\_

Approved By: \_\_\_\_\_

- Overnight Field Trip to be approved by Family of Schools Superintendent
- Extended Overnight Field Trip and Excursion to be approved by Superintendent of Education - Program

Date: \_\_\_\_\_

TRIP APPROVALS

- Overnight Field Trip (up to three nights)       Extended Overnight Field Trip (4 or more nights)       Excursion       Customized Trip

Approved by Principal \_\_\_\_\_ Date \_\_\_\_\_

Approved by Family of Schools Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Approved by Extended Overnight Field Trip & Excursion Committee (if required) \_\_\_\_\_ Date \_\_\_\_\_



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
REQUEST FOR CREDIT PROGRAM  
OVERNIGHT FIELD TRIP, EXTENDED OVERNIGHT FIELD TRIP  
AND EXCURSION COVER SHEET**

This form applies to all Overnight, Extended and Excursion trips (Education Field Trip Policy 400.2 - H.5)  
Where applicable to individual field trip submissions, the following is submitted with each field trip submission for approval:

- Overnight Field Trip/Excursion Cover Sheet
- Overnight or Extended Overnight Board form as per Guideline definition
- Applicable forms included as required and completed in full

NAME OF SCHOOL _____		LOCATION _____	
TYPE OF TRIP			
<input type="checkbox"/> Overnight Field Trip (up to three nights)		<input type="checkbox"/> Extended Overnight Field Trip (4 or more nights)	
<input type="checkbox"/> Excursion		<input type="checkbox"/> Customized Trip	
DESTINATION OF TRIP _____			
DATES OF TRAVEL			
Departure Date	_____ day	_____ month	_____ year
Return Date	_____ day	_____ month	_____ year
NUMBER OF STUDENTS PARTICIPATING _____		NUMBER OF STAFF/CHAPERONES PARTICIPATING _____	

**SUBMISSION CHECKLIST**

The following information must be included in the Board forms or attached to the submission package at the time of submission, unless otherwise deferred by a Superintendent of Education:

- Board Forms completed in full
- Names of all Principal approved staff and volunteers provided
- Airline specific checklist completed (if required)
- Tour company checklist completed (if required)
- Insurance checklist
- Confirmation of arrangements, if required, for students with special accommodations
- Confirmation that students will attend an appropriate liturgy if the trip occurs on a Day of Obligation
- Confirmation that copies of medical and emergency information and plans are on the trip and at the school
- Confirmation that prior to departure, students instructed in appropriate behaviour and safety procedures and requirements for a specific trip
- Confirmation that high care activities are supervised by certified personnel
- Confirmation that valid operators licences are provided for boating excursions
- Confirmation that parent/guardian permission forms are completed for each participating student
- Principal designated in-charge person
- Confirmed number of supervisors as required by guidelines
- Copy of three (3) written proposals which are specific to a trip
- Driver-Authorization to Transport Students forms completed by staff or volunteer drivers, if required by the trip
- Staff volunteer drivers have \$1 million in auto insurance, OPCF #44 and will not exceed six (6) students in vehicle unless properly licensed.

please see reverse



TRAVEL INFORMATION (where applicable provide details of travel expenditures requested in quotes, i.e. air, coach, meals, hotel, tours)

1. Attach three (3) proposals of travel costs from selected vendors.
2. Identify below the three vendors and travel quote.
3. Indicate preferred vendor.

Vendor #1 \_\_\_\_\_ \$ \_\_\_\_\_

Vendor #2 \_\_\_\_\_ \$ \_\_\_\_\_

Vendor #3 \_\_\_\_\_ \$ \_\_\_\_\_

Preferred Vendor # \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date: \_\_\_\_\_

#### VENDOR APPROVAL

Approved Vendor \_\_\_\_\_ \$ \_\_\_\_\_

Approved By: \_\_\_\_\_

- Credit Program (Overnight & Extended Overnight Field Trip and Excursion) to be approved by Superintendent of Continuing Education and Director of Education

Date: \_\_\_\_\_

#### TRIP APPROVALS

Overnight Field Trip  
(up to three nights)

Extended Overnight Field Trip  
(4 or more nights)

Excursion

Customized Trip

Signature of Supervising Teacher

Date

Approved by Principal of Continuing Education

Date

Approved by Superintendent of Continuing Education

Date

Approved by Director of Education

Date

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**AIRLINE/TOUR COMPANY/INSURANCE CHECKLIST**

**This form is to be completed by Principals prior to approving all travel requests by staff and attached to the Request for Overnight Field Trip, Extended Overnight Field Trip and Excursion Cover Sheet form.**

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.

Principals are to:

- a. record the answers and file responses at the school;
- b. submit the responses with the application form to your Area Superintendent, if the trip is required to have Superintendent and/or Board approval;
- c. 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 checklist to agent if required).

**NOTE:** When applicable, determine the exact date and time period each policy checked on the following list 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; cancellations 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.)

<b>AIRLINE SPECIFIC QUESTION CHECKLIST</b>	
	IATA Airline Carrier
	Cancellation Policy, Notification Procedure and Penalty
	Name Change Penalty
	Final Payment Policy
	Minimum Group for Discount and Bonus Free Travel Voucher Policy
	Seating Reservation Procedure
	Delay or Cancellation Policy and Assistance Provided
	Cancellation Due to Terrorism, Airport Security or War Policy
	Cancellation of Trip by Board Prior to Departure Policy
	Deposit or Payment Refund Policy
	Passenger Re-Routing Policy
	Lost Bag Delay Policy
	Connecting Flight Policy
	Insurance Accident Coverage
	Office in Travel Destination Number
	Fax or Send Copy of all Agreed Terms and Conditions of Trip PRIOR to Approval

*PLEASE SEE OVER*

<b>TOUR COMPANY (TRAVEL AGENCY OR WHOLESALER) - SPECIFIC QUESTION CHECKLIST</b>	
	Approved TICP Agency or Company
	Assistance Provided for Group While on Trip (24/7)
	List of Service Fees Charged for Trip
	Best Student Rates
	Can Student / Staff Accounts be Checked On-line?
	Web-Site for Parents / Guardians to Check on Progress of Group?
	Tour Director or Company Manager Name
	Cancellation Policy, Notification Procedure and Penalty
	Name Change Penalty
	Minimum Group for Discount and Bonus Free Travel Voucher Number
	Delay or Cancellation Policy and Assistance Provided
	Cancellation Due to Terrorism, Airport Security or War Policy
	Cancellation of Trip By Board Prior to Departure Policy
	Deposit or Payment Refund Policy
	Passenger Re-Routing Policy
	Guaranteed Travel Dates (Departure and Return) Policy (in writing)
	Accommodation Policy for Students and Staff if Trip Delayed (Departure or Return)
	Change of Published Accommodation Policy
	Change of Published Tour Attractions Policy
	Change of Published Tour Transportation Policy
	Fax or send copy of all agreed Terms and Conditions of Trip PRIOR to approval
<b>INSURANCE (DELUXE PLAN) - SPECIFIC QUESTION CHECKLIST</b>	
	Specifics of Plan for Student and Staff Coverage
	Parental Coverage through Other Group (VISA, American Express) - Applicable on Trip?
	Coverage for Sickness or Accident Prior to Trip
	Coverage for Sickness or Accident While on Trip
	Coverage for Death of Family Member Prior to Trip
	Coverage for Death of Family Member While on Trip
	Coverage for Death While on Trip
	Cancellation for Terrorism, Airport Security Closure or War
	Coverage for Airline or Tour Company Closure
	Fax or send copy of all agreed Terms and Conditions of Trip PRIOR to approval

Date of Conversation	with
by	

**A copy of this checklist is to be submitted with the Application for Field Trip approval to the "Extended Overnight Field Trip and Excursion Approval Committee".**

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**REQUEST FOR CO-INSTRUCTIONAL PARTICIPATION**  
*(Reference - Educational Field Trips Policy 400.2)*

This form applies to all SOSSA, OFSAA, Provincial, State, National or International co-instructional activity during the school year.

SCHOOL	DATE	REQUESTED BY SUPERVISING TEACHER
CO-INSTRUCTIONAL EVENT		LOCATION
<b>TYPE</b> <input type="checkbox"/> SOSSA <input type="checkbox"/> OFSAA <input type="checkbox"/> PROVINCIAL <input type="checkbox"/> STATE <input type="checkbox"/> NATIONAL <input type="checkbox"/> INTERNATIONAL	<b>PARTICIPATION CRITERIA</b> <input type="checkbox"/> QUALIFY <i>(provide details)</i> _____ <input type="checkbox"/> INVITED TO ATTEND <i>(attach letter to form)</i> <input type="checkbox"/> SEEK AN INVITATION TO ATTEND <i>(attach letter to form)</i>	

**CO-INSTRUCTIONAL DETAILS**

LOCATION OF CO-INSTRUCTIONAL ACTIVITY	DEPARTURE DATE	DEPARTURE TIME
ADDRESS _____ _____	RETURN DATE	RETURN TIME
	TOTAL DAYS	TOTAL NIGHTS
NUMBER OF STUDENTS	NUMBER OF SCHOOL STAFF	NUMBER OF CHAPERONES
TRANSPORTATION MODE	TRANSPORTATION CARRIER(S) <i>(attach Transportation Request form)</i>	

**EXPENDITURES**

	COST	EXPLANATION
TRANSPORTATION:	\$ _____	_____
ACCOMMODATION:	\$ _____	_____
BANQUET:	\$ _____	_____
PARTICIPATION FEE:	\$ _____	_____
MEALS <i>(if applicable)</i> :	\$ _____	_____
OTHER <i>(specify)</i> :	\$ _____	_____
<b>TOTAL COST (A)</b>	<b>\$ _____</b>	
CENTRAL BOARD FUNDS:	\$ _____	<i>(in addition to \$ _____ * expenditure for internal staff coverage)</i>
SCHOOL GENERATED FUNDS:	\$ _____	
STUDENT, STAFF OR CHAPERONE COSTS:	\$ _____	
<b>TOTAL COST (B)</b>	<b>\$ _____</b>	

**NOTE:** TOTAL COST (A) must equal TOTAL COST (B)

NAME OF PRINCIPAL RECOMMENDED SUPERVISING STAFF	INTERNAL COVERAGE ARRANGED	CENTRAL/DEPENDENT INTERNAL COVERAGE (# OF DAYS)
(\$ _____ (cost per staff) x _____ (# of days) x _____ (# of staff) = <b>Board Cost</b> \$ _____ *)		
NOTE: Place the figure (*) on Page 1 to Board Cost where indicated		

PRINCIPAL APPROVED CHAPERONES	

PRINCIPAL COMMENTS

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**ATTACHED BOARD FORMS**

REQUEST FOR TRANSPORTATION     
 REQUEST FOR OVERNIGHT FIELD TRIP     
 REQUEST FOR EXTENDED OVERNIGHT FIELD TRIP

**APPROVALS**

NOTE: *Principals and Staff must receive written approval from the Superintendent of Program prior to confirming any participation or travel arrangements.*

SIGNATURE OF SUPERVISING TEACHER	DATE
SIGNATURE OF PRINCIPAL	DATE
SIGNATURE OF FAMILY OF SCHOOLS SUPERINTENDENT	DATE
SIGNATURE OF SUPERINTENDENT OF PROGRAM	DATE

H:\PM6.5\TRAF\AF024.PM6.5

<b>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</b> <b>REQUEST FOR EDUCATIONAL FIELD TRIP TRANSPORTATION</b> <span style="float: right; border: 1px solid black; padding: 2px;">INSTRUCTIONS ON REVERSE SIDE</span>
---

REQUESTED BY SUPERVISING TEACHER	SCHOOL	DATE
LEARNING OUTCOMES		
_____		
_____		
_____		
_____		

<b>TRIP DETAILS</b>		
DATE OF TRIP	NUMBER OF PUPILS AND GRADE(S)	PICK UP TIME AT SCHOOL
DESTINATION OF TRIP	NUMBER OF CHAPERONES	RETURN TIME PICK UP
ADDRESS	NUMBER OF TEACHERS	TIME BUS REQUIRED BACK AT SCHOOL
_____	TOTAL # PASSENGERS	TOTAL # BUSES
_____		DURATION OF TRIP
_____		

<b>SPECIAL REQUESTS</b>
(Pertaining only to field trips involving exceptional students or students with special needs)
_____
_____

<b>FOLLOWUP ACTIVITIES</b>
DESCRIPTION OF FOLLOW UP ACTIVITIES
_____
_____
_____

<b>COSTS</b>		
COST PER BUS	ADDITIONAL COSTS	TOTAL COST TO PUPIL
_____	_____	_____

<b>APPROVAL</b>	
SIGNATURE OF PRINCIPAL	DATE
_____	_____

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**

*REQUEST FOR EDUCATIONAL FIELD TRIP TRANSPORTATION*

*INSTRUCTIONS*

**All trips are to be approved by the principal prior to any announcement or confirmation of plans.**

Please note the following:

1. All trips should be booked at least two weeks in advance.
2. Teachers should make every effort to ascertain the cost prior to the trip.

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
REQUEST FOR EXTENDED OVERNIGHT FIELD TRIP**

This form applies to any trip scheduled during the school year, organized and /or supervised by a teaching staff member for students (some or all) from that teacher's school that involves four (4) or more night's lodging.

REQUESTED BY SUPERVISING TEACHER	SCHOOL	DATE
DESCRIPTION OF THE TRIP		
<hr/> <hr/> <hr/>		

**TRIP DETAILS**

DESTINATION OF TRIP	DEPARTURE DATE	DEPARTURE TIME
ADDRESS	RETURN DATE	RETURN TIME
	TOTAL DAYS	TOTAL NIGHTS
NUMBER OF STUDENTS	NUMBER OF STAFF	NUMBER OF CHAPERONES

**COSTS**

TOTAL COST OF TRIP PER PERSON	COST INCLUDES:	
\$ _____	<hr/> <hr/>	
ADDITIONAL COSTS	ADDITIONAL COSTS INCLUDE:	
\$ _____	<hr/> <hr/>	
TRANSPORTATION MODE	TRANSPORTATION CARRIER	TRANSPORTATION COST

**LEARNING OUTCOMES OF TRIP**

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TARGET GROUP OF STUDENTS (Class/Team/Organization)
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SPECIAL REQUESTS (Pertaining only to field trips involving exceptional students or students with special needs)
--


PRE-TRIP ORGANIZATION, PLANNING, MEETINGS, PREPARATION (Dates)
--

POST-TRIP FOLLOW UP/EVALUATION OF EDUCATIONAL VALUE
---

PRINCIPAL COMMENTS
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SUPERVISING STAFF NAME	COVERAGE ARRANGED

APPROVALS	
SIGNATURE OF SUPERVISING TEACHER	SIGNATURE OF PRINCIPAL
SIGNATURE OF FAMILY OF SCHOOLS SUPERINTENDENT	DATE
EXTENDED OVERNIGHT FIELD TRIP & EXCURSION COMMITTEE	DATE

 <small>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</small>	<b>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</b> <b>REQUEST FOR OVERNIGHT FIELD TRIP</b>
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This form applies to any trip scheduled during the school year, organized and /or supervised by a teaching staff member for students (some or all) from that teacher's school that involves overnight accommodation of one, two or three nights that is not classified as an extended overnight trip or excursion.

REQUESTED BY SUPERVISING TEACHER	SCHOOL	DATE
DESCRIPTION OF THE TRIP		
_____		
_____		
_____		

**TRIP DETAILS**

DESTINATION OF TRIP	DEPARTURE DATE	DEPARTURE TIME
ADDRESS	RETURN DATE	RETURN TIME
_____	TOTAL DAYS	TOTAL NIGHTS
_____	NUMBER OF STUDENTS/PARTICIPANTS	NUMBER OF STAFF
_____	NUMBER OF CHAPERONES	

**COSTS**

TOTAL COST OF TRIP PER PERSON	COST INCLUDES:	
\$ _____	_____	
	_____	
ADDITIONAL COSTS	ADDITIONAL COSTS INCLUDE:	
\$ _____	_____	
	_____	
TRANSPORTATION MODE	TRANSPORTATION CARRIER	TRANSPORTATION COST
_____	_____	_____

**LEARNING OUTCOMES OF TRIP**

_____ _____ _____
-------------------------

TARGET GROUP OF STUDENTS (Class/Team/Organization)
---

REQUEST FOR SPECIAL ACCOMMODATIONS (Pertaining only to field trips involving exceptional students or students with special needs)
_____

PRE-TRIP ORGANIZATION, PLANNING MEETINGS, PREPARATION (Dates)
_____
_____
_____

POST-TRIP FOLLOWUP/EVALUATION OF EDUCATIONAL VALUE
_____
_____
_____

PRINCIPAL COMMENTS
_____
_____

SUPERVISING STAFF NAME	COVERAGE ARRANGED

APPROVALS	
SIGNATURE OF SUPERVISING TEACHER	SIGNATURE OF PRINCIPAL
SIGNATURE OF FAMILY OF SCHOOLS SUPERINTENDENT	DATE

 <small>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</small>	<h2 style="margin: 0;">REQUEST TO TRANSPORT STUDENT CONSENT FORM</h2>	<small>427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1 TELEPHONE (905) 735-0240 FAX (905) 735-9710</small>
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This information is being collected under the Authority of The Education Act, R.S.O. 1990, c.E2 and will be used for the purposes of obtaining consent to transport a student. Questions about this collection should be directed to the Superintendent of Education, Niagara Catholic District School Board, 427 Rice Road, Welland, ON L3C 7C1 Telephone (905) 735-0240

*To have your son or daughter transported in a private vehicle to a school event by Principal authorized voluntary drivers, parents/guardians must sign this request form. This form permits a voluntary driver to transport your son/daughter to the designated location(s) on the dates and times attached to this form. The volunteer drivers have been authorized by the school Principal to transport students in a private vehicle with your approval.*

*Parents/guardians must be aware that in the event of an accident, under no-fault insurance your own automobile insurance policy will be the first coverage used to recover claims made regarding your own child. 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 and questions on coverage be directed to personal insurance carriers. The Board however, maintains the 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 limit of \$20,000,000. 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 property.*

SCHOOL _____				
ACTIVITY _____				
STUDENT'S NAME _____				
DATE	DESTINATION	DEPART	RETURN	METHOD OF TRAVEL

<b>CONSENT</b>	<p>I, _____ consent that _____</p> <p style="text-align: center;"><small>please print your name</small> <span style="margin-left: 200px;"><small>please print student name</small></span></p> <p>be transported to the school activities attached to this form.</p> <p>Parent/Guardian signature: _____</p> <p style="margin-left: 100px;">Date: _____</p>
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# ***VOLUNTEER DRIVERS - Authorization to Transport Students***

## **SUMMARY OF INSURANCE**

### **(1) Volunteer Supervisors on School Premises**

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

### **(2) Volunteer Drivers for School Activities**

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.


If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

### **(3) Personal Automobile Insurance Coverage**

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

 <small>NIAGARA CATHOLIC DISTRICT SCHOOL BOARD</small>	<h2 style="margin: 0;">VOLUNTEER DRIVERS - Authorization to Transport Students</h2>	
427 RICE ROAD, WELLAND, ONTARIO, L3C 7C1 TELEPHONE (905) 735-0240 FAX (905) 735-9710		
This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of The Education Act, c. 129, s. 60 and will be used for the purposes of determining suitability of volunteer drivers. Questions about the collection of this information should be directed to the Superintendent of Education, Niagara Catholic District School Board		
This will authorize _____ <small>name of teacher or other volunteer driver (except student drivers - see Policy 302.4)</small>		
1. To transport students participating in the events listed on the attached school schedule or 2. To transport students participating in the following school activity: _____ _____		
DATE	SCHOOL NAME	PRINCIPAL'S SIGNATURE
VEHICLE INFORMATION		
MAKE	YEAR	LICENCE #
All "Trip Drivers" including Volunteer Drivers are advised that, in order to bring into effect the Board's Excess Liability insurance, they should:		
a. Use a licensed automobile which carries valid third-party liability insurance as required under Legislation in the Province of Ontario;		
b. Provide the Board prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip on business of the Board;		
c. Be aware that the Board's excess liability insurance comes into effect only after the "Trip Drivers" insurance has been exhausted, to a combined total of \$20,000,000;		
d. Be aware that any change to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on board-related business is NOT covered by the school board's Excess Automobile Liability insurance.		
Note: *A "Trip Driver" is defined as any person (except a student driver) authorized by the Board, who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile, to include trustees, employees, teachers, parents, volunteers and officials of the Board.		
DECLARATION TO BE SIGNED BY DRIVER		
I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.		
I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.		
SIGNATURE OF DRIVER	DATE	
DECLARATION TO BE SIGNED BY OWNER OF VEHICLE (If volunteer driver does not own vehicle)		
I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.		
I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.		
I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.		
SIGNATURE OF OWNER OF VEHICLE (if volunteer driver does not own the vehicle)	DATE	

# VOLUNTEER DRIVERS - Authorization to Transport Students

## SUMMARY OF INSURANCE

### (1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

### (2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

### (3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 5, 2012**

***PUBLIC SESSION***

**TOPIC: ELECTRONIC COMMUNICATIONS SYSTEMS POLICY  
(EMPLOYEES) (201.12)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Electronic Communications Systems Policy (Employees) (201.12), as presented.

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Prepared by: Mario Ciccarelli, Superintendent of Education  
Presented by: Policy Committee  
Recommended by: Committee of the Whole  
Date: June 12, 2012





Niagara Catholic District School Board

## **ELECTRONIC COMMUNICATIONS SYSTEMS POLICY (EMPLOYEES)**

Adopted: March 28, 2006

Policy No. 201.12

Revised:

### **STATEMENT OF POLICY**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the use of electronic communications to share information and knowledge in support of the Board's mission is encouraged. Towards this end, the Board provides its employees with access to the Board's electronic communication system.

For this Policy the term "*Electronic communications systems*" refers to any electronic means used to send and receive information, including graphic images and photographs. They include, but are not limited to, Internet, Intranet, Electronic Mail, Fax, Telephone, Pagers, Personal Electronic Devices (PEDs), TV, DVD, CD and Radio.

The system is also meant to increase communication, enhance productivity and assist the Board in sharing information internally, as well as externally with the local community, including parents, social service agencies, government agencies and businesses.

Information technologies such as computers, personal electronic devices, software, e-mail, network, Internet and the Intranet are to be used as productivity enhancement tools by Board staff in support of Board-related activities. Electronic communications systems and all data and messages generated on, or handled by Board equipment are considered to be the property of the Board and are not the property of users of the information technology.

Employees are accountable for the appropriate use of the Board's communications system in an ethical and appropriate educational manner, which must be in compliance with all relevant federal and provincial legislation the Education Statutes and Regulations of Ontario; Ontario Charter of Rights and Freedom; Ontario Code of Conduct; Ontario Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act and all relevant, policies of the Niagara Catholic District School Board.

There is no expectation of privacy when communicating using any of the Board's electronic communication systems.

Those who use the Board's electronic communication services are expected to do so responsibly. Access to the Board's electronic communication services is a privilege that may be wholly or partially restricted by the Board at any time.

Any breaches of this policy may lead to discipline up to and including dismissal.

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

#### ***References***

- *Education Statutes and Regulations of Ontario*
- *Canadian Charter of Rights and Freedoms*
- *Provincial Code of Conduct*
- *Ontario Human Rights Code*
- *The Municipal Freedom of Information and Protection of Privacy Act*
- *Ontario College of Teachers*
- *Records and Information Management Policy (600.2)*



Niagara Catholic District School Board

## **ELECTRONIC COMMUNICATIONS SYSTEMS POLICY (EMPLOYEES)**

Adopted: March 28, 2006

Policy No. 201.12

Revised:

### **ADMINISTRATIVE GUIDELINES**

#### **ETIQUETTE**

The use of the Board's electronic communications systems must reflect the highest standard of courtesy and professional conduct and should be used only if there is a valid work-related reason.

#### **CLASSROOM PHONES AND CELL PHONES**

School staff is expected to focus their full attention on the instruction of students within a classroom and school setting. Notwithstanding emergency situations, school staff is not to place or accept personal calls by classroom phones or cell phones during instructional classroom time, planning and preparation time and while on supervision.

For the purpose of this policy Personal Electronic devices are defined as a piece of electronic equipment such as a laptop computer, tablet or a mobile phone.

#### **PRIVACY**

- All Electronic communications are property of the board.
- Electronic communications is neither private nor secure.
- Users should be aware that all electronic records are Board documents that may be subject to disclosure under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The confidentiality of employee, student, and other personal data must always be maintained.
- There are occasions when it may be necessary to access an employee's e-mail messages.
- In the process of operating and maintaining the e-mail system, privacy cannot be guaranteed.
- There may be occasions when records of telephone calls will be reviewed to ensure appropriate use.

#### **LEGISLATION**

Internet and computer use are subject to applicable legislation and Board policies, including the Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act.

As with other written resources, there is an obligation to consider copyright and material use limitations where documents or pictures are downloaded from the Internet.

#### **PERMITTED USE OF THE BOARD'S ELECTRONIC COMMUNICATION SYSTEMS**

All electronic communications systems provided by the Board are the property of the Board. The electronic systems including hardware and software are the Board's property.

While the use of the Board's electronic communications systems is intended for legitimate Board-related purposes only, the Board recognizes that there may be times when occasional non-work related use is

acceptable. Such usage must be minimal, be in compliance with this policy, not interfere with an employee's work responsibilities, not adversely affect performance or productivity, and not be for personal gain. As with all use of the Board's electronic communications systems, there is no expectation of privacy.

## **INAPPROPRIATE/UNACCEPTABLE USE OF THE BOARD'S ELECTRONIC COMMUNICATION SYSTEMS**

Inappropriate use of the Board's electronic communications systems and computer network systems can be removed at any time by the Board.

The following list of inappropriate uses of the Board's electronic communications systems is not exhaustive and is only used as a guide for governing conduct in general. Examples of inappropriate use include, but are not limited to the following items:

- Users of the internet may occasionally encounter material that is controversial and which other users, parents or staff might consider inappropriate or offensive. It is the responsibility of the individual user not to intentionally access such material.
- The installation of any software that is not authorized by the Board and for which the Board does not have the appropriate license is strictly prohibited.
- Modification (upgrading or removing) of hardware and peripherals by non-computer support staff is prohibited, except by computer technicians, managers or other individuals as designated by a member of Senior Administrative Council. Any damages and / or labor charges resulting from unauthorized modifications will be the responsibility of the individual involved.
- Movement of hardware and peripherals (from its assigned location in the school) is prohibited, except by computer technicians, managers or other individuals as designated by a member of Senior Administrative Council. Principals may authorize an individual to borrow a laptop, LCD projector or other devices on a temporary basis. All permanent relocations are the responsibility of the Board computer technicians, managers or other individuals as designated by a member of Senior Administrative Council.
- Non-Board owned hardware and peripherals (excluding external memory cards) may not be connected to the Internet at any Board site, without the express permission of the Computer Services /Information Services Managers or Family of Schools Superintendents.

Board electronic communication systems shall not be used for, and not limited to:

- Sending messages of a fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate (including graphics) nature is prohibited. Users encountering or receiving these kinds of materials should immediately report the incident to their supervisor. The supervisor, in turn shall report the incident to the appropriate Superintendent.
- Initiating or forwarding chain mail.
- Viewing websites containing pornographic material.
- Computer hacking.
- Disseminating or storing commercial or personal advertisements, solicitations, personal promotions, political lobbying, destructive programs (i.e. viruses) or uses of this nature.
- Sending e-mail or other electronic communications which hide the identity of the sender or represents the sender as someone else.
- Encouraging the use of controlled substances or the use of the system for the purpose of inciting crime.
- Excessive personal use.
- Making or distributing inappropriate statements about other employees, unions, departments and/or the Board (defamation and insubordination).
- Negligent misrepresentations on behalf of the Board.
- Borrowing, copying or reusing other's information without their consent and/or knowledge.
- Any activity that constitutes a violation of the Criminal Code (e.g. child pornography, hate crimes, etc.), and/or other laws.
- The dissemination of personal information contrary to the Municipal Freedom of Information and Protection of Privacy Act.

- The dissemination of proprietary information.
- Accessing contact information or confidential information for improper purposes.

## **MONITORING/CONSEQUENCES AND BOARD RIGHTS**

While a reasonable, small, and infrequent amount of time may be spent on personal matters, the Board may monitor employees to ensure compliance with this policy. As part of regular, day-to-day business operations, the Board does not monitor internal mail and communications, however, mail and communication may be monitored should a specific need arise. In addition, telephone logs may be checked occasionally.

Any request to carry out a forensic audit must have the approval of the Director of Education prior to such an audit being carried out.

The Board has the right to limit individual or organizational use of its electronic communication systems at any time, without notice and without providing any explanation except that it is in the interests of the integrity of the system.

Any breaches of this policy may lead to discipline up to and including dismissal. The general principles regarding workplace discipline will be applied. These principles include consideration of the seriousness of the behavior, the use of progressive discipline and consideration of mitigating factors.

Disciplinary measures will be enforced consistently for all employees who violate this policy.

## **MESSAGE MANAGEMENT**

Messages that are directed to all staff including but not limited to all Elementary Principals, all Secondary Principals and all Secretaries are sent through the Director of Education, or a member of Senior Administration Council. System emails with the exception of emergencies will be sent daily after 1:30 pm. The Office of the Director/Secretary-Treasurer (through the Board Services & Communications Department) shall receive and distribute all invitations to events, messages and general business related communication directed to the Board.

Users must carefully consider the audience for the message and target the message in order to reduce the volume of unwanted e-mail. Messages are not private. Paragraphs and messages must be short and to the point so that they can be located quickly. An appropriate subject title should be included in all messages so that they are easily identifiable. Replying that a message is received should be limited to reduce volume of email traffic. Users should check e-mail frequently and delete messages promptly (including from the Sent and Delete Boxes).

E-mail messages are stored on the e-mail server and messages older than two years will be deleted in the month of August each year. In accordance with the Records and Information Management Policy, messages will be archived for a seven year period.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 5, 2012**

***PUBLIC SESSION***

**TOPIC: ELECTRONIC COMMUNICATIONS SYSTEMS POLICY  
(STUDENTS) (301.5)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Electronic Communications Systems Policy (Students) (301.5), as presented.

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Prepared by: Mario Ciccarelli, Superintendent of Education

Presented by: Policy Committee

Recommended by: Committee of the Whole

Date: June 12, 2012



Niagara Catholic District School Board

## **ELECTRONIC COMMUNICATIONS SYSTEMS POLICY (STUDENTS)**

Adopted: March 28, 2006

Policy No. 301.5

Revised:

### **STATEMENT OF POLICY**

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the "Board"), the board recognizes the educational value of students utilizing electronic communications systems to enhance their learning through the responsible access to global information and communication. The Board further recognizes the critical role that parents play in educating their children on the appropriate use of electronic communication systems and in monitoring their use of these systems. This partnership of parents and schools is essential in achieving success in ensuring appropriate use of this ever-changing technology.

This policy governs acceptable student use of the internet and electronic resources provided by the Niagara Catholic District School Board in all of its elementary and secondary schools.

For this Policy the term "*Electronic communications systems*" refers to any electronic means used to send and receive information, including graphic images and photographs. They include, but are not limited to, Internet, Intranet, Electronic Mail, Fax, Telephone, Pagers, Personal Electronic Devices, TV, DVD, CD and Radio.

Students are accountable for the appropriate use of the Board's communication systems in an ethical and appropriate educational manner, which must be in compliance with all relevant federal and provincial legislation the Education Statutes and Regulations of Ontario; Ontario Charter of Rights and Freedom; Ontario Code of Conduct; Ontario Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act and all relevant policies of the Niagara Catholic District School Board.

The Niagara Catholic District School Board recognizes that students may have in their possession personal electronic devices while at school or at school related activities. Students are permitted to bring in personal electronic devices to be used in wireless enabled common areas throughout the school as approved by the administration and in classrooms where approved by the classroom teacher. This policy governs the acceptable use of personal electronic systems by students while at school. The use of these devices are prohibited where they are deemed to interfere with student learning. Academic and administrative staff at the school and/or at the Board level shall determine what, if any, use is interfering with learning.

The Ontario Code of Conduct, Niagara Catholic District School Board Code of Conduct Policy and school Code of Conduct provide disciplinary consequences for students who violate this Policy.

#### **References**

- *Education Statutes and Regulations of Ontario*
- *Canadian Charter of Rights and Freedoms*
- *Provincial Code of Conduct*
- *Ontario Human Rights Code*
- *The Municipal Freedom of Information and Protection of Privacy Act*
- *Ontario College of Teachers*
- *Records and Information Management Policy (600.2)*



Niagara Catholic District School Board

## **ELECTRONIC COMMUNICATIONS SYSTEMS POLICY (STUDENTS)**

Adopted: March 28, 2006

Policy No. 301.5

Revised:

### **ADMINISTRATIVE GUIDELINES**

In accordance with the Electronic Communications Systems (Students) Policy No. 301.4, all elementary and secondary schools within the Niagara Catholic District School Board will include the following information in Student Handbooks or Agendas.

#### **Electronic Communications Systems (Students)**

The Niagara Catholic District School Board in keeping with the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Ontario Code of Conduct provides safe schools that respect the rights and freedoms of every individual. While security and firewall filters are in place, students are prohibited from knowingly accessing or participating in religiously, racially, or culturally offensive sites, e-mail, commercial, gambling, racist, abusive, profane, pornographic, violent, discriminatory or harassing on-line systems or sites.

All messages sent on Niagara Catholic District School Board communication systems are Board records and the Board reserves the right to access and disclose the content of such messages.

For the purpose of this policy 'common areas' will be defined and outlined by the Principal or person in charge of that building. Personal Electronic Devices are defined as a piece of electronic equipment such as a laptop computer, tablet, or a mobile phone.

#### **General Electronic Communications Systems**

1. Students assume full responsibility for using all Board communication systems in an ethical and appropriate educational manner in compliance with the mission, vision and values of the Niagara Catholic District School Board.
2. Students are to obtain permission from a teacher to use Board computer systems.
3. Students are directed to the internet through the Board network system.
4. Students are permitted to bring in personal electronic devices to be used in Board authorized wireless enabled common areas throughout the school as approved by the Principal and in classrooms where approved by the teacher.
5. Students vandalizing, modifying or causing damage to electronic communication systems, including software, will be responsible for the full cost to repair or replace hardware or software.
6. Students are prohibited from removing any computer hardware from its location; attempting to gain unauthorized access to Board electronic communication systems or data; accessing any e-mail or download any material that knowingly contains a virus.
7. Students are to adhere to and respect all copyright laws.
8. Students who have permission to post information to the Internet are to have the classroom teacher review the work to ensure that it is consistent with the Municipal Freedom of

Information and Protection of Privacy Act.

9. Students are to report to their teacher or Principal any abuse of electronic communications systems.
10. The use of Board computers, wireless access and Internet access is a privilege and any breach may result in the closure of user accounts, cancellation of computer and Internet privileges and disciplinary action in accordance with Board Policy and the Code of Conduct.
11. All electronic communications systems, its data and messages generated on or handled by Niagara Catholic equipment are the sole property of the Board and can be traced, viewed and stored.
12. Niagara Catholic staff will notify and fully cooperate with authorities in any investigation relating to activities conducted through the Board's electronic communications systems.

### **Personal Electronic Devices**

1. Cell and smart phones, as well as other personal electronic devices, are eligible for appropriate student use in wireless enabled common areas of the schools as approved by the administration of the school for instructional and co-instructional purposes.
2. Cell or smart phones, tablets, laptops, audio or video recording devices are prohibited for use by students in all Niagara Catholic elementary and secondary schools classrooms unless specifically approved by staff for instructional or co-instructional purposes.
3. The Board and its staff assume no responsibility for the use, safety, security, loss, recovery, repair or replacement of a personal electronic device when carried on to Board premises. The secure storage of these devices is the sole responsibility of the owner / user.

### **Computer Use**

It is an expectation that students will use Niagara Catholic District School Board electronic communications systems for educational purposes to enhance learning through responsible access to global information and communication. Students are prohibited from:

- hacking into any program, site or personal account;
- manipulating files that are not on a personal account;
- using obscene, harassing, racial or other inappropriate language;
- erasing, damaging, copying files of another user;
- tampering with computer settings, network configurations or desktop settings;
- knowingly downloading viruses;
- copying licensed material or software;
- installing any software not approved by the Niagara Catholic District School Board;
- using any other person's account on the system;
- attaching unauthorized devices to a computer or network;
- using external storage devices (i.e. USB) without permission;
- any other activity deemed inappropriate.

### **Internet Use**

It is an expectation that students will use Niagara Catholic District School Board electronic communications systems for educational purposes to enhance learning through responsible internet access to global information and communication. Students are prohibited from:

- accessing, participating, transmitting or saving illegal, commercial, gambling, racist, abusive, profane, pornographic, violent, discriminatory material;
- accessing and participating in on-line harassing systems or sites;
- accessing, participating, transmitting or saving material that does not comply with the Mission, Vision, Values and policies of the Niagara Catholic District School Board;
- cyber-stalking, cyber-bullying or spamming;
- accessing chat rooms or discussion forums that are not approved by school staff;
- transmitting information in violation of Canadian, Ontario or municipal laws;



- duplicating, plagiarizing, storing or transmitting copyrighted material that violates copyright law;
- downloading large files that will take up system file space without permission of school staff;
- any other activity deemed inappropriate by staff.

### **Student Discipline**

Students are to report to their teacher or Principal any abuse of electronic communications systems. Principals will determine the appropriate consequence for students who violate this Electronic Communications (Students) Policy as provided by the Ontario Code of Conduct, the Niagara Catholic District School Board Code of Conduct Policy (Safe Schools) and the school Code of Conduct.

Principals will consult with their Family of Schools Superintendent regarding consequences for severe violations of this Policy.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 5, 2012**

***PUBLIC SESSION***

**TOPIC: EMPLOYEE HIRING AND SELECTION POLICY (TEACHERS)  
(NEW)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Employee Hiring and Selection Policy (Teachers), as presented.

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Prepared by: Frank Iannantuono, Superintendent of Education – Human Resources  
Presented by: Policy Committee  
Recommended by: Committee of the Whole  
Date: June 12, 2012



Niagara Catholic District School Board

## **EMPLOYEE HIRING AND SELECTION POLICY (TEACHERS)**

Adopted:

Policy No.

Revised:

### **STATEMENT OF POLICY**

In keeping with the mission, vision and values of the Niagara Catholic District School Board, the Niagara Catholic District School Board believes that the realization of the goals of Catholic education, founded on faith, inspired by the Gospel, and committed to service requires leadership at all levels.

The Niagara Catholic District School Board recognizes that our school community exists primarily to foster and exemplify Catholic values centred on the person of Jesus Christ.

The purpose of this policy is to recognize the inherent dignity and worth of every person, and to provide for equal rights and opportunities without discrimination for all qualified employees and applicants for employment with the Niagara Catholic District School Board, in accordance with the Ontario Human Rights Code. All employees employed by the Board will have an understanding of and a genuine commitment to the Board's mission, vision and values and expected to respect and to support the Catholic philosophy of the Board and its schools.

In its hiring of exemplary and qualified teachers, to meet the needs of the system, the Niagara Catholic District School Board will give preferential consideration by virtue of the availability of qualified candidates, to qualified Roman Catholic applicants in accordance with the Ontario Human Rights Code, Section 24(1) (a), the historical right under the Constitution Act, 1982 and the Education Statutes and Regulations.

#### **Conflict of Interest**

The Board shall ensure that no individual will be involved in any part of the hiring process if it is self-declared and/or deemed to be a Conflict of Interest.

This policy and accompanying Administrative Guidelines will clearly define and clarify the hiring and selection practices of all employee groups of the Niagara Catholic District School Board.

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

#### **References**

- *Education Statutes and Regulations of Ontario*
- *Ontario Human Rights Code*
- *Equity and Inclusive Education Policy*



Niagara Catholic District School Board

## EMPLOYEE HIRING AND SELECTION POLICY (TEACHERS)

Adopted:

Policy No.

Revised:

### ADMINISTRATIVE GUIDELINES

#### TEACHER SELECTION

The Niagara Catholic District School Board is committed to hiring exemplary and qualified teachers. The Hiring Policy specifically addresses the selection of teacher candidates for a teaching position within the Niagara Catholic District School Board.

Criteria and qualifications for positions will be established in a fair and objective manner. This criterion is outlined in the Administrative Guidelines as set out below.

Recruitment for positions will ensure that all qualified applicants have the opportunity to apply. Applications and documentation of all teacher candidates and employees of the Niagara Catholic District School Board will be maintained in a confidential filing system in the Human Resources Department.

The Niagara Catholic District School Board will not discriminate in its hiring and promotion practices on the basis that the qualified applicant is related to a current or former employee. Staff who is related will declare a conflict of interest and not partake in any part of the selection process.

#### CONFLICT OF INTEREST

No individual will be involved in any part of the hiring process if it is self-declared and/or deemed a Conflict of Interest regarding any individual submitting their name for a position with Niagara Catholic. Conflicts of Interest will be declared to either the Superintendent of Education - Human Resources or to the Director of Education who will ensure that the individual declaring the conflict of interest is not involved in any facet of the hiring process.

#### SELECTION PROCEDURES FOR NEW HIRES TO THE OCCASIONAL LIST

##### ***A: Selection of Candidates to be interviewed***

Individuals, applying for available teaching positions with the Niagara Catholic District School Board, unless exempted as per a Letter of Permission, are required to:

- be a Catholic
- be in 'Good Standing' with the Ontario College of Teachers
- meet all requirements set out in Teacher Application Package (Apply to Education).
- submit a pastoral reference
- submit a faith reference portfolio
- submit practice teaching reports and final evaluations
- submit references
- meet all qualifications as required by regulations
- submit related experience
- submit undergraduate transcripts and/or graduate Faculty of Education transcripts

**B: Interview Procedures for Individual Placement on the Occasional Teacher list**

***Annual Board Interviews and Selection of Candidates***

- i. The Human Resources Department will organize interviews for teacher candidates which will be conducted during specified dates as determined by the Superintendent of Human Resources.
- ii. The interviews are to be conducted by a panel consisting of a minimum three (3) Principals and/or Vice-Principals, including at least one (1) Principal as appointed by the Superintendent of Human Resources.
- iii. All candidates for a given position will be asked the same questions.
- iv. The Human Resources Department will screen and process the recommendations of the Interview Panel and validate whether the candidate has met all the requirements for a teaching position in the Niagara Catholic District School Board, including satisfactory references, Vulnerable Sector Checks, pastoral references, and other requirements as requested.
- v. The Human Resources Department will notify successful individuals for placement on the Occasional Teacher List.
- vi. All candidates being interviewed will be debriefed on the strengths and weaknesses of the interview by staff as appointed by the Human Resources Department

**SELECTION PROCEDURES FOR NEW HIRES TO PERMANENT CONTRACT POSITIONS**

Candidates being selected for permanent contracts will be based on the following process:

Hiring of teachers will be determined by the system needs of the Niagara Catholic District School Board and will be in accordance with the Education Act, Regulations, Board Policy or Guideline and the "Collective Agreement."

It is a requirement of the Niagara Catholic District School Board that, as a condition of Employment a teacher will have completed at least Part I of the OCSTA/OECTA course in Religious Education or its equivalent within 2 years of employment.

A vulnerable sector background check (dated within the last year) shall be a condition of employment and shall be used to determine whether candidates have a record of offences which would render them unsuitable for employment. The candidate shall be directed to the appropriate Police Department who will be responsible for the processing of the vulnerable sector background check. The fee charged for this service shall be the responsibility of the candidate.

**TEACHER SELECTION PROCESS**

1. The teacher candidate will be interviewed at the board level by a team consisting of the Superintendent of Human Resources, and/or a designate, and a minimum of 3 Principals as determined by the Superintendent of Human Resources.
2. Candidates will be considered for System level Interviews based on:
  - i. Pastoral reference and Faith Reference Portfolio
  - ii. Initial System Level Interview Results (for occasional position)
  - iii. Qualifications (i.e. Additional Qualification Courses)
  - iv. Specific areas of specialization
  - v. Experience with Niagara Catholic and other related experience
  - vi. Principal Recommendation
3. Senior Administrative Council will be informed of recommendations for hiring of teachers based on the scoring of teacher candidates as outlined in **Section 2** as well as the results of the Final System Level Interview.
4. The Director of Education will approve hiring for permanent teacher positions to the Niagara Catholic District School Board.

5. The Director of Education, through the Superintendent of Human Resources will submit the In-Camera Staffing Report to the Board for information.
6. The Human Resources Department will be responsible for all offers to teaching positions with the Board as well as the specific assignment.
7. Upon request, the Human Resources Department will debrief those individuals on the strengths and weaknesses of their interview.
8. The Superintendent of Human Resources will notify the teacher recruits in writing of their permanent status and any necessary requirements.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
JUNE 5, 2012**

***PUBLIC SESSION***

**TOPIC: FUNDRAISING POLICY (301.4)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Fundraising Policy (301.4), as presented.

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Prepared by: Larry Reich, Superintendent of Business and Financial Services  
Presented by: Policy Committee  
Recommended by: Committee of the Whole  
Date: June 12, 2012



**Niagara Catholic District School Board**

## **FUNDRAISING POLICY**

Adopted: February 26, 2002

Policy No. 301.4

Revised:

### **STATEMENT OF POLICY**

In keeping with the Mission Vision and Values of the Niagara Catholic District School Board, the Board supports the involvement and collaboration of parents with the Principal, school staff, and in consultation with Catholic School Councils to design and implement fundraising activities.

The Principal will approve and implement fundraising activities, to enhance student learning and success, including field trips, excursions and co-curricular activities.

The Niagara Catholic District School Board also recognizes that fundraising activities have a direct financial impact on the school and on the school community. The Principal shall consider this financial impact, in the planning and approval of the proposed initiatives. Funds raised at the school level through fundraising and other sources will be managed in accordance with the School Generated Funds Policy.

The Board recognizes that some school fundraising initiatives are designed to support the efforts of the school community with activities that will help the students to learn about the value of supporting the needs of the broader global community, including:

- Supporting charitable endeavors
- Supporting needy global communities
- Encouraging involvement in school activities

The Board has approved the following annual fundraising activities:

- 1) Pilgrimage / Development and Peace
- 2) United Way Campaign
- 3) Kids Helping Kids

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

References:

- *Education Statutes and Regulations of Ontario*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Fundraising Guidelines issued by the Ministry of Education (March 2011)*
- *School Generated Funds Policy #800.4*
- *Nutrition Policy #302.7*
- *Catholic School Councils Policy #800.1*
- *Student Fees Policy #301.11*





Niagara Catholic District School Board

## FUNDRAISING POLICY

Adopted: February 26, 2002

Policy No. 301.4

Revised:

### ADMINISTRATIVE GUIDELINES

#### Definitions

**Fundraising** is any activity, in accordance with Board Policy, to raise money or other resources that is approved by the school Principal, in consultation with the Catholic School Council, or a school fundraising organization operating in the name of the school and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

**The school community** refers to students, parents and guardians, school administrators and staff, members of the broader community and partners, as well as others, who support the local Catholic school and student achievement.

#### Background

Fundraising initiatives carried out by the school must not be used to replace public funding provided by the Ministry of Education for textbooks, learning materials and other supplies, which are allocated by the Board to the school through the School Budget Accounts.

All students and staff are welcome to participate in fundraising activities. These activities will reflect the diversity, values and priorities of the local school community and school board.

#### Guiding Principles for Fundraising Activities

The Principal will:

- prepare an annual Plan on fundraising activities, using the appropriate fundraising forms ([Link to Annual Fundraising Plan Form](#))
- be responsible for authorizing, planning and implementing all fundraising activities carried out by the school community. A fundraising report will be prepared by the principal for each major fundraising activity ([Link to Fundraising Report Form](#))

The Principal will ensure that the collection and distribution of funds will reflect the following principles:

**Support Student Achievement** - Activities will support student achievement and not detract from the learning environment.

***Voluntary Participation*** - Participation in fundraising activities is strictly voluntary for staff and students. Parental consent will be required for student participation for students under the age of 18.

The personal information of staff, students or other individuals will not be shared for the purposes of fundraising without prior consent.

***Safety and Safeguarding*** - The safety of students will be a primary consideration in all fundraising activities. In addition to parental consent, student fundraising activities require adequate supervision of students involved in the activity.

The Principal will communicate and train school staff on procedures dealing with the collection, disbursement and accounting of school-generated funds.

***Accountability and Transparency*** - A fundraising activity will not result in any staff or volunteer benefiting materially or financially from the activity.

Fundraising activities will have a designated purpose and the funds collected will be spent for that designated purpose. Transparent financial reporting practices to the school community should be in place.

***Conflict of Interest***

If staff members and/or Catholic School Council Members have a conflict of interest in connection with a fundraising initiative, they will not participate in any aspect of that fundraising activity.

**Criteria to be considered in Fundraising Activities**

When school communities consider asking for financial support, the individual fundraising activity should be consistent with the guiding principles outlined above and Niagara Catholic policies.

Any fundraising activities that involve the sale of food and beverages on school premises must comply with the Board's Nutrition Policy. The nutrition standards set out in the policy do not apply to fundraising activities that occur off school premises.

**Accountability and Financial Reporting**

The purpose for any fundraising activity must be clearly communicated to contributors.

Funds received and disbursed in connection with fund raising activities must be accounted for in accordance with the School Generated Funds Policy #800.4.

The Principal will advise the Family of Schools Superintendent regarding major concerns arising from the operation of fundraising activities.

The Principal will prepare an annual report on fundraising activities, in accordance with the School Generated Funds Policy #800.4.

Any change in the purpose of funds raised will require the approval of the Family of Schools Superintendent and the notification of the school community

Any theft and misuse or misappropriation of funds raised through Fundraising Activities will be immediately reported to the Principal and to the Family of Schools Superintendent. This matter will be discussed by the Superintendent with the Director of Education, who will determine the actions required to recover the funds and the need to report the details to the Board and/or to proper legal authorities, as required.

ANNUAL PROPOSED FUNDRAISING PLAN <i>To be submitted to the Family of Schools Superintendent by September 30th of each year</i>		
School Name:	School Year:	
Principal:	Projected Funds to be Raised	
<i>Please list Fundraisers in calendar date order</i>		
Month	Description of Fundraising	Intended Use of Fundraising Funds
Signature of Principal		Date:
Signature of Family of Schools Superintendent		Date:

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**

**FUNDRAISING REPORT**

*(to be completed for each major fundraising activity)*

NAME OF FUNDRAISING ACTIVITY		FUNDRAISING ACTIVITY # _____ OF _____
SCHOOL NAME AND LOCATION		SCHOOL YEAR
NAME OF PRINCIPAL		
FUNDRAISING TIMELINE (date)		
FUNDRAISING DISCUSSED WITH CATHOLIC SCHOOL COUNCIL Yes <input type="checkbox"/> No <input type="checkbox"/>		DATE
NAME OF PERSON SUPERVISING THE FUNDRAISING		POSITION
NAME OF OTHER PERSON(S) INVOLVED IN THE FUNDRAISING		POSITION
_____		_____
_____		_____
_____		_____
DESCRIPTION OF FUNDRAISING		
_____		
_____		
_____		
INTENDED USE OF THE FUNDRAISING FUNDS		
_____		
_____		
_____		
PROJECTED MONIES TO BE RAISED		
\$ _____		
FUNDS TO BE DEPOSITED IN SGF ACCOUNTS		
_____		

APPROVALS	
SIGNATURE OF SCHOOL PRINCIPAL	DATE
SIGNATURE OF FAMILY OF SCHOOLS SUPERINTENDENT	

JANUARY 2012

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: REPORT ON THE 2012-2013 ANNUAL BUDGET**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the 2012-2013 Annual Budget, as presented.

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Prepared by: Larry Reich, Superintendent of Business & Financial Services  
Senior Administration Council

Presented by: Larry Reich, Superintendent of Business & Financial Services  
Senior Administration Council

Recommended by: Committee of the Whole

Date: June 12, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING JUNE 5, 2012**

### **REPORT ON THE 2012-2013 ANNUAL BUDGET**

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#### **BACKGROUND INFORMATION**

On March 29, 2012, the Ministry of Education, announced the education funding for the 2012-2013 school year. The announcement indicated that education funding for 2012-2013, through the Grants for Student Needs (GSN), would be held stable at almost \$21 Billion and that the Early Learning Program, which is funded outside the GSN, would continue to be phased-in as originally planned.

In order to deal with the projected Provincial Deficit, the Ontario Government found it necessary to freeze all salaries in the Education Sector for two (2) years at the level paid as at August 31, 2012, without additional increases for qualification, experience and cost of living. To achieve this objective, the Ministry of Education issued a set of parameters, which were designed to form the basis for the negotiations with the various employee groups in the Education Sector.

In addition to the freeze of funding for all salaries and wages, the Ontario Government has found it necessary to continue the constraint measures for some expenditure envelopes, including board administration, textbooks and learning materials, computers, professional development and transportation.

The 2012-2013 Grants for Student Needs (GSN) do not include funding for increases in benefits and other operating expenditures. This means that school boards will have to fund these increases with corresponding reductions in expenditures in other envelopes.

It is important to note that average daily enrolment is projected to decrease by approximately 148 students during the 2012-2013 school year. This decrease in enrolment will result in a reduction of the GSN funding, which must be partially offset by a proportional reduction in expenditures.

Based on the foregoing funding information, Senior Administrative Council have held numerous meetings to review the 2012-2013 Budget requests submitted by staff, as we designed the Budget with the goal to align 2012-2013 Budget Expenditures to a level that would match the Budget Revenue available to the Board.

Senior Administrative Council have now completed the design of the 2012-2013 Budget, including the deployment of staff and the allocation of resources to the schools and departments of the Board. The 2012-2013 Budget is in alignment to achieve the Board approved Strategic Directions System Priorities 2012-2013 (Appendix A) to attain the expectations of Niagara Catholic's Vision 2020 Strategic Plan.

The Director and members of Senior Administrative Council are pleased to present a proposed Annual Budget for the 2012-2013 school year, which is balanced without the transfer of funds from the reserves. The proposed Annual Budget includes Operating Expenditures amounting to \$251,764,618.

For the review of the Trustees, we enclose the following information:

**APPENDIX A**

Strategic Directions System Priorities 2012-2013

**APPENDIX B**

Summary of Revenue & Expenditures & Key Budget Factors

**APPENDIX C**

Analysis of Funding Allocations

**APPENDIX D**

Analysis of Expenditures by Department

We take this opportunity to thank all the members of Board staff, who have been involved in the preparation of the 2012-2013 Annual Budget.

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Report on the 2012-2013 Annual Budget, as presented.

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Prepared by: Larry Reich, Superintendent of Business & Financial Services  
Senior Administration Council

Presented by: Larry Reich, Superintendent of Business & Financial Services  
Senior Administration Council

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

Date: June 5, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## NIAGARA CATHOLIC STRATEGIC DIRECTIONS SYSTEM PRIORITIES 2012-2013

### *STRATEGIC DIRECTIONS*

#### *Build Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education*

- To conduct a Niagara Catholic elementary and secondary Student Conference 2013 focusing on the theme of Growing in Wisdom by April 2013.
- To enhance our distinctive Catholic educational system by implementing the first year of the Niagara Catholic Faith Formation program, *Growing in Wisdom to Worship and Witness* by June 2013.
- To enhance our Elementary Chaplaincy Leader program in elementary schools through the addition of Elementary Chaplaincy Leaders who, through Family of Schools, will implement the Niagara Catholic Faith Formation Program and the Journey Retreat Program in all elementary schools by June 2013.
- To enhance local, national and international social justice experiences for elementary and secondary students by June 2013.

#### *Advance Student Achievement for All*

- To continue to support all students who are six years of age in the development of literacy skills, particularly in learning to read by June 2013.
- To continue to develop and implement specific literacy and numeracy strategies to support all students from early learning kindergarten programs to graduation by June 2013.
- To develop a school-based inquiry process focusing on mathematical processes, problem solving and communication with all secondary mathematics teachers by June 2013.
- To consolidate an inquiry based model of teaching and learning in all elementary and secondary schools by June 2013.
- To expand language acquisition for elementary and secondary students through the introduction of French Immersion at designated sites and specific international languages to meet the needs of students by June 2013.
- To nurture global citizenship of our students through enhanced national and international educational travel opportunities for students and staff by June 2013.
- To enhance e-Learning initiatives in Niagara Catholic by June 2013.
- To continue with system implementation of the Ministry of Education Policy, "Growing Success Assessment, Evaluation and Reporting in Ontario Schools", and the Niagara Catholic Assessment, Evaluation and Reporting K-12 Policy for all schools in the Board by June 2013.



- To continue to advance student achievement with Ministry of Education, Board and School teaching and learning initiatives on the Provincial EQAO Primary and Junior Assessments, the EQAO Secondary Mathematics Assessment, the Ontario Secondary School Literacy Test (OSSLT) and classroom assessments to close the achievement gap by June 2013.
- To align and design initiatives to achieve the target of 85% graduation rate of 2012-2013 Grade 12 students by June 2013.
- To continue to advance student achievement using the Learning for All, K-12 (Draft 2011) resource as an integrated process of assessment and instruction in all elementary and secondary schools in the Board by June 2013.
- To continue to advance student achievement, through the development and implementation of the Board Improvement Plan for Student Achievement (BIPSA), and School Improvement Plans (SIP), for every elementary and secondary school focusing on the pillars of Faith, Community, Culture and Caring, Literacy, Numeracy, and Pathways in all schools by June 2013.

### ***ENABLING STRATEGIES***

#### ***Provide Supports for Success***

- To design, implement and assess the model of intervention strategies, programs and services within the Niagara Catholic Mental Health and Addictions Plan by June 2013.
- To implement the Social Workers in Schools protocol in cooperation with Pathstone Mental Health and Contact Niagara to continue to address the need for increased supports for children and youth mental health by June 2013.
- To promote and design programs and supports for healthy lifestyles of students and staff by June 2013.
- To provide continued supports and coordinate training on Applied Behaviour Analysis (ABA) instructional methods and resources to increase capacity of school and Board staff to use ABA methods by June 2013.

#### ***Enhance Technology for Optimal Learning***

- To implement the Course Planner component of the Career Cruising platform in all secondary schools by October 2012.
- To design a technology refresh program for the Niagara Catholic Data Center by November 2012.
- To design and implement a Smart Technology Training Program for staff by December 2012.
- To design and implement a Niagara Catholic Technology Security Program by January 2013.
- To conduct Niagara Catholic Technology Conferences for staff to engage in selected technology training delivered by Board approved companies by April 2013.
- To increase the number of technological devices for optimal learning in schools by June 2013.
- To research, select and train all administrators on a student achievement software program by June 2013.

#### ***Building Partnerships and Schools as Hubs***

- To continue to build capacity with Trustees, the Diocese of St. Catharines, Parishes, administrators, staff, the Student Senate, Niagara Catholic Parent Involvement Committee, Catholic School Councils, Special Education Advisory Council and parents/guardians by providing information and opportunities for dialogue on Catholic education for all students in the Niagara Catholic District School Board by June 2013.

- To develop and implement programs through the engagement of community groups and the community use of schools program to address the needs of children and families including nutrition, physical activity and literacy by June 2013.
- To continue to expand educational-based research projects in the Board, by sharing current research, and by extending research partnerships with outside agencies by June 2013.

#### ***Strengthen Human Resource Practices and Develop Transformational Leadership***

- To implement the Niagara Catholic Attendance Support Program for staff of Niagara Catholic by September 2012.
- To implement the electronic Professional Development Registration and Tracking Program for staff by October 2012.
- To develop a consistent tool for the scoring, assessment and evaluation component of the interview process for all job classes within the Niagara Catholic District School Board by January 2013.
- To develop within the Employee Hiring and Selection Policy specific Administrative Guidelines for designated non-teaching job classes by March 2013.
- To continue with the development and implementation of the second year of the Niagara Catholic Human Resources Certificate Program for all Principals, Vice-Principals and Senior Administrators by May 2013.

#### ***Create Equity and Accessibility of Resources***

- To increase the knowledge, awareness and acceptance of equity and diversity initiatives with all staff and students by June 2013.
- To implement the strategies within the 2012-2013 Board Improvement Plan for Student Achievement by June 2013.
- To implement a plan to identify and remove barriers to individuals with disabilities in Board facilities as identified in the 2012-2013 Niagara Catholic Accessibility Plan and the Integrated Accessibility Standards Regulation by August 31, 2013.

#### ***Ensure Responsible Fiscal and Operational Management***

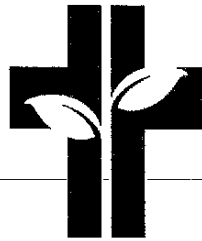
- To ensure that all Catholic Education Centre departments develop Operational Plans and review cycles, which align with the Vision 2020 Strategic Plan by October 2012.
- To consolidate key risks and mitigate budget factors into a single risk plan in connection with the annual budget for 2012-2013 by October 2012.
- To ensure that the School Generated Funds Policy and related Procedures Manual are finalized by November 2012 and that school administration staff are trained to implement the Policy and Administrative Guidelines by March 2013.
- To initiate the upgrading of the Budgetary Accounting System Computer Program in collaboration with other school Boards through the Educational Computer Network of Ontario by June 2013.
- To continue to develop, implement and monitor the day cleaning program in all school facilities by June 2013.
- To develop and implement measurement systems for the reduction of energy consumption, diversion of waste from landfill, reduction of greenhouse gas emissions and school ground greening through the Green Niagara Catholic program by June 2013.

- To comply with Ministry of Education requirements for fiscal financial management by presenting to the Board a balanced budget for 2012-2013 by June 2013.
- To ensure that the Internal Audit Plans are presented to the Audit Committee as required throughout 2012-2013.
- To ensure that the External Audit Plans are presented to the Audit Committee as required throughout 2012-2013.

***Address Changing Demographics***

- To develop a report on school capacities, enrolment, attendance area boundaries and building utilization with recommendations to address changing demographics within Niagara Catholic by January 31, 2013.

***Revised Version May 1, 2012***



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# **ANNUAL BUDGET**

**Summary of  
Revenue & Expenditures  
and Key Budget Factors**

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

**Total Budget Revenue & Expenditures**

<b>Budget Revenue</b>	<b>Annual Budget 2012-13</b>	<b>Revised Budget 2011-12</b>	<b>Increase (Decrease) 2012-13</b>	<b>Comments</b>
Total Operating Funding & Other Rev.	238,767,265	235,835,004	2,932,262	
Total Capital Funding & Other Rev.	12,997,353	13,090,145	(92,792)	
Funds transferred from Accumulated Surplus	(0)	1,579,207	(1,579,208)	
<b>Total Budget Revenue</b>	<b>251,764,618</b>	<b>250,504,356</b>	<b>1,260,262</b>	

**Budget Expenditures**

Total Operating Expenditures	238,028,414	236,779,603	1,248,811	
Total Capital & Other Expenditures	13,736,204	13,724,753	11,451	
Amount Required to Balance	0	0	-	
<b>Total Budget Expenditures</b>	<b>251,764,618</b>	<b>250,504,356</b>	<b>1,260,262</b>	
<b>Total Budget Surplus (Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2012-13 ANNUAL BUDGET

Projected Student Enrolment

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease) 2012-13	Comments
Elementary Enrolment - ADE	14,072	14,043	29	The ADE enrolment is projected to increase
Secondary Enrolment - ADE	7,788	7,965	(177)	The ADE enrolment is projected to decrease
<b>Total Board Enrolment - ADE</b>	<b>21,860</b>	<b>22,008</b>	<b>(148)</b>	
Adult & Continuing Education - ADE	524	580	(56)	The ADE enrolment is projected to decrease
Summer School Enrolment - ADE	108	119	(11)	The ADE enrolment is projected to decrease
Adult Non-Credit ESL Programs - ADE	472	487	(15)	The ADE enrolment is projected to decrease
<b>Total Adult &amp; Cont. Ed. Enrolment - ADE</b>	<b>1,104</b>	<b>1,317</b>	<b>(213)</b>	

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

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

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

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

**Projected School Staffing**

	<u>Annual Budget 2012-13</u>	<u>Revised Budget 2011-12</u>	<u>Increase (Decrease) 2012-13</u>	<u>Comments</u>
Total Elementary School Teachers	893	908	(15)	Decrease is mainly due to changes in enrolment & ELKP Program
Total Secondary School Teachers	527	537	(10)	Decrease is mainly due to changes in enrolment
<b>Total Board School Teachers</b>	<b><u>1,420</u></b>	<b><u>1,445</u></b>	<b><u>(25)</u></b>	

**Average Class Size - Elementary**

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

Under the Regulations,

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

**Average Class Size - Secondary**

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

Under the Regulations,

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



**NIAGARA CATHOLIC**  
DISTRICT SCHOOL BOARD

# **ANNUAL BUDGET**

## **Analysis of Funding Allocations**



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2012-13 ANNUAL BUDGET

Analysis of Funding Allocations & Budget Restrictions  
Budget Revenue

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease) 2012-13	Comments on Major Changes
Education Taxes	46,097,899	47,055,392	(957,493)	
Education Grants	193,406,242	193,406,886	(1,000,643)	
Total Funding Allocations	238,504,141	240,462,278	(1,958,137)	For details relating to changes in funding allocations, see page 4
Adult & Cont. Education Other Revenue	3,739,477	3,429,128	310,349	Increase is mainly due to additional tuition fee paying students
Other Operating Grants (EPO)	8,000,000	3,585,071	4,414,929	Increase is mainly due to additional EPO grants for ELKP Program
Other Miscellaneous Revenue	825,000	738,942	86,058	Increase is mainly due to implementation of new rates for community use of schools
Tuition Fees - Elementary & Secondary	696,000	709,730	(13,730)	Decrease is mainly due to changes in enrolment of VISA students
Funds transferred from Accumulated Surplus	(0)	1,579,207	(1,579,208)	Decrease is mainly due to a reduction in unfunded expenses
<b>Total Budget Revenue</b>	<b>251,764,618</b>	<b>250,504,356</b>	<b>1,260,262</b>	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2012-13 ANNUAL BUDGET

Analysis of Funding Allocations & Budget Restrictions  
Budget Expenditures

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease) 2012-13	Comments on Major Changes
Salary & Wages	177,821,379	179,693,770	(1,872,391)	Decrease is mainly due to a reduction in the number of teachers
Employee Benefits	27,204,552	26,417,842	786,710	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	675,000	665,500	9,500	Increase is mainly due to changes in the professional development program
Supplies & Services	17,814,937	16,423,677	1,391,260	Increase is mainly due to additional classroom materials for the ELKP Program
Furniture & Equipment	2,107,106	1,242,458	864,648	Increase is mainly due to additional leases of computer equipment
Facility Renewal	733,750	733,750	-	
Depreciation & Amortization	8,447,535	8,343,293	104,242	Increase is mainly due to additional projects completed last year
Interest on Capital Debt	4,437,432	4,530,224	(92,792)	Decrease is mainly due to change in debenture payments
Rentals & Leases	450,000	450,000	-	
Fees & Contracts	11,288,828	11,811,355	(522,527)	Decrease is mainly due to changes in transportation routes & contracts
Other Expenditures	197,487	192,487	5,000	
Amortization of Future Benefits	586612	0	586,612	Increase is mainly due to change in accounting policies mandated by M. Ed.
<b>Total Budget Expenditures</b>	<b>251,764,618</b>	<b>250,504,356</b>	<b>1,260,262</b>	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2012-13 ANNUAL BUDGET

Analysis of Funding Allocations & Budget Restrictions  
Education Taxes

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease) 2012-13	Comments on Major Changes
<b>Share of Taxes for September to December</b>				
38% of Residential & Farm Taxes	6,521,229	6,296,886	224,343	
38% of Industrial & Commercial Taxes	11,238,703	11,463,466	(224,763)	
38% of Payments In Lieu Of Taxes	20,504	14,346	6,158	
<b>Subtotal</b>	<b>17,780,436</b>	<b>17,774,697</b>	<b>5,739</b>	
<b>Share of Taxes for January to August</b>				
62% of Residential & Farm Taxes	10,746,299	10,376,605	369,694	
62% of Industrial & Commercial Taxes	18,520,199	18,890,585	(370,385)	
62% of Payments In Lieu Of Taxes	33,454	23,406	10,048	
<b>Subtotal</b>	<b>29,299,952</b>	<b>29,290,596</b>	<b>9,356</b>	
<b>Add: Estimated Supplementary Taxes</b>	<b>751,479</b>	<b>1,539,176</b>	<b>(787,697)</b>	
<b>Less: Estimated Tax Write-Offs</b>	<b>1,444,200</b>	<b>1,259,301</b>	<b>184,899</b>	
<b>Total Education Taxes for the School Year</b>	<b>46,097,899</b>	<b>47,055,392</b>	<b>(957,493)</b>	No significant change in this area

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2012-13 ANNUAL BUDGET

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

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease) 2012-13	Comments on Major Changes
<b>Foundation Grants</b>				
Pupil Foundation Grants	115,678,171	115,795,272	(117,102)	Decrease is mainly due to changes in enrolment
School Foundation Grants	16,475,588	16,632,926	(157,338)	Decrease is mainly due to changes in enrolment
<b>Subtotal - Foundation Grants</b>	<b>132,153,758</b>	<b>132,428,198</b>	<b>(274,440)</b>	
<b>Special Purpose Grants</b>				
Special Education	27,203,057	27,317,405	(114,348)	Decrease is mainly due to changes in enrolment
Language - ESL & FSL	3,777,121	3,800,087	(22,966)	Decrease is mainly due to changes in enrolment
Geographic & Small Schools	0	0	-	
Learning Opportunities	3,357,844	3,438,974	(81,131)	Decrease is mainly due to changes in enrolment
Adult Education	2,174,775	2,413,607	(238,832)	Decrease is mainly due to changes in enrolment
Teacher Compensation	17,466,818	17,398,226	68,592	Increase is mainly due to changes in teacher grid placements
Transportation	10,571,691	10,710,933	(139,243)	Decrease is mainly due to changes in enrolment
Board Administration	6,062,207	6,143,241	(81,034)	Decrease is mainly due to changes in enrolment
School Operations	21,368,289	21,409,021	(40,732)	Decrease is mainly due to changes in enrolment
Declining Enrolment	726,692	1,086,902	(360,210)	Decrease is mainly due to changes in enrolment
Program Enhancement	0	579,000	(579,000)	Decrease is mainly due to changes in funding formula
First Nation Supplemental	241,278	242,775	(1,496)	Decrease is mainly due to changes in enrolment
Safe Schools	403,258	403,763	(504)	Decrease is mainly due to changes in enrolment
Non-Operating Expenditures	117,487	117,487	-	
<b>Subtotal - Special Purpose Grants</b>	<b>93,470,517</b>	<b>95,061,422</b>	<b>(1,590,905)</b>	
<b>Subtotal - Total Operating Grants</b>	<b>225,624,275</b>	<b>227,489,620</b>	<b>(1,865,345)</b>	
Less: Minor TCA & Other Adjustments	-	-	-	
<b>Capital Grants</b>	<b>225,624,275</b>	<b>227,489,620</b>	<b>(1,865,345)</b>	
School Facilities Renewal	733,750	733,750	-	
Interest on Capital Debt	4,437,432	4,530,224	(92,792)	Decrease is mainly due to changes in debentures
Depreciation & Amortization	7,708,684	7,708,684	-	
Other Capital Expenditures	0	0	-	
<b>Subtotal - Capital Grants</b>	<b>12,879,866</b>	<b>12,972,658</b>	<b>(92,792)</b>	
<b>Total Funding Allocations</b>	<b>238,504,141</b>	<b>240,462,278</b>	<b>(1,958,137)</b>	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2012-13 ANNUAL BUDGET

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

	ANNUAL BUDGET 2012-13			REVISED BUDGET 2011-12		
	Net Revenue 2012-13	Net Expenditures 2012-13	Variance 2012-13	Net Revenue 2011-12	Net Expenditures 2011-12	Variance 2011-12
<b>Classroom</b>						
Classroom Teachers	128,506,406	126,550,713	1,955,693	128,954,031	130,043,209	(1,089,178)
Occasional / Supply Teachers	2,705,540	4,511,222	(1,805,681)	2,706,310	4,760,146	(2,053,836)
Educational Assistants & Early Childhood Educators	15,789,099	16,223,063	(433,964)	15,995,289	17,053,982	(1,058,693)
Textbooks, Learning Materials & Equip.	5,879,279	6,792,297	(913,018)	6,146,881	6,200,037	(53,156)
Classroom Computers	1,040,799	1,661,526	(620,727)	1,045,615	922,211	123,404
Professionals & Paraprofessionals	6,726,469	5,587,209	1,139,260	6,702,021	5,240,219	1,461,802
Library & Guidance	4,812,165	4,901,076	(88,911)	4,846,084	4,882,536	(36,453)
Staff Development	401,482	238,486	162,996	410,585	238,431	172,154
Program Chairs	368,758	375,198	(6,440)	376,435	373,615	2,820
Adjustment for Minor Tangible Capital Assets	0	0	-	-	-	-
	166,229,967	166,840,789	(610,822)	167,183,251	169,714,388	(2,531,137)
<b>Non-Classroom</b>						
Principals, Vice-Principals	10,671,354	10,425,815	245,539	10,825,807	10,352,439	473,368
School Office Administration	6,009,571	5,232,305	777,266	6,084,342	5,149,937	934,405
Coordinators & Consultants	1,619,307	1,840,881	(221,575)	1,624,117	1,694,488	(70,371)
Board Administration	6,155,183	7,149,775	(994,592)	6,272,238	7,585,825	(1,313,587)
Operations & Maintenance - Schools	21,647,217	21,522,294	124,923	21,796,012	21,014,810	781,202
Continuing Education, Summer School	2,576,630	2,093,868	482,762	2,848,403	2,702,005	146,398
Pupil Transportation	10,597,559	9,662,208	935,351	10,737,963	10,102,840	635,123
	59,276,821	57,927,147	1,349,673	60,188,882	58,602,344	1,586,538
	225,506,788	224,767,937	738,851	227,372,133	228,316,732	(944,599)
<b>Capital &amp; Other</b>						
School Facilities Renewal	733,750	733,750	-	733,750	733,750	-
Interest on Capital Debt	4,437,432	4,437,432	-	4,530,224	4,530,224	-
Depreciation & Amortization	7,708,684	8,447,535	(738,851)	7,708,684	8,343,292	(634,608)
Non-Operating Expenditures	117,487	117,487	-	117,487	117,487	-
	12,997,353	13,736,204	(738,851)	13,090,145	13,724,753	(634,608)
<b>Total</b>	<b>238,504,141</b>	<b>238,504,141</b>	<b>0</b>	<b>240,462,278</b>	<b>242,041,485</b>	<b>(1,579,207)</b>

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

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

	Annual Budget 2012-13	Revised Budget 2011-12	Comments on Major Changes
<b>Special Education Funding Allocations</b>			
SEPPA Grants - Elementary JK-3	5,645,014	5,585,622	
SEPPA Grants - Elementary 4-8	5,729,873	5,808,632	
SEPPA Grants - Secondary 9-12	3,683,101	3,735,386	
Approved Specialized Equipment - Elementary	441,085	398,287	
Approved Specialized Equipment - Secondary	238,777	216,799	
High Needs Amount (HNA) - Elementary	8,250,000	8,019,080	
High Needs Amount (HNA) - Secondary	2,200,050	2,463,116	
Measures of Variability Amount (MOV) - Elementary	500,000	500,000	
Measures of Variability Amount (MOV) - Secondary	283,290	315,107	
Section 23 Education Programs	86,000	86,237	
Behavioural Expertise	145,867	144,980	
Other Revenue - ELKP & Other	619,135	3,232	
	<u>27,822,192</u>	<u>27,276,478</u>	
<b>Special Education Expenditures</b>			
Classroom Teachers	7,910,074	7,851,877	
Occasional / Supply Teachers	122,014	116,783	
Educational Assistants	15,623,145	15,184,798	
Textbooks, Learning Materials, Classroom Supplies	960,000	960,000	
Classroom Computers & Networks	-	-	
Professionals, Paraprofessionals & Team Teachers	3,906,154	3,730,938	
Library & Guidance	-	-	
Staff Development	10,000	10,000	
Coordinators	316,990	300,880	
	<u>28,848,377</u>	<u>28,155,276</u>	
<b>Total Expenditures for Special Education</b>			
<b>Add (Less) Revenue &amp; Adjustments for Special Ed.</b>	<b>(483,775)</b>	<b>(483,775)</b>	
<b>Total Special Education Net Expenditures</b>	<u><b>28,364,602</b></u>	<u><b>27,671,501</b></u>	
<b>Unspent (Overspent) Special Education Funding Allocations</b>	<b>-542,410</b>	<b>-395,023</b>	

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

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

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2012-13 ANNUAL BUDGET

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

	Annual Budget 2012-13	Revised Budget 2011-12	Comments on Major Changes
<b>Board Administration Funding Allocation</b>			
Total Funding Allocation for Board Administration	6,155,183	6,337,159	
Add: Additional Funding Allocations	0	0	
Less: Other Adjustments	0	0	
	<u>6,155,183</u>	<u>6,337,159</u>	
<b>Board Administration Expenditures</b>			
Net Expenditures relating to Board Administration	7,624,775	8,010,825	
Add: Net strike savings attributable to Administration	0	0	
Less: Transfer from Reserve Funds	0	0	
Less: Other Revenue Attributable to Administration	-475,000	-425,000	
Less: Other Adjustments	0	0	
	<u>7,149,775</u>	<u>7,585,825</u>	
<b>Unspent (Overspent) Board Admin. Funding</b>	<b>(994,592)</b>	<b>(1,248,666)</b>	

Note: if the Funding Allocation is overspent, then the Board may have to submit a plan to reduce the expenditures within two years.

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



**NIAGARA CATHOLIC**  
DISTRICT SCHOOL BOARD

# **ANNUAL BUDGET**

## **Analysis of Expenditures by Department**



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

**Analysis of Expenditures by Department**

**Total Board Expenditures**

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	
<b>Operating Expenditures</b>				
Board Administration	7,624,710	8,010,824	-386,113	See comments on page 2
Elementary Schools	123,883,247	122,343,045	1,540,202	See comments on page 3
Secondary Schools	69,102,436	68,803,010	299,426	See comments on page 4
Adult & Continuing Education	5,833,655	6,131,132	-297,477	See comments on page 5
Plant Operations	18,864,258	18,577,907	286,351	See comments on page 6
Plant Maintenance	3,057,903	2,810,845	247,058	See comments on page 7
Student Transportation	9,662,205	10,102,840	-440,635	See comments on page 8
	<u>238,028,414</u>	<u>236,779,603</u>	<u>1,248,811</u>	
<b>Capital &amp; Other Expenditures</b>				
Facility Renewal	733,750	733,750	0	See comments on page 10
Interest on Capital Debt	4,437,432	4,530,224	-92,792	See comments on page 11
Depreciation & Amortization	8,447,555	8,343,292	104,243	See comments on page 12
Non-Operating Expenditures	117,487	117,487	0	See comments on page 13
	<u>13,736,204</u>	<u>13,724,753</u>	<u>11,451</u>	
<b>Total Board Operating Expenditures</b>	<b>251,764,618</b>	<b>250,504,356</b>	<b>1,260,262</b>	

Amortization of Future Benefits 586612

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

**Analysis of Expenditures by Department  
Board Administration Expenditures**

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	4,653,628	4,942,461	-288,833	Decrease is mainly due to changes in staff deployment and contracts
Employee Benefits	1,003,582	998,363	5,220	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	92,500	90,000	2,500	
Supplies & Services General Administration	117,500	127,500	-10,000	Decrease is mainly due to changes in the purchase of supplies
Business Administration	862,500	862,500	0	
Program Administration	0	0	0	
Computers	50,000	125,000	-75,000	Decrease is mainly due to changes in the purchase of computers
Furniture & Equipment	10,000	30,000	-20,000	Decrease is mainly due to changes in the purchase of office equipment
Fees & Contracts	835,000	835,000	0	
<b>Total Administration Expenditures</b>	<b>7,624,710</b>	<b>8,010,824</b>	<b>-386,113</b>	

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

**Analysis of Expenditures by Department  
Elementary School Expenditures**

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	102,700,285	102,941,518	-241,233	Decrease is mainly due to changes in staff deployment due to enrolment
Employee Benefits	15,313,008	14,416,440	896,568	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	430,000	430,000	0	
Supplies & Services				
School Instruction Budgets	1,492,869	1,490,196	2,673	Increase is mainly due to changes in the purchase of central supplies & materials
Central Instruction Budgets	1,555,000	1,125,000	430,000	Increase is mainly due to changes in the purchase of supplies & materials for ELKP
Central Other Budgets	575,000	605,000	-30,000	Decrease is mainly due to changes in the purchase of supplies
Computers	1,169,932	688,103	481,829	Increase is mainly due to changes in the purchase of computers
Furniture & Equipment	647,153	646,788	365	Increase is mainly due to changes in the purchase of equipment
Fees & Contracts	0	0	0	
<b>Total Elementary School Expenditures</b>	<b>123,883,247</b>	<b>122,343,045</b>	<b>1,540,202</b>	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2012-13 ANNUAL BUDGET

Analysis of Expenditures by Department  
Secondary School Expenditures

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	56,537,992	57,297,413	-759,421	Decrease is mainly due to changes in staff deployment due to enrolment
Employee Benefits	7,983,428	7,534,993	448,435	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	120,000	120,000	0	
Supplies & Services				
School Instruction Budgets	1,370,614	1,401,631	-31,017	Decrease is mainly due to changes in the purchase of supplies
Central Instruction Budgets	2,076,227	1,685,000	391,227	Increase is mainly due to changes in the purchase of central supplies & materials
Central Other Budgets	271,091	276,000	-4,909	Decrease is mainly due to changes in the purchase of supplies
Computers	570,476	313,060	257,416	Increase is mainly due to changes in the purchase of computers
Furniture & Equipment	100,609	102,913	-2,304	Decrease is mainly due to changes in the purchase of equipment
Fees & Contracts	72,000	72,000	0	
<b>Total Secondary School Expenditures</b>	<b>69,102,436</b>	<b>68,803,010</b>	<b>299,426</b>	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2012-13 ANNUAL BUDGET

Analysis of Expenditures by Department  
Adult & Continuing Education Expenditures

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	3,925,024	4,498,573	-573,549	Decrease is mainly due to changes in staff deployment due to enrolment
Employee Benefits	687,702	692,487	-4,785	Decrease is mainly due to changes in benefit rates & staff deployment
Professional Development	15,000	8,000	7,000	Increase is mainly due to changes in professional development programs
Supplies & Services				
School Instruction Budgets	1,159,429	925,072	234,357	Increase is mainly due to changes in the purchase of learning materials
Central Instruction Budgets	0	0	0	
Central Other Budgets	0	0	0	
Computers	40,000	4,000	36,000	Increase is mainly due to changes in the purchase of computers
Furniture & Equipment	0	0	0	
Fees & Contracts	6,500	3,000	3,500	
<b>Total Adult &amp; Cont. Ed. Expenses</b>	<b>5,833,655</b>	<b>6,131,132</b>	<b>-297,477</b>	

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

**Analysis of Expenditures by Department  
Plant Operations Expenditures**

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	8,446,974	8,441,897	5,077	Increase is mainly due to changes in staff deployment
Employee Benefits	2,384,783	2,377,009	7,774	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	10,000	10,000	0	
Supplies & Services Utilities	4,570,000	4,600,000	-30,000	Decrease is mainly due to changes in consumption and utility costs
Cleaning & Operating	1,162,500	1,112,500	50,000	Increase is mainly due to a higher estimate of operating costs
Sites & Grounds Maintenance	1,055,000	950,000	105,000	Increase is mainly due to a revision of the cost of snow removal and utilities
Computers	30,000	1,500	28,500	Increase is mainly due to changes in the purchase of computers
Furniture & Equipment	645,000	525,000	120,000	Increase is mainly due to changes in the purchase and lease of equipment
Fees & Contracts	560,000	560,000	0	
<b>Total Plant Operations Expenditures</b>	<b>18,864,258</b>	<b>18,577,907</b>	<b>286,351</b>	

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

**Analysis of Expenditures by Department**  
**Plant Maintenance Expenditures**

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	1,321,110	1,321,110	0	
Employee Benefits	346,292	331,734	14,558	Increase is mainly due to changes in benefit rates
Professional Development	7,500	7,500	0	
Supplies & Services Department Operation	169,000	159,000	10,000	Increase is mainly due to additional maintenance projects
Mechanical & Electrical	577,500	475,000	102,500	Increase is mainly due to additional maintenance projects
Building Maintenance	525,000	405,000	120,000	Increase is mainly due to additional maintenance projects
Computers	1,500	1,500	0	
Furniture & Equipment	35,000	35,000	0	
Fees & Contracts	75,000	75,000	0	
<b>Total Plant Maintenance Expenditures</b>	<b>3,057,903</b>	<b>2,810,845</b>	<b>247,058</b>	

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

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

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Salary & Wages	236,365	250,798	-14,433	Decrease is mainly due to changes in the deployment of staff
Employee Benefits	72,369	66,815	5,554	Increase is mainly due to changes in benefit rates & staff deployment
Professional Development	0	0	0	
Supplies & Services	75,707	74,278	1,429	Increase is mainly due to changes in the purchase of operating supplies
Computers	12,675	12,675	0	
Furniture & Equipment	0	0	0	
Fees & Contracts				
Bus Transportation	8,326,866	8,760,051	-433,185	Decrease is mainly due to changes in transportation routes & contracts
Taxi & Minivan	180,145	180,145	0	
Other Transportation	758,078	758,078	0	
<b>Total Student Transportation Exp.</b>	<b>9,662,205</b>	<b>10,102,840</b>	<b>-440,635</b>	



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

**Analysis of Expenditures by Department**  
**School Facilities Renewal Expenditures**

Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
733,750	733,750	0	No significant changes in this envelope

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2012-13 ANNUAL BUDGET

Analysis of Expenditures by Department  
Interest on Capital Debt

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Interest on Long Term Debentures	4,437,432	4,530,224	-92,792	Decrease is mainly due to changes in debentures and capital loans
Interest on Short Term Capital Loans	0	0	0	
<b>Total Interest on Capital Debt</b>	<b>4,437,432</b>	<b>4,530,224</b>	<b>-92,792</b>	

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

**Analysis of Expenditures by Department**  
**Annual Depreciation Expenditure**

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Annual Depreciation	8,447,535	8,343,292	104,243	Increase is mainly due to the completion of additional capital projects
<hr/>				
<b>Total Annual Depreciation Exp.</b>	<b>8,447,535</b>	<b>8,343,292</b>	<b>104,243</b>	No significant changes in this envelope

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2012-13 ANNUAL BUDGET

Analysis of Expenditures by Department  
Non-Operating Expenditures

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Other Non-Operating Expenditures	117,487	117,487	0	
<b>Total Non-Operating Exp.</b>	<b>117,487</b>	<b>117,487</b>	<b>0</b>	No significant changes in this envelope

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2012-13 ANNUAL BUDGET

Analysis of Expenditures by Department  
Provision for Contingencies

	Annual Budget 2012-13	Revised Budget 2011-12	Increase (Decrease)	Comments on Major Changes
Provision for Contingencies for this year	0	0	0	
<b>Total Provision for Contingencies</b>	<b>0</b>	<b>0</b>	<b>0</b>	No significant changes in this envelope

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: APPROVED MINUTES OF THE SPECIAL EDUCATION  
ADVISORY COMMITTEE (SEAC) MEETING OF MAY 2, 2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of May 2, 2012, as presented for information.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, MAY 2, 2012

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, May 2, 2012, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chair Racine.

### A. ROUTINE MATTERS

#### 1. Opening Prayer

Opening Prayers were led by Chair Racine.

#### 2. Roll Call

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

The following staff were in attendance:

**Yolanda Baldasaro**, Superintendent of Education; **Terry Antoniou**, Principal – Elementary; **Ted Farrell**, Principal – Secondary; **David O'Rourke**, Coordinator – Special Education; **Tina DiFrancesco**, Recording Secretary

### **Introductions**

Chair Racine introduced Katie Muirhead, new Primary SEAC Representative from the Ontario Brain Injury Association as well as Michael Reich, Educational Resource Teacher and the Special Education Part I Class.

#### **3. Approval of the Agenda**

Moved by Trustee Burkholder

Seconded by Mike Gowan

**THAT** the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of May 2, 2012.

**CARRIED**

#### **4. Disclosure of Interest**

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

#### **5. Approval of Minutes of the Special Education Advisory Committee Meeting of April 11, 2012**

Moved by Rob Lavorato

Seconded by Kim Rosati

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of April 11, 2012, as presented.

**CARRIED**

## **B. PRESENTATIONS**

### **1. Niagara Student Transportation Services (NSTS) – Lori Powell**

Lori Powell, Executive Director of Niagara Student Transportation Services (NSTS) presented information on transportation services for students within the Niagara Catholic District School Board. An overview was given regarding the role of the transportation department, the 6 areas they service, a description of the service priorities and information about transportation for students with special education needs. In consultation with the Special Education Coordinators, planning is underway to evaluate current arrangements and prepare for the 2012-2013 school year. NSTS also provides transportation services for school programs such as Gifted Modules and the Brock SNAP Program. More information can be found at [www.nsts.ca](http://www.nsts.ca) and can also be accessed through the Board website.

## **C. VISIONING**

### **1. Goals and Vision for 2011/2012**

#### **1.1 EA Survey Update**

The data is being collated and will be presented at the June meeting.



## **D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF APRIL 11, 2012**

### **1. Learner Advocacy**

### **2. Parent Outreach**

#### **2.1 Community Pathways Evening – Thursday, May 24<sup>th</sup> from 6:00p.m. – 8:00p.m.**

The Community Pathways information flyer was presented to the members for information. The evening provides parents of students with special education needs in grades 7-12 with information regarding agencies and supports available in their community and how to access them. Guest speakers include the Special Education Advisory Committee, Contact Niagara, Community Living –Family Support Representative and the Ontario Disability Support Program (ODSP).

### **3. Program and Service Recommendations**

### **4. Special Education Budget**

### **5. Annual Review, Special Education Plan**

### **6. Other Related Items**

### **7. Policy Review**

There was a brief discussion in regards to the Dress Code Policy and students with special education needs. Chair Racine will respond on behalf of the SEAC. The deadline is May 4<sup>th</sup>, 2012.

## **E. AGENCY REPORTS**

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

- May 4<sup>th</sup> is Dress Loud Day.
- May 5<sup>th</sup> is the 20<sup>th</sup> Annual VOICE Conference in Guelph.

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

- The DSCP Spring Family Dance held on March 24<sup>th</sup> went well.
- The Annual General Meeting was recently held.

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

- Nil Report

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

- Information was presented on “*What to Look for in a Good Gifted Program*”.
- The ABC IEP Guide 2008 was discussed. An electronic copy will be sent to all members.

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

- Nil Report

**6. Autism Ontario – Mike Gowan**

- The Spring programs which ran concurrently with Parent Support Groups are completed for this year.
- Fundraisers include: Cycle for Autism which is being held on June 2<sup>nd</sup> at Merritt Island in Welland and the Annual Autism Niagara Golf Tournament being held on May 25<sup>th</sup> at Rolling Meadows Golf and Country Club.
- Registrations are taking place for summer camps.

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

- At a recent meeting, a lawyer presented information regarding IPRCs.

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

- Nil Report

**9. Ontario Brain Injury Association – Katie Muirhead**

- The Ontario Brain Injury Association is following Bill 39, an Act to amend the Education Act with respect to concussions.

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

- Spring 2012 programs (Reading Rocks, BEST, STEPS) kicked off to a great start! BEST and STEPS are running every Wednesday evenings now until June 13, 2012.
- We have been working hard to promote our SLAM program – we are accepting applications until June 4<sup>th</sup>, 2012 (limited spots)! Ashley Short (ED) will be speaking at local libraries to provide more information on SLAM and the importance of the program. Please refer to the flyer for the summer talk dates and locations.
- If anyone is interested in volunteering for our SLAM program to assist the children develop their literacy, numeracy and social skills, they are encouraged to complete a Volunteer Intake Form at [www.ldaniagara.org](http://www.ldaniagara.org) and indicate their summer availability.

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

- Nil Report

**F. STAFF REPORTS**

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

- Nil Report

**Carla Bianco-Principal, Elementary**  
**ST. ANDREW CATHOLIC**

- Mrs. Bianco is proud to report of the Mental health initiatives at her school: SNAP, Teen Esteem, Game On, GREAT!!!!

**Marylou Vescio-Acting-Principal, Elementary**  
**ALEXANDER KUSKA CATHOLIC**

- Alexander Kuska Catholic School is very excited to report that we are redecorating our Sensory Room!!! We are in the process of purchasing many new items to meet the needs of our children who have sensory issues. A special thanks to our Special Education department for their generous contribution to assist our endeavor!!

**Deborah Guthrie-Acting-Principal, Elementary**  
**ST. ELIZABETH CATHOLIC**

- As reported in the “Focus On Wainfleet” article in the April 5<sup>th</sup> Niagara This Week, Nicholas a Grade 5 student at St. Elizabeth Catholic recently organized a school-wide pet food drive at St. Elizabeth Catholic School. He was able to collect 50 cat and dog food items, as well as some pet toys and a leash and collar. He and his classmates donated the items to the Welland Humane Society.

2. **Ted Farrell – Principal, Secondary**  
**BLESSED TRINITY**

- The Special Education Class will be hosting Spirit Day on May 25<sup>th</sup>. We are looking forward to students and staff from the Niagara Catholic high schools joining us for an exciting day. Our peer tutors are very involved in planning and participating in the event.
- Discussions continue with the elementary schools in regard to placement and support when students arrive at Blessed Trinity. Transition and IPRC meetings are an excellent opportunity to meet parents and discuss learning needs.
- Information regarding the Community Pathways Evening has been distributed to our parent community. We are hoping many of our parents take part in this opportunity.
- Report cards were sent home on April 27<sup>th</sup>. The Resource Department is very proud of our students’ achievement.
- IPRC’s for our Grade 9 and 12 students will be held in May.

### **DENIS MORRIS**

- Some of the students from our department have been actively involved with lending a hand with our school musical, Fiddler on the Roof. Students have been involved in many areas from painting of sets, putting up posters, and sorting of flyers. We are very proud of their ongoing support and commitment to our school community.

### **HOLY CROSS SECONDARY**

- **Mother's Day:** Mother's Day is quickly approaching! Students in the Special Education class are anxiously waiting to see what will come of the seeds we have planted. Our hope is to have a potted herb garden for our Moms for Mother's Day!
- **Community Angel:** Daily walks in the neighbourhood have been a fun and healthy way for Mrs. Macklem's class to see their community. One neighbour in particular, has been generous and has donated a 3 foot high Easter Bunny to the Special Education class for all to share!
- **Beach Volleyball:** Feedback from the Holy Cross beach volleyball event has been positive. Everyone had a great time. Thanks again to Grantham Lions Club and O'Hara Trucking & Excavating for their generous donation and to the D'Alessandro family and Tim Horton's, Grantham Plaza for their donation of Timbits and Coffee. We would also like to thank Frank Napoli for providing us with music during the dance and to our Peer Tutors, Quad A members and Mr. Craig and his Phys Ed class for assisting with the event.
- **Looking Ahead:** We look forward to meeting our friends at Blessed Trinity for Spirit Day.

### **LAKESHORE CATHOLIC**

- Transitioning students from Grade 8 ongoing.
- Continued structured teaching for ASD students.
- IPRC's completed for all Lakeshore Catholic students for this school year.
- Planning for upcoming Blessed Trinity and Notre Dame Special Class events.
- Planning for end of the year Special Education class trip to Sugarloaf Park.

### **SAINT PAUL**

- **Blue Jays Game:** On Wednesday, May 2<sup>nd</sup>, Saint Paul staff and students went to a Blue Jay's game at the Rogers Centre against the Texas Rangers. As part of the life skills program, students rode the bus and the train, and managed their own money when buying snacks and souvenirs. "Social story" training was part of the preparation for this outing. The class invited Mr. Stewart (Program Chair - Special Education) to accompany them as a retirement gift.
- **Co-op:** Cooperative Education is an integral part of our life skills program. We couldn't do so without the help of our community partners. Currently, we have 4 students at Sobey's. Two of these are in the deli. These gentlemen work, largely unsupported, making pizzas and doing clean up. Two other students are supported by an Educational Assistant as they decorate and package various baked goods. We are very proud of the great job these students do.
- **Thank you Sobey's:** We would be remiss if we didn't mention how supportive Sobey's have been. Management has never turned down a request for a placement for one of our Special Class students. The staff treat our students with respect, dignity, understanding and kindness. We are deeply indebted to them.

### **ST. FRANCIS**

- Our Special Education Department has already attended and will attend further IPRC's at the elementary schools for incoming students to St. Francis in Grade 9 next year. These meetings will provide us with the opportunity to meet parents and students with whom we will work collaboratively in the next few years.
- There will be a Community Pathways Evening at the CEC on May 24th. Various guest speakers and agencies will be in attendance, with a member from SEAC acting as one of the guest speakers. All parents of students with Special Needs are invited to attend.

- In addition, we are having a representative from Developmental Services Ontario come to St. Francis on May 15th, in the evening, to speak to any interested parents about the DSO's services and the process for application to the DSO's programs.
- We took a group of Grade 12 students, on April 18th, to the Next Steps Exit Fair at the Grantham Optimist Hall. The event was designed to provide students with the necessary tools, resources and supports to make an effective transition from high school to the world of work. The fair also provided students with information on job searching, job training and employment services in Niagara. Information about money management was also provided.
- All other ongoing tasks are continuing as we gear up for our final IPRC's in late May and early June, in preparation for next year.

**3. Yolanda Baldasaro – Superintendent of Education**

- The Ministry of Education, Special Education Policy and Programs Branch is collecting summaries of current practices and/or resources that will be posted on the Ministry of Education website to assist SEACs in areas of orientation, training etc. The Niagara Catholic District School Board's SEAC orientation package will be submitted for information.
- Superintendent Baldasaro informed the members that a recommendation by motion is required at the June meeting for a Special Needs Representative on the Niagara Catholic Parent Involvement Committee (NCPIC).
- James Woods, Controller of Plant has taken a new position at Niagara College. An Open House will be held in his honour on May 8<sup>th</sup>, 2012 from 4:00p.m. – 5:30p.m. at the Catholic Education Centre.
- The Niagara Catholic Strategic Directions Priority Indicators 2012-2013 were presented for information and review. Members were asked to forward any feedback to staff by Friday, May 4<sup>th</sup>.
- The Niagara Catholic District School Board is the first Board to have an Evacuation elevator. It is located at Lakeshore Catholic High School.

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

- Transition meetings are happening in preparation for the coming school year.

## **G. TRUSTEE REPORTS**

**1. Father Paul MacNeil – Trustee**

- Nil Report

**2. Rhianon Burkholder – Trustee**

- Director Crocco and several Trustees attended a conference in Kingston last week, held by the Ontario Catholic School Trustee Association (OCSTA). There were a variety of speakers. One session of particular interest was the 2012 Finance Seminar. One of the key questions was the funding model for exceptional students. It was noted that the majority of Boards are over budget in their SEAC envelope. Many questions were asked about the funding model used for Special Education, how the funding is determined, what exceptionalities are recognized, etc. Also noted was that funds given for children with special education needs in secondary schools do not always go with the student if they switch from one school system to another, much like MPAC which automatically allocates your taxes to the public system when you move. These and many more are issues that the Ontario Catholic School Trustees are continually having conversations with the government on your behalf. I am also proud to announce our Chair Kathy Burtnik was elected the new Vice President for OCSTA. Niagara Catholic's voice is strong!

**H. 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

**I. CORRESPONDENCE**

**1. Letters from other SEAC's**

The draft response letters addressed to the Halton District School Board and the Peterborough Victoria Northumberland and Clarington Catholic District School Board were included in the May agenda package for members to review. A decision was made to proceed with the proposed letters.

**Approval for recommendation of the letter to the Halton District School Board regarding Special Education**

Moved by Connie Parry  
Seconded by Rob Lavorato  
Recommendation

**That** the Niagara Catholic District School Board approve the letter from the Special Education Advisory Committee to the Halton District School Board regarding Special Education

**CARRIED**

**2. Approval for recommendation of the letter to the Peterborough Victoria Northumberland and Clarington Catholic District School Board regarding the Special Education survey.**

Moved by Rob Lavorato  
Seconded by Mike Gowan  
Recommendation

**That** the Niagara Catholic District School Board approve the letter from the Special Education Advisory Committee to the Peterborough Victoria Northumberland and Clarington Catholic District School Board regarding the Special Education survey.

**CARRIED**

## **J. QUESTION PERIOD**

Chair Racine inquired about staffing of support staff. Superintendent Baldasaro informed members that final details of the current budget are not available at this time.

## **K. NOTICES OF MOTION**

## **L. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS**

- 1. Mental Health Initiatives**
- 2. Contact Niagara**
- 3. Agency Presentations**
- 4. Presentation on supports/plans for Post Secondary Graduates**
- 5. Summary of Community Pathways Evening**
- 6. NCPIC – Recommendation for Special Needs Representative**

## **M. INFORMATION ITEMS**

Michael Jacques, student at Notre Dame College will be participating in the Provincial Special Olympics Games for Basketball in Kingston on June 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>.

## **N. NEXT MEETING:**

*Wednesday, June 6, 2012 at 7:00p.m. at the Catholic Education Centre*

## **O. ADJOURNMENT**

Moved by Trustee Burkholder

Seconded by Rob Lavorato

**THAT** the May 2, 2012 meeting of the Special Education Advisory Committee be adjourned.

**CARRIED**

This meeting was adjourned at 8:40p.m.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: APPROVED MINUTES OF THE NIAGARA CATHOLIC  
PARENT INVOLVEMENT COMMITTEE (NCPIC) MEETING  
OF MARCH 8, 2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of The Niagara Catholic Parent Involvement Committee Meeting of March 8, 2012, as presented for information.



*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.*

**APPROVED MINUTES**

**Niagara Catholic Parent Involvement Committee**

**Thursday, March 8, 2012  
7:00 p.m. – 9:00 p.m.**

**Father Kenneth Burns Board Room  
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO**



**A. ROUTINE MATTERS**

1. Opening Prayer
  - Opening prayer was led by Mary-Jo Au.
2. Roll Call: John Crocco, Director of Education and Frank Iannantuono, Superintendent of Human Resources were in attendance. Shawn O'Brien excused himself before the meeting was called to order.

<b>Members</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Shawn O'Brien		✓	
Anna Racine		✓	
Mary Byers	✓		
Teri Venzon	✓		
Mary-Jo Au	✓		
Shonna Daly	✓		
Dr. Rafik Abdll-Malik			✓
Marion Battersby	✓		
Sharon Goossen	✓		
Heather Pyke	✓		
Peter Batiste	✓		
Annie Zdyb-Rinne		✓	
Michelle Zappitelli	✓		
Linda Marie O'Hagan	✓		
Father Peter Rowe	✓		
Terri Pauco	✓		
Josie Rocca	✓		
Theo Dagenais	✓		
Jeff Smith		✓	
Alexandra Sotola		✓	
Lee Ann Forsyth-Sells	✓		
Kathy Burtnik	✓		
Maurice Charbonneau		✓	
Yvonne Anderson	✓		

3. Approval of the Agenda
  - Moved by: Teri Venzon
  - Seconded by: Heather Pyke
  - THAT the agenda of the Niagara Catholic Parent Involvement Committee Meeting of March 8, 2012 be approved with the amendment of adding the review of the school year calendar 2012-2013. **CARRIED**

4. Approval of the Minutes of the Niagara Catholic Parent Involvement Committee Meeting of January 12, 2012.

Moved by: Peter Batiste

Seconded by: Michelle Zappitelli

THAT the minutes of the Niagara Catholic Parent Involvement Committee Meeting of January 12, 2012 be approved as presented.

**CARRIED**

## **B. PRESENTATIONS:**

1. Good News:

Heather Pyke stated that in April 2012 Niagara Catholic students will join thousands of other students, veterans and Canadian government representatives at Vimy Ridge, France, to honour the great sacrifice made by Canada's valiant soldiers during the epic battle that has influenced our country. They will visit the place where the battle took place, 95 years ago to the day.

2. Dress Code: John Crocco, Director of Education and Frank Iannantuono, Superintendent of Human Resources

John Crocco and Frank Iannantuono presented a PowerPoint Presentation on the benefits and cost effectiveness of elementary school uniforms. Niagara Catholic students of various ages were present to model the uniform options. Over the next several weeks John Crocco and Frank Iannantuono will be hosting information sessions. An invitation is extended to all elementary students, parents and guardians to attend their Family of Schools presentation on the proposed changes to the Dress Code Policy which includes the introduction of an elementary uniform for Niagara Catholic students.

3. School year calendar 2012-2013-Frank Iannantuono briefly outlined the school year calendar for 2012-2013. Frank Iannantuono stated that the calendar is prepared in consultation with the Ministry of Education and the District School Board of Niagara. It is also vetted throughout the Niagara Catholic District School Board including OECTA, Senior Administration, SEAC, the NCPIC, Catholic School Councils and the parent community. NCPIC feedback is to be submitted to Lee Ann Forsyth-Sells/Yvonne Anderson. Feedback received will be forwarded to Frank Iannantuono for consideration. Upon completion of the Dress Code presentation and School year calendar review, John Crocco and Frank Iannantuono were excused from the meeting.

4. Catholic Organization of Life and Family (COLF) Resources: Terri Pauco

- Terri Pauco provided information to the NCPIC members bringing awareness of the COLF organization and introduced materials about family life. COLF is cofounded by the Canadian Council of Catholic Bishops and the supreme council of the Knights of Columbus and is a non profit entity with no charity status. COLF has three main objectives:
  - To promote the teaching of the Catholic Church on the inherent dignity of the human person and on respect for human life in all circumstances and at all stages of development, from conception to natural death;
  - To support and strengthen the fundamental role of the family in society;
  - To promote the Church's teaching on natural family planning.

Resources are available online at <http://www.colf.ca/mamboshop/index.php>

- **Love is calling your children** (parental role in nurturing and building vocation).
- **Let's Build A Better World Together** (parental role in having children embrace civic responsibility to form a more just and humane world).
- **Work + Love = Holiness** (parental role in fostering the importance and meaning of work and career choice).

### Strong Catholic Family, Strong Catholic Youth

Terri Pauco stated that Strong Catholic Family, Strong Catholic Youth is a new initiative in the Diocese recognizing that the Church needs to engage families in more authentic ways.

Four key findings from the US research: *National Study of Youth and Religion (NSYR)*

- parents are key
- faith is good for kids
- the Catholic Church lags behind all other US Christian churches in youth religiosity and resources devoted to youth and faith
- discovered more = more

Two other sources of data from research from Dr. Christian Smith – *Souls in Transition: the religious and spiritual lives of emerging adults* and *Soul Searching: the religious and spiritual lives of American Teenagers*

To sustain high levels of religious commitment and practice during the emerging adult years, five (5) distinct factors proved to be especially important:

- strong relational modeling and support for religious commitment (parents and others...ie. Catholic teachers)
- genuine internalization of religious significance
- personal practice of religious faith (especially, prayer)
- theological belief commitments (especially in miracles)
- paying certain costs for one's religious beliefs

There is a place for the NCPIC voice in the initiative as it will strengthen the home-school-church triad. Maybe a way to partner with the diocese in bringing parents together to discuss important issues in faith; the diocese timeline may lend itself well to the timing of the November Catholic School Councils Conference and activities for Family Day 2013.

## **C. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF SEPTEMBER 8, 2011**

### 1. Vacancy: Niagara Falls

At the January 12, 2012 NCPIC Meeting

A motion was presented by Shawn O'Brien

THAT all NCPIC vacancies be advertised with the Catholic School Councils in order to fill the vacancies. Vacancies are: (1) Fort Erie, Port Colborne, Wainfleet, (1) Niagara Falls, (1) Thorold/Merritton, and (1) Welland.

Moved by: Marion Battersby

Seconded by: Shonna Daly

**CARRIED**

Lee Ann Forsyth-Sells reviewed the Ministry Guidelines and after consulting with Senior Administrative Council, the recommendation was made that only one (1) vacancy is to be advertised, that being, the Niagara Falls vacancy. A draft advertisement was presented to the NCPIC members for approval.

A motion was made by Marion Battersby and Shonna Daly to rescind the motion of January 12, 2012 as presented due to the timeframe.

THAT the motion from the January 12, 2012 NCPIC regarding advertising all vacancies be rescinded due to the timeframe for this school year.

Moved by: Marion Battersby

Seconded by: Shonna Daly

A motion was presented by Michelle Zappitelli

THAT the filling of the NCPIC vacancies be deferred until the 2012-2013 Elections.

Moved by: Michelle Zappitelli

Seconded by: Peter Batiste

**CARRIED**

2. **Faith Formation: Family Night with Fr. Tony Ricard**

Lee Ann Forsyth-Sells stated that a memo had been sent to all elementary and secondary Principals and Vice-Principals requesting that they share the information about the Faith Formation Family Night with Fr. Tony Ricard with their Catholic School Councils and parent communities. Posters and newsletter inserts were also sent to the schools. Lee Ann Forsyth-Sells has been in contact with Chartwells to provide refreshments for this event, organic cookies and fresh lemonade will be made available. We currently have 150 seats reserved for this event.

3. **PRO GRANT Information Night Update: Lee Ann Forsyth-Sells**

Lee Ann Forsyth-Sells was in contact with Glen Court from the Ministry of Education, Parent Engagement Office, to request information on how the NCPIC could host a PRO Grant Information Night and the possibility of a guest speaker from the Ministry of Education. Glen Court informed Lee Ann Forsyth-Sells that the Ministry of Education is currently working on a PRO Grant-Parent Engagement DVD which will be sent to all school boards to present to their Catholic School Councils.

Lee Ann Forsyth-Sells also gave a brief description and provided a booklet on the application process for Parents Reaching Out (PRO) GRANTS to all NCPIC members. Further information will be forwarded as it becomes available.

A motion was presented by Heather Pyke

THAT a PRO Grant sub-committee be created in order to prepare for the PRO Grant Application 2012-2013.

Moved by: Heather Pyke

Seconded by: Teri Venzon

**CARRIED**

Mary-Jo Au, Mary Byers, Shonna Daly, Heather Pyke and Teri Venzon volunteered to be on the committee. Kathy Burtnik suggested that an e-mail be sent to all members of the NCPIC allowing those who were not in attendance an opportunity to volunteer for the PRO Grant sub-committee. Yvonne Anderson will send out an e-mail.

4. **Policy for Vetting:** Employee Attendance During Inclement Weather and Workplace Closure Policy No. 201.9.

Jennifer Brailey did not receive feedback from the NCPIC members by the required deadline of February 17, 2012 for the Employee Attendance During Inclement Weather and Workplace Closure Policy No. 201.9.

## **D. SUPERINTENDENT'S REPORT**

### **1. Ministry PIC Symposium: Toronto April 20 and 21, 2012**

The Ministry of Education has extended an invitation to invite two PIC members to the Third Annual PIC Symposium on April 20 and 21, 2012 in Toronto. An e-mail was sent to all NCPIC members on Tuesday, February 7, 2012 at 2:37 p.m. with further details. Interested members were asked to reply to Yvonne Anderson by Friday, February 10, 2012. Lee Ann Forsyth-Sells thanked Mary-Jo Au, Shonna Daly, Marion Battersby and Shawn O'Brien for their interest in attending the Third Annual PIC Symposium. Mary-Jo Au and Shonna Daly will be representing the NCPIC at the Third Annual PIC Symposium.

### **2. EQAO Regional Parent Forum**

Lee Ann Forsyth-Sells informed the NCPIC members that the Ministry of Education EQAO Support and Outreach Team will provide a regional parent forum in London, ON for boards of education in the southwest region of the province on Saturday, March 31, 2012, from 10:00 a.m. to 2:00 p.m. The forum will be composed of two sessions, "Answering Parents" Top Questions About EQAO Assessment and the "Secrets of Discipline" featuring renowned educator and specialist Ronald Morrish. EQAO is pleased to cover forum fees for participants and will reimburse all eligible expenses as outlined (information packages attached), Lee Ann Forsyth-Sells requested that if anyone was interested to please contact Yvonne Anderson by Monday, March 19, 2012.

### **3. Niagara Catholic Parent Involvement Committee Policy and Guidelines, Policy # 800.7**

Lee Ann Forsyth-Sells stated that at the Board Meeting of February 28, 2012 that the Niagara Catholic Parent Involvement Committee Policy and Guidelines, Policy # 800.7 was approved. Printed copies of the NCPIC Policy No. 800.7 were provided to all NCPIC members. Lee Ann Forsyth-Sells stated that revisions would have to be made to the NCPIC By-Laws to reflect the approved NCPIC Policy No. 800.7.

### **4. Niagara Catholic System Priorities 2011-2012 Mid-Year Progress Review**

Lee Ann Forsyth-Sells provided copies of the Niagara Catholic System Priorities 2011-2012 Mid-Year Progress Review 2011-2012 for all NCPIC members.

### **5. Director's Annual Report 2011**

Lee Ann Forsyth-Sells provided copies of the Director's Annual Report 2011 for all NCPIC members.

### **6. Catholic School Council-Principal Profiles 2012-2013**

Lee Ann Forsyth-Sells stated that each year, Catholic School Councils are given the opportunity to prepare/review and submit a Principal Profile. A memo was sent to all elementary and secondary school Principals and Vice-Principals requesting that the package be present to their CSC Chairperson. Catholic School Councils are asked to prepare/review and submit their Principal Profiles to Yvonne Anderson by April 13, 2012.

### **7. Policies for Vetting:**

Lee Ann Forsyth-Sells provided all NCPIC members with copies of the nine (9) policies for vetting. Lee Ann Forsyth-Sells suggested that all members of the NCPIC review the policies and forward any feedback to the policy sub-committee Chairperson Shonna Daly. Shonna Daly will schedule a policy sub-committee meeting to review the policies being vetted.

Feedback is to be forwarded to Jennifer Brailey by May 4, 2012 at [jenniferbrailey@ncdsb.com](mailto:jenniferbrailey@ncdsb.com).

- Bottled Water Policy (New)
- Diabetes Management Policy (New)
- Employee Code of Conduct and Ethics Policy (New)
- Employee Hiring and Selection Policy (New)
- Dress Code Policy-Safe Schools (302.5.6) (Review)
- Christian Community Service (Policy No. 400.3) (Review)
- Electronic Communications Systems Policy-Employees (Policy No. 201.12) (Review)
- Electronic Communications Systems Policy-Students (Policy No. 301.5) (Review)
- Fundraising Policy (Policy No. 301.4) (Review)

#### 8. **Financial Report**

Lee Ann Forsyth-Sells presented a financial report to the Niagara Catholic Parent Involvement Committee for review. There were no questions or concerns raised about the report.

#### **E. CHAIRPERSON'S REPORT:**

Attendance Process: Conferences

Mary-Jo asked for recommendation from the NCPIC members on how to decide on the attendance process for interested NCPIC members wanting to attend conferences and/or events. It was agreed that it is the responsibility of the NCPIC Chairperson to select the NCPIC representatives.

#### **F. COMMITTEE/SUBCOMMITTEE REPORTS:**

1. Community Representative-Linda Marie O'Hagan  
Linda Marie O'Hagan provided her biography to all NCPIC members.

#### **Upcoming Events**

##### **Annual Spring Conferences**

Four regions will be hosting their annual spring conference- St. Catharines – March 21, 2012, Niagara Falls, Welland and Haldimand conferences will be held in April. For more information visit the website <http://stcatharinesdiocesanawl.com/>

**Respect for Life Mass** – March 26, 2012 at 7:00 p.m. celebrated by Bishop Bergie at the Cathedral of St. Catherine of Alexandria, 67 Church St., St. Catharines. Diocesan CWL council will host reception.

##### **Diocesan CWL Annual Retreat**

The Diocesan Retreat is a one day retreat for CWL members and guests. It will be held April 11 and April 14, 2012 at the Mount Carmel Spiritual Centre, Niagara Falls. Registration at 8:30 a.m., retreat begins at 9:00 a.m. Guest Speaker: Rev Fr. Hugh Gibson, CWL Diocesan Spiritual Advisor, Topic Reconciliation and Sin. Tickets \$40 includes lunch.

##### **Feast of Our Lady of Good Counsel**

April 26, 2012, Mary is honored as the patron of The Catholic Women's League of Canada. A few years ago it was also recognized as the annual Day of Peace and Hope.

##### **Serra Club**

The Serra Club will be hosting its first Altar Server Awards on April 26, 2012. Most Rev. Bishop Bergie will present the candidates with their award at the Cathedral of St. Catherine of Alexandria, 67 Church St., St. Catharines at 7 p.m. with reception to follow. Application Forms were sent to all pastors within the diocese and they were asked to name a recipient.

### **54<sup>th</sup> Diocesan Annual Convention**

The 54<sup>th</sup> Diocesan Annual Convention will be held on May 29 and May-30, 2012.

Opening Mass will be held on Tuesday, May 29, 2012 at 6: 30 p.m. at St. Alfred's Church, St. Catharines, reception to follow at the Holiday Inn & Suites Parkway Convention Centre, 327 Ontario Street, St. Catharines, ON. Keynote speakers - The Dynamic Duo, Bill and Barb Johnston. For more information visit the website <http://stcatharinesdiocesanawl.com/>

**Deaconate Ordinations** - June 2, 2012 at St. Alfred Parish at 10:30 a.m.

### **65<sup>th</sup> Provincial Annual Convention**

The 65<sup>th</sup> Provincial Annual Convention will take place July 8 to 11, 2012 in Kingston, Ontario.

Registration forms and a tentative agenda are posted on the provincial website at [www.cwl.on.ca](http://www.cwl.on.ca).

### **92<sup>nd</sup> National Annual Convention**

The 92<sup>nd</sup> National Annual Convention will be held August 12 to 15, 2012 in Edmonton, Alberta.

Registration forms and a tentative agenda are posted on the national website at [www.cwl.ca](http://www.cwl.ca).

## 2. Special Needs Representative-Anna Racine

- SEAC has preceded with their online Educational Assistant Survey, concentrating on communication with teachers, PD and resources, to share best practices and have the opportunity to advise on what would improve each of them. The survey is now online, anonymous and voluntary.
- February 29, 2012 Pathstone Mental Health held an information night for parents highlighting Community Resources available.

### **School Events:**

#### Loretto Catholic Elementary School

- Runs a Lego Club for special needs students.
- Special needs students help to run milk program.
- Special needs students will be participating in SNAP Program at Brock.

#### Blessed Trinity Catholic Secondary School

- Accommodations have been put in place for students on IEPS for Grade 9 EQAO.
- Supports are in place for students who require help with OSSLT.
- Transition meetings were held for future Grade 9 students.

#### Denis Morris Catholic High School

- Students in the special education department helped to organize and prepare for Christmas Basket campaign and Christmas dinner.

#### Lakeshore Catholic High School

- The sensory room is having a makeover.
- Hosted a "Hurray for Hollywood" special education event for all of our high school special education students and Grade 8 students from the feeder schools.

#### St. Francis Catholic High School

- Hosted a Christmas Party for all of our high school special education students, and Grade 8's from the feeder schools were also invited.
- students with special needs are continuing with co-op programs.



#### Saint Michael Catholic High School

- Is currently updating their website to include a section on special education which will have list of community agencies, resources, and SEAC organizations for parents of special needs.
- A special education information bulletin board for parents has been installed.
- Transition meetings for Grade 8 students have been completed.
- EQAO and OSSLT accommodations have been made for students with special needs.
- Hosted a Valentine's Day Dance in February for all of our high school special education students, and Grade 9 special needs students.
- Special education students had a day of fun, bowling and swimming.

#### 3. OAPCE-Mary-Jo Au

- The Conference and AGM will be held at All Saints Catholic Secondary School in Whitby, ON, on May 4 and 5, 2012. Theme is "Inclusion and Faith in Catholic Education"
- Mileage will be covered if a member/s from NCPIC wishes to attend.
- Mary-Jo Au is on the selection committee for the five awards that will be presented on May 5, 2012. One award will be presented to a parent volunteer who goes above and beyond to support their child's school, has demonstrated at least two years of personal service and is consistent with the aims and goals of OAPCE.
- Mary-Jo Au is also part of an EQAO volunteer working group to help develop resources to support school councils.

#### 4. Bishop/Diocesan Representative-Fr. Peter Rowe

- Fr. Peter Rowe personally wanted to thank and compliment all members of the Niagara Catholic District School Board on the beautiful presentations at the Bishop's Gala. It was personally rewarding that Rev. Monsignor Clement Schwalm and Father Denis Warburton were acknowledged this year.
- Sacrament of Reconciliation-on Saturday, March 24, 2012 from 10:00 a.m. to 2:00 p.m. in every church across the diocese. A priest will be available to hear individual confessions. All are welcome.

#### 5. Student Representative-Alexandra Sotola

- NIL Report – regrets sent

### **SUB-COMMITTEES**

#### 1. Faith Formation: Josie Rocca Update presented in Section C.

#### 2. Annual Convention: Linda Marie O'Hagan

- Minutes of the convention sub-committee meeting of February 23, 2012 where attached for all NCPIC members to review.
- Linda Marie O'Hagan was pleased to announce that Most Rev. Bishop Bergie accepted the NCPIC invitation to preside over Mass at the Annual Convention on November 3, 2012 at Notre Dame College School.
- Kathy Burtnik suggested that the conference theme be based on the Catholic Education Week Theme.
- There was a consensus that the convention be called conference, and that fundraiser vendors would not be invited to attend the conference.
- Linda Marie O'Hagan requested that a sub-committee meeting be held on April 17, 2012 at 6:30 p.m. at the Catholic Education Centre to further discuss the conference.

3. Goals: Shonna Daly  
Survey Questions-Shawn O'Brien
  - NIL Report-Shawn O'Brien excused himself before the meeting commenced.

## **G. STAFF REPORTS:**

1. Elementary Principal-Theo Dagenais

### **February:**

- JK Open House Registration
- Report Cards Information Sharing
- Kids Helping Kids
- School Speak Out Festivals
- Preparation for Science Fairs & Heritage Fairs
- Beginning of Lent
- NCDSB fundraising for United Way

### **March:**

- Schools continue to celebrate activities related to Lent
- Board promoting awareness of mental health issues
- Schools beginning early stages of preparing for EQAO
- Niagara Regional Annual Spring Convention

### **April:**

- Schools engaged in on-going TLCP's & C.I.L.M.'s to promote literacy/numeracy
- Celebration of Easter Weekend
- Volunteer Appreciation Dinner

### **May:**

- May 3, 2012-Faith Formation Family Night with Fr. Tony Ricard.
- Niagara Catholic Education Week
- "Catch the Spirit" Award will be presented on May 7, 2012.
- EQAO Assessment planning and communication with parents will be rolled out.

2. Secondary Principal-Jeff Smith

- NIL Report-regrets sent

3. Teacher-Terri Pauco

- Terri Pauco shared that the Student Senate hosted a Student Symposium "Nurturing the Distinctiveness of Catholic Education and Building a Strong Catholic Identity" on February 23, 2012 at Holy Rosary Hall in Thorold. Student representatives from each elementary and secondary school in the Niagara Catholic District School Board participated in this event. The students were engaged as they listened to keynote speaker Fr. Rico Passero and they enjoyed workshops and shared open dialogue on what it means to be a Catholic student.
- Terri Pauco shared that Catholic Education Week will take place May 6 to 12, 2012. This year's theme is "Walking in the Light of Christ" and special events are planned at both the school and Board levels.

4. Support Staff-Josie Rocca

Josie Rocca wished all NCPIC members a safe and enjoyable March Break with their families.

## **H. TRUSTEE REPORTS**

1. Kathy Burtnik

Kathy Burtnik stated that many great things are happening at the Board level:

- Our four student leaders from the Speak Out competition were creative and innovative.
- Students in Niagara Catholic get the bigger picture and understand the world.
- The Board approved tenders for ELKP Programs for Sept. 2012
- The Student Senate toured the NPCC and is looking into ways to use their hands and hearts to make a difference with "Kids Helping Kids".
- Helping Understand Grief Sessions (H.U.G.S.)-the objective of the H.U.G.S. Training/Program is to address the needs of traumatized and bereaved students who are socially and educationally struggling. Contact information-Robert's Press Canada's Grief Resource Centre, [www.robertspress.ca](http://www.robertspress.ca) or phone 905.688.8009.

Kathy Burtnik also shared how proud she is to be part of Niagara Catholic as it is a great place to be.

2. Maurice Charbonneau

- NIL Report-regrets sent

## **I. NEW BUSINESS**

Lee Ann Forsyth-Sells stated the Partners in Catholic Education will take place on May 17, 2012, with more information to follow.

## **J. CORRESPONDENCE**

## **K. QUESTION PERIOD**

- Peter Batiste stated that he has received several calls with regards to the vetting of the Playground Equipment Policy. Families at St. John Catholic Elementary School fundraised for two (2) years and have raised fourteen thousand dollars to purchase new playground equipment. The Principal told the parents that they are unable to install a new playground as the revised Playground Equipment Policy does not allow for new equipment to be installed and advised spending the funds elsewhere. Peter Batiste wanted to know how to address this issue with the parent community. Kathy Burtnik stated that the current Playground Equipment Policy is in effect until the revised policy is approved by the Board and suggested that the parents contact Yolanda Baldasaro, Superintendent of Education to address their concerns.

## **L. NEXT MEETING**

Lee Ann Forsyth-Sells requested the NCPIC Meeting of May 10, 2012 be held on May 31, 2012 at 7:00 p.m. at the Catholic Education Centre as a Retreat for Trustees and Senior Administration has been scheduled on the May 10, 2012 date.

## **M. ADJOURNMENT**

Moved by: Teri Venzon

Seconded by: Mary Byers

THAT the March 8, 2012 meeting of the Niagara Catholic Parent Involvement Committee be adjourned.

**CARRIED**

This meeting was adjourned at 9:55 p.m.

## **N. CLOSING PRAYER** was led by Fr. Peter Rowe

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: 2012-2013 ANNUAL BUDGET**

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The 2012-2013 Budget Book is under separate cover.

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the 2012-2013 Annual Budget, as presented.

---

Prepared by: Larry Reich, Superintendent of Business & Financial Services  
Senior Administration Council

Presented by: Larry Reich, Superintendent of Business & Financial Services  
Senior Administration Council

Recommended by: John Crocco, Director of Education

Date: June 12, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## **REPORT TO THE BOARD MEETING JUNE 12, 2012**

### **2012-2013 ANNUAL BUDGET**

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#### **BACKGROUND INFORMATION**

On March 29, 2012, the Ministry of Education, announced the education funding for the 2012-2013 school year. The announcement indicated that education funding for 2012-2013, through the Grants for Student Needs (GSN), would be held stable at almost \$21 Billion and that the Early Learning Program, which is funded outside the GSN, would continue to be phased-in as originally planned.

In order to deal with the projected Provincial Deficit, the Ontario Government found it necessary to freeze all salaries in the Education Sector for two (2) years at the level paid as at August 31, 2012, without additional increases for qualification, experience and cost of living. To achieve this objective, the Ministry of Education issued a set of parameters, which were designed to form the basis for the negotiations with the various employee groups in the Education Sector.

In addition to the freeze of funding for all salaries and wages, the Ontario Government has found it necessary to continue the constraint measures for some expenditure envelopes, including board administration, textbooks and learning materials, computers, professional development and transportation.

The 2012-2013 Grants for Student Needs (GSN) do not include funding for increases in benefits and other operating expenditures. This means that school boards will have to fund these increases with corresponding reductions in expenditures in other envelopes.

It is important to note that average daily enrolment is projected to decrease by approximately 148 students during the 2012-2013 school year. This decrease in enrolment will result in a reduction of the GSN funding, which must be partially offset by a proportional reduction in expenditures.

Based on the foregoing funding information, Senior Administrative Council have held numerous meetings to review the 2012-2013 Budget requests submitted by staff, as we designed the Budget with the goal to align 2012-2013 Budget Expenditures to a level that would match the Budget Revenue available to the Board.

Senior Administrative Council have now completed the design of the 2012-2013 Budget, including the deployment of staff and the allocation of resources to the schools and departments of the Board. The 2012-2013 Budget is in alignment to achieve the Board approved Strategic Directions System Priorities 2012-2013 to attain the expectations of Niagara Catholic's Vision 2020 Strategic Plan.

The Director and members of Senior Administrative Council are pleased to present a proposed Annual Budget for the 2012-2013 school year, which is balanced without the transfer of funds from the reserves. The proposed Annual Budget includes Operating Expenditures amounting to \$251,764,618.

We take this opportunity to thank all the members of Board staff, who have been involved in the preparation of the 2012-2013 Annual Budget.

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the 2012-2013 Annual Budget, as presented.

---

Prepared by: Larry Reich, Superintendent of Business & Financial Services  
Senior Administration Council

Presented by: Larry Reich, Superintendent of Business & Financial Services  
Senior Administration Council

Recommended by: John Crocco, Director of Education

Date: June 12, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: ONTARIO EARLY YEARS CENTRE  
AUDITED FINANCIAL STATEMENTS – MARCH 31, 2012**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Audited Financial Statements and Ministry schedules for the Ontario Early Years Centre as at March 31, 2012 as presented.

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---

Prepared by: William Tumath, Manager of Accounting Services  
Presented by: Larry Reich, Superintendent of Business & Financial Services  
Recommended by: John Crocco, Director of Education  
Date: June 12, 2012



**REPORT TO THE BOARD  
JUNE 12, 2012**

**ONTARIO EARLY YEARS CENTRE  
AUDITED FINANCIAL STATEMENTS – MARCH 31, 2012**

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On an annual basis the Ontario Early Years Centre (OEYC) is required to submit an audited financial statement for the fiscal year ended March 31<sup>st</sup> to the Ministry of Children and Youth Services by July 31<sup>st</sup> following their year end.

We are pleased to enclose the audited financial statements and appropriate Ministry schedules for the OEYC for the fiscal year ended March 31, 2012.

The Board is required to approve the audited financial statements of the OEYC before they are submitted to the Ministry.

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Audited Financial Statements and Ministry schedules for the Ontario Early Years Centre as at March 31, 2012 as presented.

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---

Prepared by: William Tumath, Manager of Accounting Services

Presented by: Larry Reich, Superintendent of Business & Financial Services

Recommended by: John Crocco, Director of Education

Date: June 12, 2012





**NIAGARA CATHOLIC**  
DISTRICT SCHOOL BOARD

June 13, 2012

Children Services Unit, Hamilton Regional Office  
Ministry of Children & Youth Services  
Ministry of Community & Social Services  
119 King Street West, 7<sup>th</sup> Floor  
Hamilton ON  
L8P 4Y7

ATTENTION: Rita Cesarini  
Program Support Coordinator

Dear Rita

We are pleased to enclose copy of the Audited Transfer Payment Annual Reconciliation Report (TPAR) for the 2011 - 2012 fiscal year ending March 31, 2012 for the Ontario Early Years Centre located at Mary Ward School in Niagara Falls, Ontario.

If you have any questions or require additional information please contact William Tumath at the Catholic Education Centre in Welland, Ontario (905) 735-0240, Ext 246

Yours truly,  
Niagara Catholic District School Board

Larry Reich, C.A., M. Ed.  
Superintendent of Business & Financial Services

Cc: Mark Lefebvre, Superintendent of Program  
Donna Dalgleish, Centre Co-coordinator  
William Tumath, CGA

*crawford  
smith &  
swallow*

**NIAGARA CATHOLIC DISTRICT  
SCHOOL BOARD  
ONTARIO EARLY YEARS CENTRE**

**Financial Statement**

**March 31, 2012**



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
ONTARIO EARLY YEARS CENTRE**

**Financial Statement**

**March 31, 2012**

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**Table of Contents**

	<b>Page</b>
Independent Auditors' Report	1 - 2
Statement of Revenue and Expenditure	3
Notes to Financial Statement	4

Crawford, Smith and Swallow  
Chartered Accountants LLP

4741 Queen Street  
Niagara Falls, Ontario  
L2E 2M2  
Telephone (905) 356-4200  
Telecopier (905) 356-3410

**crawford  
smith &  
swallow**

Offices in:  
Niagara Falls, Ontario  
St. Catharines, Ontario  
Fort Erie, Ontario  
Niagara-on-the-Lake, Ontario  
Port Colborne, Ontario

## INDEPENDENT AUDITORS' REPORT

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To the Board of Trustees of the Niagara Catholic District School Board, the Ministry of Community and Social Services, and the Ministry of Children and Youth Services

We have audited the accompanying statement of revenue and expenditure of the Niagara Catholic District School Board Ontario Early Years Centre for the year ended March 31, 2012. This financial statement has been prepared by management of the Niagara Catholic District School Board Ontario Early Years Centre based on the financial reporting provisions of the Ministry of Community and Social Services and the Ministry of Children and Youth Services 2011/2012 Transfer Payment Annual Reconciliation.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the financial reporting provisions of the Ministry of Community and Social Services and the Ministry of Children and Youth Services, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

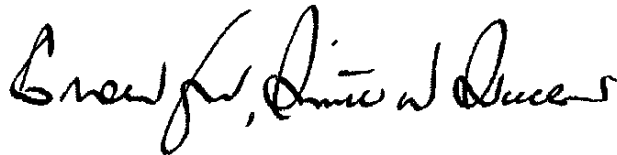
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, the financial statement of the Niagara Catholic District School Board Ontario Early Years Centre for the year ended March 31, 2012 is presented fairly, in all material respects, in accordance with the Ministry of Community and Social Services and the Ministry of Children and Youth Services 2011/2012 Transfer Payment Annual Reconciliation guidelines.

*Basis of Accounting and Restriction on Distribution and Use*

Without modifying our opinion, we draw attention to Note 1 to the financial statement, which describes the basis of accounting. This financial statement is prepared to assist the Niagara Catholic District School Board Ontario Early Years Centre to meet with the financial reporting provisions of the Ministry of Community and Social Services and the Ministry of Children and Youth Services. As a result, this financial statement may not be suitable for another purpose. Our report is intended solely for the Niagara Catholic District School Board Ontario Early Years Centre and the Ministry of Community and Social Services and the Ministry of Children and Youth Services and should not be distributed to or used by parties other than the Niagara Catholic District School Board Ontario Early Years Centre and the Ministry of Community and Social Services and the Ministry of Children and Youth Services.



Niagara Falls, Ontario  
June 7, 2012

CRAWFORD, SMITH AND SWALLOW  
CHARTERED ACCOUNTANTS LLP  
LICENSED PUBLIC ACCOUNTANTS

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
ONTARIO EARLY YEARS CENTRE**

**STATEMENT OF REVENUE AND EXPENDITURE**  
for the year ended March 31, 2012

	2012	2011
	\$	\$
<b>Revenue</b>		
Ontario Early Years Centre Allocation	501,389	501,389
Partner Facility Renewal - Minor Capital 2011 - 2012 Allocation	3,300	
	<b>504,689</b>	<b>501,389</b>
<b>Expenditure</b>		
Administration	40,000	42,966
Audit fees	1,533	1,564
Computer equipment	1,373	1,007
Furniture and equipment	1,733	739
Office and supplies	9,959	5,754
Program costs	12,186	8,173
Purchase of services	60,723	61,929
Rent	37,024	36,784
Salaries and benefits	330,683	336,087
Security	3,070	
Staff training and travel	6,175	6,386
	<b>504,459</b>	<b>501,389</b>
<b>Excess of Revenue over Expenditures</b>	<b>230</b>	

See accompanying notes

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
ONTARIO EARLY YEARS CENTRE**

**NOTES TO FINANCIAL STATEMENT**  
for the year ended March 31, 2012

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**1. Significant Accounting Policy**

The financial statement has been prepared by management in accordance with the financial reporting provisions of the Ministry of Community and Social Services and the Ministry of Children and Youth Services 2011/2012 Transfer Payment Annual Reconciliation, contained in the following policies, collectively referred to as the "guidelines":

- Admissible/inadmissible expenditures
- MCYS executive and allotment controls
- Financial flexibility
- Recoverable subsidy
- Retainable and non-retainable revenues
- Transfer payment operating funds - basis of accounting
- Year-end reconciliation
- Allocated central administration

The financial statement was prepared to assist the Niagara Catholic District School Board Ontario Early Years Centre to meet with the reporting requirements of the Ministry of Community and Social Services and the Ministry of Children and Youth Services. The financial statement is intended solely for the use of the Niagara Catholic District School Board Ontario Early Years Centre and the Ministry of Community and Social Services and the Ministry of Children and Youth Services. Accordingly, readers are cautioned that the financial statement may not be suitable for another purpose.

**2. Service Contract/CFSA Approval with the Ministry of Community and Social Services and the Ministry of Children and Youth Services**

The Niagara Catholic District School Board has a Service Contract/CFSA Approval with the Ministry of Community and Social Services and the Ministry of Children and Youth Services. A reconciliation report summarizes, by service, all revenues and expenditures and identifies any resulting surplus/deficit that relates to the Service Contract/CFSA Approval.

A review of this report shows the program to be in a surplus position as at March 31, 2012.

## TRANSFER PAYMENT ANNUAL RECONCILIATION

### IDENTIFICATION SECTION

Fiscal Year : 2011/2012 April 1, 2011 to March 31, 2012  
or  
Calendar Year :

SERVICE PROVIDER/  
DELIVERY AGENT :

SERVICE CONTRACT or  
CFSA APPROVAL  
NUMBER :

TPR#:

DATE SUBMITTED :

### SERVICE PROVIDER/ DELIVERY AGENT CONTACT INFORMATION

NAME:

TITLE:

ADDRESS:

PHONE:

EMAIL:

FAX:

Please refer to the Ministry's technical instructions and financial policies to complete this reconciliation

Ministry of Community and Social Services

Version: February 1, 2012

Updates:





**TRANSFER PAYMENT ANNUAL RECONCILIATION**

**SECTION I: SUMMARY, CERTIFICATION and VERIFICATION**

SERVICE PROVIDER / DELIVERY AGENT: Niagara Catholic District School Board

FOR THE YEAR ENDED: March 31, 2012

SERVICE CONTRACT/CFSA APPROVAL NUMBER: C56976-1

**PART A: SUMMARY**

LINE	SERVICES		Executive and Allotment Control	Total Eligible Expenditures (pending final Ministry review and approval)	Total Approved Ministry Subsidy	Summary of Revised Ministry Subsidy after Financial Flexibility (pending final Ministry review and approval)
	Detail Code #	Service (Detail Code) Name				
101	a462	Ontario Early Years Centres	CYSEX034-AL09	\$ 501,389	\$ 501,389	\$ 501,389
102	a710	Partner Facility Renewal - MCYS		\$ 3,070	\$ 3,260	\$ 3,070
103				\$ -	\$ -	\$ -
104				\$ -	\$ -	\$ -
105				\$ -	\$ -	\$ -
106				\$ -	\$ -	\$ -
107				\$ -	\$ -	\$ -
108				\$ -	\$ -	\$ -
109				\$ -	\$ -	\$ -
110				\$ -	\$ -	\$ -
111				\$ -	\$ -	\$ -
112				\$ -	\$ -	\$ -
113				\$ -	\$ -	\$ -
114				\$ -	\$ -	\$ -
115				\$ -	\$ -	\$ -
116				\$ -	\$ -	\$ -
117				\$ -	\$ -	\$ -
118				\$ -	\$ -	\$ -
119				\$ -	\$ -	\$ -
120				\$ -	\$ -	\$ -
121				\$ -	\$ -	\$ -
122				\$ -	\$ -	\$ -
123				\$ -	\$ -	\$ -
124				\$ -	\$ -	\$ -
125				\$ -	\$ -	\$ -
126				\$ -	\$ -	\$ -
127				\$ -	\$ -	\$ -
128				\$ -	\$ -	\$ -
129				\$ -	\$ -	\$ -
130				\$ -	\$ -	\$ -
<b>TOTAL</b>				\$ <b>504,459</b>	\$ <b>504,639</b>	\$ <b>504,459</b>

**PART B: CERTIFICATION BY SERVICE PROVIDER / DELIVERY AGENT AUTHORITY**

I hereby certify that, to the best of my knowledge, the financial data in the Transfer Payment Annual Reconciliation to which this certification is attached, is true, correct, agrees with the books and records of the organization and has been prepared in accordance with the Technical Instructions and ministry financial policies provided by the Ministry of Community and Social Services and the Ministry of Children and Youth Services.

Signature of Service Provider / Delivery Agent Authority (LINE 140)

John Crocco

Director of Education

Name of Service Provider/Delivery Agent Authority (LINE 140)

Title of Service Provider/Delivery Agent Authority (LINE 140)

12/06/2012

Date (dd/mm/yy) (LINE 150)

**PART C: VERIFICATION BY THE BOARD OF DIRECTORS**

The above certification, together with the Transfer Payment Annual Reconciliation, was received and approved by:

the Board of Trustees on the 12th day of June, 2012 (LINE 160)

Chairperson of the Board of Directors: \_\_\_\_\_ (LINE 170)

Signature

Kathy Burtnik

Name of Chairperson or Designate

Chairperson of the Niagara Catholic District School Board

Title

**TRANSFER PAYMENT ANNUAL RECONCILIATION**  
**SECTION II: SUBSIDY RECONCILIATION**

**SERVICE PROVIDER / DELIVERY AGENT:** Niagara Catholic District School Board  
**FOR THE YEAR ENDED:** March 31, 2012  
**SERVICE CONTRACT/CFSA APPROVAL NUMBER:** C56976-1

200	DETAIL CODE	a462	a710		
201	TPBE #				
202	SERVICE NAME	Ontario Early Years Centres	Partner Facility Renewal - MCYS		
203	IFIS LINE-SUBLINE #	B078-B200	B130-B400		
204	LEGISLATION	MCSS	MCSS		
205	EXECUTIVE & ALLOTMENT CONTROL	CYSEX034-AL09			
210	SUBSIDY PAYMENTS RECEIVED				
211	Provincial Subsidy Received on Account - Current Year	\$ 501,389	\$ 3,300		
212	ADD: Prior Year Reconciliation Recoveries*				
213	DEDUCT: Prior Year Payments				
215	TOTAL of Subsidy Payments Received - Current Year	\$ 501,389	\$ 3,300		
* Only applicable if provincial subsidy received recorded net of recoveries					
220	SUBSIDY PAYMENTS APPROVED				
221	Total Approved Net Expenditures (Service Contract: Budget Schedule - LINE I)	\$ 501,389	\$ 3,250		
222	Other Expenditures (Service Contract: Budget Schedule - Lines K-N)				
223	TOTAL Approved Ministry/Federal Subsidy (Service Contract: Budget Schedule - LINE I)	\$ 501,389	\$ 3,250		
230	EXPENDITURES				
231	Salaries	\$ 268,270			
232	Benefits	\$ 62,413			
233	SUBTOTAL - Salaries & Benefits	\$ 330,683			
234	Employee Training & Travel	\$ 6,175			
235	Program Direct Supplies & Services	\$ 12,186			
236	Purchased Services - Mobile Unit	\$ 60,723			
237	Advertising and Promotion	\$ 2,819			
238	Capital Purchases	\$ 3,106			
239	Program Administrative Supplies & services	\$ 7,140			
240	Audit Fee	\$ 1,533			
241	Purchased Services - Administration Fee	\$ 40,000	\$ -		
242	Accommodation - Rent	\$ 37,024			
243	Security & Intercom System	\$ -	\$ 3,070		
244					
245	SUBTOTAL - Other Service Costs	\$ 40,000	\$ 3,070		
255	GROSS EXPENDITURES	\$ 40,000	\$ 3,070		
256	DEDUCT: OFFSETTING REVENUE/ EXPENDITURE RECOVERIES				
257	Specify:				
258	Specify:				
259	Specify:				
260	SUBTOTAL Offsetting Revenue/Expenditure Recoveries	\$ -	\$ -		
261	ADJUSTED GROSS EXPENDITURES	\$ 40,000	\$ 3,070		
263	Allocated Central Administration	\$ (40,000)	\$ 40,000		
264	NET EXPENDITURES	\$ -	\$ 3,070		
265	Approved Capitalized Asset Acquisition				
266	EXPENDITURES ELIGIBLE FOR OPERATING SUBSIDY	\$ 601,389	\$ 3,070		
267	Ministry Subsidy as per Legislated Share Funding Percentage	100%	100%		
268	TOTAL ELIGIBLE EXPENDITURES	\$ 601,389	\$ 3,070		
223	TOTAL Approved Ministry/Federal Subsidy	\$ 601,389	\$ 3,250		
270	Subsidy Payable (LESSER OF LINE 223 or 268)	\$ 501,389	\$ 3,070	\$ -	\$ -
215	Subsidy Payments Received - Current Year	\$ 601,389	\$ 3,300		
280	VARIANCE (MAY BE ELIGIBLE FOR FINANCIAL FLEXIBILITY)	\$ -	\$ 230		

TRANSFER PAYMENT ANNUAL RECONCILIATION  
SECTION II: SUBSIDY RECONCILIATION

SERVICE PROVIDER / DELIVERY AGENT: Niagara Catholic  
FOR THE YEAR ENDED: March 31, 2012  
SERVICE CONTRACT/CFSA APPROVAL NUMBER: C68976-1

200	DETAIL CODE		
201	TPBE #		
202	SERVICE NAME		
203	IFIS LINE-SUBLINE #		
204	LEGISLATION		
205	EXECUTIVE & ALLOTMENT CONTROL		
210	SUBSIDY PAYMENTS RECEIVED		TOTAL
211	Provincial Subsidy Received on Account - Current Year	\$	504,689
212	ADD: Prior Year Reconciliation Recoveries*	\$	-
213	DEDUCT: Prior Year Payments	\$	-
215	TOTAL of Subsidy Payments Received - Current Year	\$	504,689
* Only applicable if provincial subsidy received recorded net of recoveries			
220	SUBSIDY PAYMENTS APPROVED		
221	Total Approved Net Expenditures (Service Contract: Budget Schedule - LINE I)	\$	504,639
222	Other Expenditures (Service Contract: Budget Schedule - Lines K-N)	\$	-
223	TOTAL Approved Ministry Fiscal Subsidy	\$	504,639
230	EXPENDITURES		
231	Salaries	\$	268,270
232	Benefits	\$	62,413
233	SUBTOTAL - Salaries & Benefits	\$	330,683
234	Employee Training & Travel	\$	6,175
235	Program Direct Supplies & Services	\$	12,186
236	Purchased Services - Mobile Unit	\$	60,723
237	Advertising and Promotion	\$	2,819
238	Capital Purchases	\$	3,106
239	Program Administrative Supplies & services	\$	7,140
240	Audit Fee	\$	1,533
241	Purchased Services - Administration Fee	\$	40,000
242	Accommodation - Rent	\$	37,024
243	Security & Intercom System	\$	3,070
244		\$	-
245	SUBTOTAL - Other Service Costs	\$	173,956
255	GROSS EXPENDITURES	\$	504,639
DEDUCT: OFFSETTING REVENUE/ EXPENDITURE RECOVERIES			
256	Specify:	\$	-
257	Specify:	\$	-
258	Specify:	\$	-
259	Specify:	\$	-
260	SUBTOTAL Offsetting Revenues/Expenditure Recoveries	\$	-
261	ADJUSTED GROSS EXPENDITURES	\$	504,639
263	Allocated Central Administration	\$	-
264	NET EXPENDITURES	\$	504,639
265	Approved Capitalized Asset Acquisition	\$	-
266	EXPENDITURES ELIGIBLE FOR OPERATING SUBSIDY	\$	504,639
267	Ministry Subsidy as per Legislated Share Funding Percentage		
268	TOTAL ELIGIBLE EXPENDITURES	\$	504,639
223	TOTAL Approved Ministry Fiscal Subsidy	\$	504,639
270	Subsidy Payable (LESSER OF LINE 223 or 268)	\$	504,459
215	Subsidy Payments Received - Current Year	\$	504,689
280	VARIANCE (MAY BE ELIGIBLE FOR FINANCIAL FLEXIBILITY)	\$	230



**TRANSFER PAYMENT ANNUAL RECONCILIATION**

**SECTION IV: AUDITED FINANCIAL STATEMENT RECONCILIATION**

SERVICE PROVIDER / DELIVERY AGENT: Niagara Catholic District School Board

FOR THE YEAR ENDED: March 31, 2012

SERVICE CONTRACT/CFSA APPROVAL NUMBER: C56976-1

LINE

400	<b>TOTAL GROSS REVENUES PER AUDITED FINANCIAL STATEMENTS</b>	\$ 504,639
401	LESS: Non Funded Ministry (MCYS) Revenue (I.e. funding from other sources not related to ministry services)	\$ -
402	Adjustments for Revenues from Ministry Subsidy calculation	
403	Less: Non Retainable Revenues	
404	Specify (e.g. Expenditure Recoveries)	\$ -
405	Specify (e.g. Offsetting Revenues )	\$ -
406	Specify (e.g. Specific Operating Donations )	\$ -
407	Specify (e.g. Inter-Agency Chargebacks)	\$ -
408	Less: Amortization of Deferred Revenue	\$ -
409	Less: Other (specify) _____	\$ -
410	Less: Other (specify) _____	\$ -
	<b>Subtotal</b>	\$ -
411	Add: One-Time Capital Expenditures Approved & not Included in Revenue	\$ -
412	Add: Other (specify) _____	\$ -
413	Add: Other (specify) _____	\$ -
414	<b>Subtotal</b>	\$ -
415	<b>Total Revenue Reported (Line 400 - Line 401 - Line 404 to Line 410 + Line 414)</b>	\$ 504,639
420	<b>Total Approved Ministry Subsidy (Total of LINE 223)</b> <i>(Lines 415 and 420 should equal)</i>	\$ 504,639
440	<b>TOTAL GROSS EXPENDITURES PER AUDITED FINANCIAL STATEMENTS</b>	\$ 501,389
441	LESS: Non Funded Ministry (MCYS) Expenditures (I.e. expenditures from other services not related to ministry services)	\$ -
442	Adjustments for Inadmissible Expenditures related to Ministry (MCYS) Funded Programs	
443	Less: Accruals (Payables greater than 30 day I.e. Vacation/Sick Accrual)	\$ -
444	Less: Appropriations	\$ -
445	Less: Amortization on Capital Assets	\$ -
446	Less: Donations to Individuals or Organizations	\$ -
447	Less: Fundraising Costs	\$ -
448	Less: Loans to Clients or Staff	\$ -
449	Less: Retainer Fees	\$ -
450	Less: Provisions for Bad Debt	\$ -
451	Less: In Kind	\$ -
452	Less: Other (specify) _____	\$ -
453	Less: Other (specify) _____	\$ -
	<b>Subtotal</b>	\$ -
	LESS: Other Adjustments	
455	Less: Expenditure Recoveries/ Offsetting Revenues	\$ -
456	Less: Other (specify) _____	\$ -
457	Less: Other (specify) _____	\$ -
	<b>Subtotal</b>	\$ -
460	ADD: Adjustments for Admissible Expenditures, attach prior approval documentation	
461	Add: One-Time Capital Expenditures Approved & Capitalized	\$ 3,070
462	Add: Other (specify) _____	\$ -
463	Add: Other (specify) _____	\$ -
	<b>Subtotal</b>	\$ 3,070
475	<b>Total Ministry (MCYS) Eligible Expenditures reported in the Audited Financial Statements</b>	\$ 504,459
480	<b>Total Eligible Expenditures (Total of LINE 268)</b>	\$ 504,459
490	Variance	\$ -

Variance Explanation:

*(Please attach additional sheets if necessary or if the space is insufficient to complete the above reconciliation)*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: THREE-YEAR THEOLOGICAL THEME  
AND ADULT FAITH FORMATION PROGRAM**

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The report on the Three-Year Theological Theme and Adult Faith Formation Program  
is presented for information.

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Prepared by: Debra McCaffery, Board Chaplaincy Leader  
Presented by: Debra McCaffery, Board Chaplaincy Leader  
Approved by: John Crocco, Director of Education  
Date: June 12, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD MEETING JUNE 12, 2012

### THREE-YEAR YEAR THEOLOGICAL THEME & ADULT FAITH FORMATION PROGRAM

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#### BACKGROUND INFORMATION

Rooted in the Mission Statement of the Niagara Catholic District School Board and in compliance with the Board's Vision 2020 Strategic Plan and the Strategic Direction Priority Indicator to “**Build Strong Catholic Identity And Community To Nurture The Distinctiveness Of Catholic Education**”, we began our journey to meet this priority expectation by forming a Niagara Catholic Faith Focus Team which represents the Niagara Catholic family.

The Faith Focus Team began its mandate with two key goals:

1. to develop a theological theme to guide Niagara Catholic for the next three years
2. to develop a faith formation program that would help all of us to grow in faith

The Faith Focus Team is comprised of the following members:

Debra McCaffery – Board Chaplaincy Leader (Chair)  
Sr. Mary Kay Camp – Bishop's Representative  
Janice Barretto-Mendonca – Junior Academic Consultant and Leadership Intern Rep  
Roger Demers – Elementary Administrator  
Maria Gonzalez – Central Accounting Department  
Ken Griepsma – Secondary Administrator  
Lisa Incaviglia – Elementary Teacher and Faith Ambassador  
Stephanie Jarrett – High School Chaplaincy Leader  
Terri Pauco – Religion and Family Life Consultant  
Denice Robertson – Secondary Administrator  
Kevin Timmins – Secondary Teacher  
Mary VanRuyven – Elementary Teacher and Faith Ambassador

#### *Theological Theme*

After much prayer, pondering and sharing, it was recommended to the Director of Education and Senior Administrative Council that the theological theme for the next three years would be **Wisdom, Worship, Witness: Growing in Wisdom to Worship and Witness**.

While we will always include all three themes in our faith journeys, in various ways we will focus each year on a different aspect:

2012 - 2013: Wisdom  
2013 - 2014: Worship  
2014 - 2015: Witness

Our theological theme will direct such elements as the monthly prayer and resource package forwarded to all schools, large gathered faith-centered events, the Journey Retreat program focus, monthly staff meeting faith formation, resources to be made available to staff through the Catholic Resource Centre and faith connections through My Niagara Catholic.

### **Adult Faith Formation Program**

Niagara Catholic's Adult Faith Formation Program, which is on target for implementation commencing September 2012, is comprised of several integral parts:

1. Faith Ambassadors Program – two staff members from each elementary school will continue to serve as key persons in nurturing the faith climate among elementary staffs
2. High School Faith Formation Teams – including administration and chaplaincy leaders, will continue to serve as key persons in nurturing the faith climate among secondary staffs
3. Monthly Faith Formation for staff meetings will continue to provide a unified faith formation opportunity for all staff
4. Adult Faith Formation sessions will be available to all staff across a broad spectrum of interests with a variety of quality presentations and experiences. Approximately 20 sessions per year, with half designated for administrators and will be offered at various locations throughout the Board.
5. Raised awareness of Master's level courses in theology through St. Michael's University College, St. Augustine's Seminary, and OECTA Religion qualifications.
6. Resources will be available through the Catholic Resource Centre on a variety of faith-related topics, and electronic resources will be available through My Niagara Catholic such as web links, thematically related scripture, suggested reading and viewing lists, prayers, and prayer services.

Our mission statement defines our vision, but also includes its own challenge to each of us. We cannot nurture others unless we, ourselves, are fed. We cannot help to form community unless we, ourselves, engage communally. It is our hope that through the implementation of our theological theme and our Adult Faith Formation Program we will all grow together in wisdom that we might praise and worship God and witness to the saving power of Jesus Christ.

There will be a visual presentation to highlight and further enhance Niagara Catholic's new Faith Formation Program.

*Attached: Three-Year Theological Theme & Adult Faith Formation Program 2012-2015*

The report on Niagara Catholic's Three-Year Theological Theme and Adult Faith Formation Program, is presented for information.

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Prepared by: Debra McCaffery, Board Chaplaincy Leader  
Presented by: Debra McCaffery, Board Chaplaincy Leader  
Approved by: John Crocco, Director of Education  
Date: June 12, 2012





Niagara Catholic District School Board

Growing in Wisdom to Worship and Witness

Three Year Theological Theme & Adult Faith Formation Program  
2012 – 2015



Artist:  
Molly Houckton  
Grade 12 Student  
Saint Paul Catholic High School

### **Our Journey in Faith Formation...**

Rooted in the Mission Statement of the Niagara Catholic District School Board and in compliance with the Board's Vision 2020 Strategic Plan and the Strategic Direction Priority Indicator to “**Build Strong Catholic Identity And Community To Nurture The Distinctiveness Of Catholic Education**”, we began our journey to meet this priority expectation by forming a Niagara Catholic Faith Focus Team which represents the Niagara Catholic family.

## Niagara Catholic Faith Focus Team

Debra McCaffery – Board Chaplaincy Leader (Chair)  
Sr. Mary Kay Camp – Bishop’s Representative  
Janice Barretto-Mendonca – Junior Academic Consultant and Leadership Intern Rep  
Roger Demers – Elementary Administrator  
Maria Gonzalez – Central Accounting Department  
Ken Griepsma – Secondary Administrator  
Lisa Incaviglia – Elementary Teacher and Faith Ambassador  
Stephanie Jarrett – High School Chaplaincy Leader  
Terri Pauco – Religion and Family Life Consultant  
Denice Robertson – Secondary Administrator  
Kevin Timmins – Secondary Teacher  
Mary VanRuyven – Elementary Teacher and Faith Ambassador

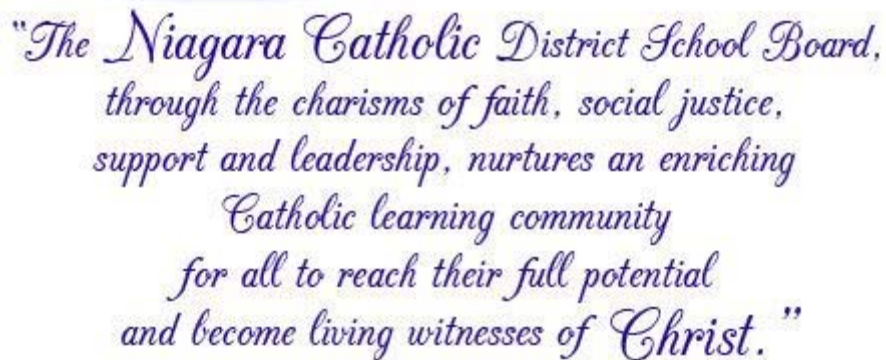
## Goals

1. to develop a theological theme to guide Niagara Catholic for the next three years
2. to develop a faith formation program that would nurture the faith development of all staff within Niagara Catholic

We considered our hopes and dreams for the growth of our Niagara Catholic family, we reviewed potential theological themes to meet the expectations within Vision 2020, we prayed, searched scripture, discussed and shared. The Faith Formation Program is dynamic as we journey together in nurturing the faith formation of Niagara Catholic staff.

The Faith Focus Team believes that *Wisdom* is the necessary foundation for a faith-filled life. In keeping with the admonition of Jesus to “...love the Lord your God with all your heart [*Worship*] and your neighbor as yourself [*Witness*]” (Luke 10:27) we felt we were on the right track for an experience of grace and growth.

## Adult Faith Formation Program for Niagara Catholic



*“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.”*

Our mission statement defines our vision and values, but also includes its own challenge to each of us. We cannot nurture others unless we, ourselves, are fed. We cannot help to form community unless we, ourselves, engage communally.

The Niagara Catholic Faith Focus Team, through much prayer, sharing and reflecting, actively considered the interests and needs of our staff as evidenced by responses to our Faith Formation Survey conducted in the fall of 2011. The team also recognized the many faith-based experiences already available in our Catholic Learning Community, among them:

Staff Masses, speakers, fellowship, Catholic Update, weekly prayer groups, Mount Carmel Spiritual Centre, book clubs, social justice initiatives, eco-justice initiatives, retreats, solidarity trips, pilgrimages to holy sites, prayer services, Right-to-Life activities, Board Faith Days, When Faith Meets Pedagogy Conference.

While specific adult faith formation opportunities are essential for learning and growing in faith and community, it was also felt that there are many other ways that our faith is nourished. Family retreat experiences, suggested reading and viewing and resources available for borrowing are just a few ways to help bring faith alive.

## **OVERVIEW OF THREE YEAR THEOLOGICAL THEME**

### **Growing in Wisdom to Worship and Witness**

#### **Year 1 - Wisdom 2012-2013**

So you want peace of heart?  
Seek wisdom in God's sight, stick to the virtues,  
and nothing will be able to make you sad.  
—Saint John Chrysostom

*But the wisdom that is from above is first pure, then peaceable, gentle,  
and easy to be entreated, full of mercy and good fruits.  
James 3: 17*

Through prayer, study and reflection we will strive to build that foundation of wisdom which ultimately leads to authentic worship and witness. Wisdom is about digging deeper! Our plan does not turn away from or discard the amazing work we have done with Virtues Education but invites our community to think about the virtues in a more holistic way, rather than placing our virtues in silos that don't overlap.

#### **Year 2 - Worship 2013-2014**

*I will praise you, O Lord, with all my heart;  
I will tell of all your wonders  
Psalm 9:1*

#### **Year 3 - Witness 2014-2015**

*Let your light shine before others!  
Matthew 5:16*

### **System Integration of Theme**

The theme for each year will be integrated into the Journey Retreat program, monthly prayer, resource packages, all faith events, monthly faith formation at staff meetings, resources to be made available to staff through the Catholic Resource Centre and faith connections through My Niagara Catholic:

**Proposed 3 Year Pastoral Plan:  
Wisdom, Worship, Witness**

**2012 – 2013      WISDOM  
2013 – 2014      WORSHIP  
2014 – 2015      WITNESS**

September	<b>The Wisdom of the Catholic Community</b>
	Related Virtues: love, prudence, faith, fortitude, <i>loyalty, sharing</i>
	Catholic Graduate Expectation Connection: Collaborative Contributor Discerning Believer formed in the Catholic Faith Community
October	<b>The Wisdom of Social Justice</b>
	Related Virtues: justice, love, fortitude, prudence, <i>responsibility</i>
	Catholic Graduate Expectation Connection Responsible Citizen A Self-directed, Responsible, Life-Long Learner
November	<b>The Wisdom of the Communion of Saints</b>
	Related Virtues: prudence, faith, hope, <i>integrity, excellence, self-control</i>
	Catholic Graduate Expectation Connection: Reflective and Creative Thinker
December	<b>The Wisdom of knowing the traditions and customs of the Church: Advent</b>
	Related Virtues: hope, faith
	Catholic Graduate Expectation Connection Discerning Believer formed in the Catholic Faith Community
January	<b>The Wisdom of the Word/Bible</b>
	Related Virtues: faith, <i>devotion</i>
	Catholic Graduate Expectation Connection Effective Communicator
February	<b>The Wisdom of Love</b>
	Related Virtues: love, fortitude, <i>empathy, compassion</i>
	Catholic Graduate Expectation Connection Caring Family Member Discerning believer formed in a Catholic Faith Community
March	<b>The Wisdom of knowing the traditions and customs of the Church: Lent</b>
	Related Virtues: faith, temperance, <i>forgiveness, perseverance</i>
	Catholic Graduate Expectation Connection Discerning believer formed in a Catholic Faith Community Reflective and Creative Thinker
April	<b>The Wisdom of Ecological Justice</b>
	Related Virtues: temperance, prudence,
	Catholic Graduate Expectation Connection Responsible Citizen Self-directed, Responsible, Life-long Learner
May	<b>The Wisdom of Prayer</b>
	Related Virtues: faith, fortitude
	Catholic Graduate Expectation Connection Discerning Believer formed in a Faith Community Effective Communicator Caring Family Member
June	<b>The Wisdom of Celebrating Gifts and Talents</b>
	Related Virtues: faith, <i>joyfulness, gratitude</i>
	Catholic Graduate Expectation Connection Collaborative Contributor Self-directed, Responsible, Life-long Learner

## Adult Faith Formation Program

Niagara Catholic's Adult Faith Formation Program which commences its first year of implementation in 2012-2013 is comprised of several new and integral parts:

1. **Faith Ambassadors Program** – two staff members from each elementary school will continue to serve as key persons in nurturing the faith climate among elementary staffs
2. **High School Faith Formation Teams** – including administration and chaplaincy leaders, will continue to serve as key persons in nurturing the faith climate among secondary staffs
3. **Monthly Faith Formation** at all staff meetings will provide a unified faith formation opportunity for all staff
4. **Meetings & Workshops:** Opening faith formation at Director's Meetings, Student Senate, Administrators Internship Program, Leadership Internship Program, New Teachers Induction Program, Niagara Catholic Parent Involvement Committee.
5. **Adult Faith Formation sessions** will be available to all staff across a broad spectrum of interests with a variety of quality presentations and experiences. Approximately 20 sessions per year, with half designated specifically for administrators will be offered at various locations.
6. **Higher Learning:** raised awareness of masters level courses in theology through Kings College, St. Michael's University College, St. Augustine's Seminary and OECTA/OCSTA Religion qualifications.
7. **Resources** will be available through the Niagara Catholic Resource Centre on a variety of faith-related topics, and electronic resources will be available through My Niagara Catholic such as web links, thematically related scripture, suggested reading and viewing lists, prayers, and prayer services.
8. **Faith Day – Family of Schools:** workshop support will be provided to Faith Ambassadors and Faith Formation Teams for planning and implementing an effective Faith Day within their schools, family of schools and system wide as part of our three year Faith Day plan.

### Faith Formation Sessions

The Faith Formation Sessions are available to all Niagara Catholic staff. Throughout the year afterschool Faith Formation Sessions will be offered including topics such as;

The New Evangelization and Catholic Education  
Grief and Bereavement  
Praying All Ways  
Advent and Lenten Reflections  
Twilight Retreats – Taize Prayer and A Seder Meal  
Wisdom of the Early Church  
Wisdom Voices of Vatican II

### Faith Formation Sessions For Administrators

The Faith Formation Team recognized that the Catholic leadership provided by our administrators needs an enhanced faith component to nurture their journey. In addition to the monthly faith formation at Director's Meetings, the Faith Formation Program will offer special sessions for Senior Staff, Principals, Vice Principals and Managers on topics such as:

Helping your Staff through Grief  
Pastoral Responses to Current Concerns  
Servant Leadership  
Mental Health in a Catholic School

## Participation

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In addition to inviting and encouraging all staff to participate in faith formation sessions, specific commitments will be asked of the following:

Administrators – will be asked to commit to three administrators’ sessions

New Teacher Induction Program and Leadership Internship Program – will be asked to commit to three general sessions

Principals and Vice Principals are asked to encourage staff to include participation in faith formation sessions as an integral part of the Annual Learning Plan.

### **Family Retreats**

To meet the needs of and interest expressed for family-based activities on weekends, the Faith Formation Program we will offer a one day Family Journey Experiences at Our Lady of Grace Journey Site and half day family retreats during Advent and Lent.

### **My Niagara Catholic ~ what will you find?**

My Niagara Catholic is an innovative communication medium that reaches all staff throughout Niagara Catholic daily. The Faith Formation Program will enhance My Niagara Catholic by including for all staff;

- Recommended websites and links
- Prayers, prayer services
- Recommended reading, viewing and listening lists
- Scripture related to theme
- Quotes and other references related to theme
- Instructions for accessing resources available for borrowing from CRC
- Speakers with contact information
- Articles and other materials on matters of faith
- And much more as needs and interests unfold!

### **A Final Word**

As with any successful program, we must be flexible and open to the interests and the needs of those we serve as part of a dynamic Faith Formation Program.

The Niagara Catholic Chaplaincy Team will support all staff by providing resources, assisting with development or facilitating faith experiences.

Annually, we will conduct a Faith Formation Staff Survey to provide feedback on our programs and services to meet the needs of our staff. Recommendations will be discussed with the Faith Formation Team and included where possible to achieve the expectations within the Niagara Catholic Mission Statement and Vision 2020.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: NIAGARA CATHOLIC MENTAL HEALTH AND ADDICTIONS  
SUPPORT PLAN**

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The report on the Niagara Catholic Mental Health and Addictions Support Plan  
is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Ken Lococo, Behaviour Resource Teacher  
Amanda Riley, Applied Behaviour Analysis Supervisor  
Approved by: John Crocco, Director of Education  
Date: June 12, 2012



## REPORT TO THE BOARD MEETING JUNE 12, 2012

### NIAGARA CATHOLIC MENTAL HEALTH AND ADDICTIONS SUPPORT PLAN

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#### BACKGROUND INFORMATION

*Open Minds, Healthy Minds, Ontario's Comprehensive Mental Health and Addictions Strategy*, outlines four guiding goals that support the strategy's vision of "an Ontario where every person enjoys good mental health and well-being throughout their lifetime, and where all Ontarians with mental illness or addictions can recover and participate in welcoming, supportive communities." The strategy's guiding goals are to:

- Improve mental health and well-being for all Ontarians;
- Create healthy, resilient, inclusive communities;
- Identify mental health and addictions problems early and intervene;
- Provide timely, high quality, integrated, person-directed health and other human services.

The *Niagara Catholic District School Board Mental Health and Addictions Support Plan* was created to align with the provincial strategy and to meet, as part of the Niagara Catholic District School Board Vision 2020 Plan, and the Niagara Catholic System Priorities 2011-2012, *Enabling Strategy: To design a Niagara Catholic Mental Health Support Plan to address the need for increased supports for mental health by June 2012.*

The plan was developed through the excellent work and collaborative efforts of a cross-section of Niagara Catholic staff, spearheaded by committee co-chairs Ken Lococo, Behaviour Resource Teacher and Amanda Riley, Applied Behaviour Analysis Supervisor. The goals of this dynamic and fluid plan remind us that, "as a Catholic Christian community, we are called to bring healing, hope and a true sense of belonging to those who are suffering".

#### Goals of the Niagara Catholic Mental Health and Addictions Support Plan

- Create a culture of awareness and education to improve mental health and well-being for all members of the Niagara Catholic District School Board.
- Create healthy, resilient and inclusive communities through mental health promotion initiatives.
- Build school-based capacity and enhance mental health resources.
- Enhance the capacity of our first responders to identify mental health and addiction problems that may lead to early detection and intervention.
- Provide timely, high quality, integrated services.



The plan includes information that focuses on both Child and Youth and Employee Mental Health and Addiction Initiatives. It reinforces our Niagara Catholic Learning Community's efforts to create a pathway to care for students and staff that complements the networks of support that weave through health care, child and youth services, social services, the justice system, municipal programs and employee assistance programs.

Ken Lococo and Amanda Riley will provide an overview of the plan at the June Board Meeting.

A copy of Niagara Catholic's Mental Health and Addictions Plan is enclosed with this report.

The report on the Niagara Catholic Mental Health and Addictions Support Plan  
is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education  
Ken Lococo, Behaviour Resource Teacher  
Amanda Riley, Applied Behaviour Analysis Supervisor

Approved by: John Crocco, Director of Education

Date: June 5, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

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

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

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: June 12, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## **REPORT TO THE BOARD MEETING TUESDAY, JUNE 12, 2012**

### **EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE – 2011-2012**

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#### **BACKGROUND INFORMATION**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2011-2012 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

1 Supervisory Officer	-	Mark Lefebvre
1 Secondary School Principal	-	Jeff Smith
1 Secondary School Vice-Principal	-	Andrew Bartley
1 Education Services Member	-	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 2011-2012 Extended Overnight Field Trip as submitted on Tuesday, June 12, 2012 (Appendix A).

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

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Prepared by: Mark Lefebvre, Superintendent of Education  
Presented by: Mark Lefebvre, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: Tuesday, June 12, 2012

## EXECUTIVE SUMMARY

Appendix A

### Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2011-2012

School	Type	Approval Required	Destination	Curriculum Unit/Theme	Education Value	Date	Number of Students, Staff & Chaperones on Trip	Duration	Cost (Approx)	Transportation
<b>Approved June, 2012</b>										
Blessed Trinity	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	New Orleans, LA, USA	Music - Gr. 9-12; Religious Education - Gr. 9-12; Catholic Graduate Expectations	Performance and music tour of New Orleans, LA including a day of service through work with Habitat for Humanity.	Wed. April 24 – Sun. April 28, 2013	40 Students 2 staff 2 chaperones (parents)	5 days 4 nights 3 school days	\$1500.00 (accommodations, meals - 1 lunch, 4 continental breakfasts, 2 full dinners, tours and attractions, flight, coach, pass to New Orleans Jazz Festival)	Air/Coach
Saint Michael	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	France and Italy	Use of French and Italian language skills, Art, History	Students will have the opportunity to use their French and Italian knowledge to communicate with native speakers. They will also explore the culture of these two countries; social customs, art, literature and history. Students will also enrich their Faith and gain a better understanding of Catholic essence through their visit to the Vatican.	Fri. March 8 – Sun. March 17, 2013	25 students 2 staff	10 days 9 nights 1 school day	\$3400.00 (flight, train, transportation coach travel, transfer fees, travel insurance, accommodations, meals (breakfast & supper), attraction and sightseeing fees)	Air/Coach/train

## EXECUTIVE SUMMARY

### Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2011-2012

School	Type	Approval Required	Destination	Curriculum Unit/Theme	Education Value	Date	Number of Students, Staff & Chaperones on Trip	Duration	Cost (Approx)	Transportation
<b>Approved June, 2012</b>										
Saint Michael	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	New York City	Art, Drama, History	Students will develop a better understanding and appreciation of the multicultural diversity of North America in order to develop tolerance and respect for other cultures, and develop their cultural awareness through exposure to art and drama, learn about historical events which still have an impact on our globalized world and deepen their faith dimension.	Wed. May 8 – Sun. May 12, 2013	45 students 3 staff	5 days 4 nights <u>3 school days</u>	\$660.00 - coach, accommodations, 4 breakfasts, 3 dinners, security, medical insurance, entrance to attractions, Broadway Theatre ticket	Coach

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: EXECUTIVE COUNCIL POWER**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature, recommended by the Director of Education, if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2012.

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Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Recommended by: John Crocco, Director of Education

Date: June 12, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO BOARD MEETING JUNE 12, 2012

### EXECUTIVE COUNCIL POWER – JULY & AUGUST 2012

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#### BACKGROUND INFORMATION

In accordance with the Niagara Catholic District School Board By-Laws Section 9 – Special Meetings of the Board:

*“Special meetings of the Board shall be held by order of the Board, on the written request of three (3) trustees, to the Chairperson or the Director, on the call of the Chairperson, or at the request of the Director of Education. The trustees shall be given a twenty four (24) hour notice for special meetings except in emergency situations. Such meetings shall be called for specific reasons. Such subjects shall be stated in the notice calling the meeting. Notwithstanding any other provisions to the Board’s By-Laws, no other business shall be considered at a special meeting other than the subjects stated in the notice.”*

The following recommendation is presented in the event that it becomes necessary to call a Special Meeting of the Board to deal with emergency items and a quorum cannot be achieved.

#### RECOMMENDATION

**THAT** the Niagara Catholic District School Board empower Executive Council to approve any actions, of an emergency nature, recommended by the Director of Education, if a quorum cannot be achieved after a Special Meeting of the Board is called as per Board By-Laws, during the months of July and August 2012.

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Prepared by: John Crocco, Director of Education  
Presented by: John Crocco, Director of Education  
Recommended by: John Crocco, Director of Education  
Date: June 12, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

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

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**RECOMMENDATION**

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

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Prepared by: Larry Reich, Superintendent of Business and Financial Services  
Presented by: Larry Reich, Superintendent of Business and Financial Services  
Recommended by: John Crocco, Director of Education  
Date: June 12, 2012





NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD MEETING  
JUNE 12, 2012**

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

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**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 May 2012.

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 May 2012 as presented.

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Prepared by: Larry Reich, Superintendent of Business & Financial Services  
Presented by: Larry Reich, Superintendent of Business & Financial Services  
Recommended by: John Crocco, Director of Education  
Date: June 12, 2012

Appendix A

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS	
SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF:	
MAY, 2012	
DESCRIPTION OF ITEMS	BANK ACCOUNT
<b>CASH BALANCE AT BEGINNING OF MONTH</b>	(A) <b>26,168,382</b>
<b>OPERATING CASH RECEIPTS FOR THE MONTH</b>	
1. GENERAL LEGISLATIVE GRANTS	16,471,929
2. OTHER GRANTS (EPO, O.E.Y.C.)	522,803
3. INTEREST REVENUE	29,123
4. MUNICIPAL TAXES	0
5. TUITION FEES REVENUE - (Cit. & Imm., LBS, Other)	33,663
6. CHARITABLE DONATIONS	0
7. GOVERNMENT REBATES (GST 68% REBATE ON TAXABLE PURCHASES)	564,612
8. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS))	708,793
9. OTHER CASH RECEIPTS	5,018
- Reimbursements of Employee Benefits	0
- Donations Collected from Employees - Other	0
- Other	0
10. TRANSFER IN FROM SINKING FUNDS	0
11. PROCEEDS FROM DEBENTURE ISSUE (NET)	0
12. CAPITAL LOAN PRINCIPAL ADVANCES	0
<b>TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE</b>	(B) <b>17,326,938.30</b>
<b>OPERATING CASH DISBURSEMENTS FOR THE MONTH</b>	
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)	(19,653,264)
2. TEACHER PENSION DEDUCTIONS	(1,209,316)
3. O.M.E.R.S. PENSION DEDUCTIONS	(526,676)
4. CANADA SAVINGS BONDS DEDUCTIONS	(155,975)
5. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS	(69,704)
6. OTHER DEBITS (Employee Tax Deductions, Purchasing Card)	(41,854)
7. TRANSFER TO SINKING FUNDS	0
8. INTEREST PAYMENTS ON CAPITAL DEBT	(880,476)
9. PRINCIPAL PAYMENTS ON CAPITAL DEBT	(571,926)
<b>TOTAL OPERATING CASH DISBURSEMENTS</b>	(C) <b>(22,999,080)</b>
<b>CASH BALANCE AT END OF MONTH</b>	(D) <b>22,495,240</b>
<b>A + B - C = D</b>	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES				
SUMMARY OF LOAN BALANCES AS AT :				
MAY, 2012				
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.	(12,303,672.36)		191,623.43	(12,112,048.92)
2. OFA - GPL2 Loan 25 YR.	(9,527,451.58)		129,417.04	(9,398,034.54)
3. OFA - GPL3 Loan 25 YR.	(4,429,563.12)		54,623.88	(4,374,939.24)
4. OFA - 2010-11 DEBENTURE - GPL 3	(1,304,854.00)		0.00	(1,304,854.00)
5. OFA - 2010-11 DEBENTURE - PCS 1	(3,233,607.00)		0.00	(3,233,607.00)
6. OFA - PTR - Completed 2010/11	(8,090,847.35)		89,092.78	(8,001,754.57)
7. OFA - 2001-A1 Debenture	(2,409,181.00)		107,168.40	(2,302,012.60)
8. Debenture (Niagara Region)	(1,521,000.00)			(1,521,000.00)
9. Debenture (Niagara Region)	(2,750,000.00)			(2,750,000.00)
10. Capital Projects - Completed 2001	(13,757,112.29)		0.00	(13,757,112.29)
11. Capital Projects - Completed 2002/03	(20,669,482.80)			(20,669,482.80)
12. Capital Projects - Completed 2004/05	(8,642,788.59)		0.00	(8,642,788.59)
13. Capital Projects - Completed 2005/06	(7,568,678.03)			(7,568,678.03)
<b>Total Debentures &amp; Capital Loans</b>	<b>(96,208,139.11)</b>	<b>0.00</b>	<b>571,925.53</b>	<b>(95,636,213.58)</b>

PREPARED BY: William Turnath  
 PRESENTED BY: Larry Relch

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

**PUBLIC SESSION**

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

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**RECOMMENDATION**

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

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Prepared by: Larry Reich, Superintendent of Business and Financial Services  
Presented by: Larry Reich, Superintendent of Business and Financial Services  
Recommended by: John Crocco, Director of Education  
Date: June 12, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD MEETING  
JUNE 12, 2012**

**STATEMENT OF REVENUE AND EXPENDITURES  
AS AT MAY 31, 2012**

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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 May 31, 2012. (See Appendix A)

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

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the Statement of Revenue and Expenditures as at May 31, 2012 as presented.

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Prepared by: Larry Reich, Superintendent of Business & Financial Services  
Presented by: Larry Reich, Superintendent of Business & Financial Services  
Recommended by: John Crocco, Director of Education  
Date: June 12, 2012

# Appendix A

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SUMMARY OF REVENUE AND EXPENDITURES - CLOSED  
SUMMARY STATEMENT  
AS AT MAY 31, 2012, 2012**

ACCOUNT DESCRIPTION	THIS YEAR			CHANGES	LAST YEAR		
	EXPENDED	BUDGET	% LEFT		EXPENDED	BUDGET	% LEFT
<b>REVENUE</b>							
REVENUE	-188,100,961	-250,504,359	24.9%		180,958,432	240,139,674	24.6%
<b>TOTAL REVENUE</b>	<b>-188,100,961</b>	<b>-250,504,359</b>	<b>24.9%</b>		<b>180,958,432</b>	<b>240,139,674</b>	<b>24.6%</b>
<b>EXPENDITURES</b>							
BOARD ADMINISTRATION	6,402,105	8,010,826	20.1%		5,888,315	7,428,758	20.7%
ELEMENTARY SCHOOLS	94,011,765	122,343,045	23.2%		89,777,406	115,294,976	22.1%
SECONDARY SCHOOLS	52,861,106	68,803,010	23.2%		51,956,404	66,850,146	22.3%
CONTINUING EDUCATION	4,445,795	6,131,132	27.5%		4,228,104	5,706,458	25.9%
PLANT OPERATIONS	13,304,475	17,997,907	26.1%		13,815,144	17,770,648	23.4%
PLANT MAINTENANCE	2,429,108	3,390,846	28.4%		2,542,884	3,275,833	22.4%
TRANSPORTATION	8,082,485	10,102,839	20.0%		7,953,609	10,371,090	23.3%
CAPITAL AND OTHER EXPENDITURES	5,113,999	13,724,754	62.7%		9,805,220	13,441,765	27.1%
<b>TOTAL EXPENDITURES</b>	<b>186,650,838</b>	<b>250,504,359</b>	<b>25.5%</b>		<b>185,767,086</b>	<b>240,139,674</b>	<b>22.6%</b>

PREPARED BY : William Tumath  
Finance Department

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2012**  
**BOARD ADMINISTRATION**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - TRUSTEES	191,529	215,744	11.2		204,673	213,359	4.1
SALARY & BEN - SENIOR STAFF	1,188,681	1,498,161	20.7		951,736	1,142,749	16.7
SALARY & BEN - MANAGERS	1,183,989	1,578,425	25.0		1,142,939	1,545,693	26.1
SALARY & BEN - TECHNICAL	300,115	361,068	16.9		239,117	372,143	35.8
SALARY & BEN - CLERICAL	1,796,583	2,368,107	23.8		1,575,720	2,277,578	30.8
TEMPORARY STAFF	52,693	64,321	18.1		90,404	64,236	40.7-
PROFESSIONAL DEVELOPMENT	55,420	60,000	7.6		52,105	60,000	13.2
SUPPLIES - ADMINISTRATION	464,121	487,500	4.8		563,882	465,500	21.1-
SUPPLIES - HUMAN RESOURCES	11,759	20,000	41.2		19,133	30,000	36.2
SUPPLIES - COMPUTER SERVICE	85,303	62,500	36.5-		119,188	62,500	90.7-
SUPPLIES - PLANT OPERATIONS	297,401	380,000	21.7		291,442	405,000	28.0
SUPPLIES - BUILDING MAINTENANCE	56,610	50,000	13.2-		36,798	75,000	50.9
FURNITURE & EQUIPMENT	161,134	155,000	4.0-		21,146	10,000	111.5-
FEES & CONTRACTS	549,458	675,000	18.6		569,387	665,000	14.4
MISCELLANEOUS EXPENDITURES	7,309	45,000	83.8		10,645	40,000	73.4
<b>TOTAL - BOARD ADMINISTRATION</b>	<b>6,402,105</b>	<b>8,010,826</b>	<b>20.1</b>	<b> </b>	<b>5,888,315</b>	<b>7,428,758</b>	<b>20.7</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2012**  
**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	62,263,768	83,082,242	25.1		59,585,032	78,995,247	24.6
OCCASSIONAL TEACHERS	2,714,950	3,592,748	24.4		3,430,102	2,721,566	26.0
TEACHER ASSISTANTS	13,644,894	15,294,372	10.8		11,700,413	13,610,720	14.0
PROFESSIONAL STAFF	2,259,604	2,579,397	12.4		1,975,484	2,197,520	10.1
LIBRARY TECHNICIANS	1,680,042	2,055,961	18.3		1,566,436	1,918,532	18.4
PRINCIPALS & V.PS.	5,684,820	7,222,285	21.3		5,296,135	7,069,937	25.1
SCHOOL SECRETARIES	2,119,296	2,496,710	15.1		1,891,478	2,379,206	20.5
TEACHER CONSULTANTS	791,577	994,429	20.4		1,303,349	1,541,742	15.5
PROFESSIONAL DEVELOPMENT	142,950	430,000	66.8		114,154	330,000	65.4
PROGRAM CLASSROOM RESOURCE	630,560	1,110,000	43.2		927,544	1,433,200	35.3
CLASSROOM SUPPLIES	1,001,689	1,530,010	34.5		995,982	1,542,707	35.4
PROGRAM SUPPLIES	106,430	205,000	48.1		102,960	189,091	45.6
SCHOOL ADMIN. SUPPLIES	284,711	400,000	28.8		260,783	430,000	39.4
COMPUTERS - CLASSROOM	423,531	653,147	35.2		415,037	593,082	30.0
COMPUTERS - NON CLASSROOM	0	49,956	100.0		4,238	0	0.0
F & E - CLASSROOM	247,736	604,658	59.0		190,551	300,365	36.6
F & E - NON CLASSROOM	15,207	42,130	63.9		17,728	42,061	57.9
<b>TOTAL - ELEMENTARY SCHOOLS</b>	<b>94,011,765</b>	<b>122,343,045</b>	<b>23.2</b>	<b> </b>	<b>89,777,406</b>	<b>115,294,976</b>	<b>22.1</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2012**  
**SECONDARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
CLASSROOM TEACHERS	36,634,598	48,434,132	24.4		36,510,231	47,490,900	23.1
OCCASSIONAL TEACHERS	1,723,937	2,157,811	20.1		1,383,709	1,613,364	14.2
TEACHER ASSISTANTS	4,189,516	4,574,629	8.4		3,999,150	4,571,239	12.5
PROFESSIONAL STAFF	963,171	1,433,411	32.8		865,256	1,365,470	36.6
LIBRARY TECHNICIANS	356,096	404,382	11.9		342,321	386,749	11.5
PRINCIPALS & V.PS.	2,287,582	3,031,525	24.5		2,212,657	2,910,397	24.0
SCHOOL SECRETARIES	1,746,184	2,026,523	13.8		1,598,424	1,904,534	16.1
TEACHER CONSULTANTS	524,497	897,114	41.5		528,580	672,455	21.4
LIBRARY & GUIDANCE - TEACHING	1,707,573	1,912,692	10.7		1,845,142	1,831,679	0.7-
PROFESSIONAL DEVELOPMENT	56,311	120,000	53.1		72,304	120,000	39.8
PROGRAM CLASSROOM RESOURCE	1,231,837	1,670,966	26.3		1,158,087	1,814,193	36.2
CLASSROOM SUPPLIES	1,012,715	1,390,852	27.2		1,043,644	1,487,436	29.8
PROGRAM SUPPLIES	22,197	71,000	68.7		27,117	76,000	64.3
SCHOOL ADMIN. SUPPLIES	137,234	205,000	33.1		118,545	225,000	47.3
COMPUTERS - CLASSROOM	150,148	303,060	50.5		122,290	200,000	38.9
COMPUTERS - NON CLASSROOM	0	25,000	100.0		16,848	26,687	36.9
F & E - CLASSROOM	32,210	52,212	38.3		29,099	60,000	51.5
F & E - NON CLASSROOM	0	20,701	100.0		0	22,043	100.0
FEES & CONTRACTS	85,300	72,000	18.5-		83,000	72,000	15.3-
<b>TOTAL - SECONDARY SCHOOLS</b>	<b>52,861,106</b>	<b>68,803,010</b>	<b>23.2</b>	<b> </b>	<b>51,956,404</b>	<b>66,850,146</b>	<b>22.3</b>



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2012**  
**CONTINUING EDUCATION**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
TEACHER ASSISTANTS	25,475	30,800	17.3		30,887	40,405	23.6
PROFESSIONAL STAFF	81,783	105,440	22.4		75,509	83,832	9.9
PRINCIPALS & V.PS.	422,799	490,884	13.9		302,038	397,847	24.1
SCHOOL SECRETARIES	278,336	399,032	30.3		274,842	354,489	22.5
TEMPORARY STAFF	22,342	38,157	41.5		21,345	50,186	57.5
GRANT OFFICERS	19,998	70,540	71.7		68-	0	0.0
A.E. TEACHERS / INSTRUCTORS	2,989,073	4,056,207	26.3		2,855,060	3,746,794	23.8
PROFESSIONAL DEVELOPMENT	11,652	14,750	21.0		13,982	23,200	39.7
PROGRAM CLASSROOM RESOURCE	231,108	386,680	40.2		269,723	366,608	26.4
CLASSROOM SUPPLIES	359,427	532,642	32.5		360,705	617,397	41.6
COMPUTERS - CLASSROOM	3,751	4,000	6.2		16,046	20,000	19.8
F & E - CLASSROOM	51	0	0.0		6,211	0	0.0
FEES & CONTRACTS	0	2,000	100.0		1,824	5,700	68.0
<b>TOTAL - CONTINUING EDUCATION</b>	<b>4,445,795</b>	<b>6,131,132</b>	<b>27.5</b>		<b>4,228,104</b>	<b>5,706,458</b>	<b>25.9</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2012**  
**PLANT OPERATIONS**

ACCOUNT	THIS YEAR TO DATE			CHANGES	LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT		EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	597,259	883,674	32.4		384,992	606,165	36.5
SALARY & BEN - CARETAKERS	4,082,412	5,466,685	25.3		3,689,417	4,847,377	23.9
SALARY & BEN - CLEANERS	3,255,934	4,268,355	23.7		3,540,912	5,090,599	30.4
SALARY & BEN - CLERICAL	85,457	200,193	57.3		76,860	187,507	59.0
PROFESSIONAL DEVELOPMENT	8,350	10,000	16.5		4,260	10,000	57.4
SUPPLIES - UTILITIES	3,274,635	4,600,000	28.8		3,151,096	4,350,000	27.6
SUPPLIES - PLANT OPERATIONS	678,719	712,500	4.7		634,154	697,500	9.1
SUPPLIES - GROUNDS	365,290	770,000	52.6		1,048,998	845,000	24.1
F & E - PLANT OPERATIONS	392,576	526,500	25.4		431,443	576,500	25.2
FEES & CONTRACTS	563,843	560,000	0.7		653,012	560,000	16.6
<b>TOTAL - PLANT OPERATIONS</b>	<b>13,304,475</b>	<b>17,997,907</b>	<b>26.1</b>		<b>13,615,144</b>	<b>17,770,648</b>	<b>23.4</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2012**  
**PLANT MAINTENANCE**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT	CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	388,427	505,303	23.1		409,985	573,283	28.5
SALARY & BEN - TECHNICAL	775,996	1,064,020	27.1		740,231	865,843	14.5
SALARY & BEN - CLERICAL	77,789	78,172	0.5		70,474	77,239	8.8
TEMPORARY STAFF	19,486	5,351	264.2		8,363	21,468	61.0
PROFESSIONAL DEVELOPMENT	648	7,500	91.4		1,818	7,500	75.8
SUPPLIES - PLANT OPERATIONS	205,072	400,000	48.7		303,456	350,000	13.3
SUPPLIES - GROUNDS	94,695	180,000	47.4		122,700	200,000	38.7
SUPPLIES - PLANT MAINTENANCE	111,583	159,000	29.8		120,676	169,000	28.6
SUPPLIES - BUILDING MAINTENANCE	681,497	880,000	22.6		693,063	905,000	23.4
F & E - PLANT MAINTENANCE	11,690	36,500	68.0		6,003	31,500	80.9
FEES & CONTRACTS	62,225	75,000	17.0		66,115	75,000	11.9
<b>TOTAL - PLANT MAINTENANCE</b>	<b>2,429,108</b>	<b>3,390,846</b>	<b>28.4</b>		<b>2,542,884</b>	<b>3,275,833</b>	<b>22.4</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2012**  
**TRANSPORTATION DEPARTMENT**

ACCOUNT	THIS YEAR TO DATE			LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT   CHANGES	EXPENDED	BUDGET	% LEFT
SALARY & BEN - MANAGERS	62,584	117,590	46.8	86,558	111,069	22.1
SALARY & BEN - TECHNICAL	52,298	176,514	70.4	93,720	162,103	42.2
SALARY & BEN - CLERICAL	0	23,508	100.0	9,101	47,204	80.7
SUPPLIES - ADMINISTRATION	187	74,278	99.8	102,223	69,823	46.4
FURNITURE & EQUIPMENT	0	12,675	100.0	11,265	0	0.0
FEES & CONTRACTS	7,967,416	9,698,274	17.9	7,650,742	9,980,891	23.4
<b>TOTAL - TRANSPORTATION DEPARTMENT</b>	<b>8,082,485</b>	<b>10,102,839</b>	<b>20.0  </b>	<b>7,953,609</b>	<b>10,371,090</b>	<b>23.3</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED**  
**FOR THE PERIOD ENDED: MAY 31, 2012**  
**CAPITAL AND OTHER EXPENDITURES**

ACCOUNT	THIS YEAR TO DATE			CHANGES	LAST YEAR TO DATE		
	EXPENDED	BUDGET	% LEFT		EXPENDED	BUDGET	% LEFT
GOOD PLACES TO LEARN	1,717,989	1,688,284	1.8-		1,723,708	1,294,887	33.1-
FACILITY RENEWAL PROJECTS	0	733,751	100.0		262,376	841,417	68.8
DEBT CHARGES BEFORE MAY, 1998	260,943	376,880	30.8		195,179	405,406	51.9
DEBT CHARGES AFTER MAY, 1998	117,487	117,487	0.0		117,487	117,487	0.0
NEW PUPIL PLACES	3,017,580	2,465,060	22.4-		2,449,063	3,435,058	28.7
AMORTIZATION & NET LOSS DISPOSALS	0	8,343,292	100.0		5,057,407	7,347,510	31.2
<b>TOTAL - CAPITAL AND OTHER EXPENDITUR</b>	<b>5,113,999</b>	<b>13,724,754</b>	<b>62.7</b>	<b> </b>	<b>9,805,220</b>	<b>13,441,765</b>	<b>27.1</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
 UPDATED UNAUDITED EXPENDITURE STATEMENT - CLOSED  
 FOR THE PERIOD ENDED: MAY 31, 2012**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE		
	EXPENDED	BUDGET	% Left	CHANGES	EXPENDED	BUDGET	% Left
<b>GRAND TOTAL-</b>	186,650,838	250,504,359	25.5		185,767,086	240,139,674	22.6

Prepared by : William Tumath  
 Finance Department

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: CORRESPONDENCE  
APPLICATIONS TO CO-HOST THE 2014 OCSTA AGM &  
CONFERENCE**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approves the submission of an application to Co-Host the 2014 OCSTA AGM & Conference.

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Prepared by: Kathy Burtnik, Chairperson  
John Crocco, Director of Education

Presented by: Kathy Burtnik, Chairperson  
John Crocco, Director of Education

Recommended by: Kathy Burtnik, Chairperson  
John Crocco, Director of Education

Date: June 12, 2012



Ontario Catholic School  
Trustees' Association

June 8, 2012

**E-MAIL TO:** Chairs and Directors of Education  
All Catholic District School Boards

**FROM:** Margaret Binns, Office Administrator

**RE:** Applications to Co-host the 2014 OCSTA AGM & Conference

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We are pleased to issue an invitation to boards to submit applications to co-host the **2014 OCSTA Annual General Meeting & Conference**.

The AGM & Conference will take place on **April 24 to 26, 2014**.

Applications must be received in the OCSTA office no later than **July 5, 2012**. The Conference Committee will review the applications and arrange to visit the proposed site(s). The Committee will submit a recommendation to the OCSTA Board of Directors in the Fall.

To facilitate the selection process, please use the attached "*Criteria for Co-hosting the OCSTA Conference*" form to detail your Board's suitability to co-host this event. Please insert extra lines if you need extra space on the form. Also, please submit as much supporting documentation as possible with your application: i.e. hotel information kits, brochures of local transportation groups, etc. This will expedite the selection process and ease the task of the Committee.

Please do not hesitate to contact our office if you require more information or if we can be of further assistance.

Thank you!

Attachments: Guidelines for Co-hosting the OCSTA AGM & Conference  
Criteria for Co-hosting the OCSTA AGM & Conference  
Regulations & Requirements



## **Guidelines for Co-hosting the OCSTA Annual General Meeting & Conference**

The OCSTA Annual General Meeting and Conference is the Association's premier event of the year providing an annual opportunity for members and Catholic education partners to address membership and system priorities. The location of this event is alternated between Toronto and the regional locale of a co-host board. While OCSTA assumes all responsibility for planning and producing the Annual General Meeting, OCSTA member boards are given an opportunity to submit proposals to co-host OCSTA's annual Conference in alternate years.

Once the Board of Directors has selected a school board to co-host the annual Conference, a productive partnership begins between the co-host board and OCSTA's conference planning staff. The result is a memorable event that reflects the energy, personality and creativity of the local board, its students, teachers, clergy and the local Catholic community.

Following are guidelines that have been prepared to facilitate the process of co-hosting OCSTA's annual Conference:

### **Note:**

- A.** As OCSTA is ultimately accountable for the coordination and management of the Conference, the Association retains the right to approve all decisions including those related to securing products, services, speakers, printed materials, entertainment, sponsorships or meeting space.
- B.** Once the co-host board has been selected, that board should appoint one contact person as the OCSTA conference liaison. This person will be the primary board contact for ongoing coordination of conference logistics between OCSTA and the co-host board.

### **Budget Management**

1. **Budget:** OCSTA is responsible for establishing the budget for the AGM & Conference.
2. **Contracts:** All contracts to secure meeting rooms, hotel accommodations, banquet services, entertainment or other related conference activities or services, must be approved and signed by OCSTA.
3. **Expense and revenue reporting:** To facilitate timely and accurate budget reporting, the co-hosting board must report to OCSTA's conference staff all expenses and revenue related to the Conference – including revenue from other sources, such as sponsorships, etc. Final reporting is to be submitted to OCSTA no later than two months after the annual Conference.

4. **Sponsorships:** In an effort to facilitate sponsor recruitment and manage the budget accordingly, any sponsors secured by the co-host board are to be reported to OCSTA. The local sponsorship revenue goal for a co-hosting board is \$10,000. Funds raised beyond this amount can be used to offset local expenses related to the AGM & Conference (e.g. liturgical programming and transportation). Any balance remaining should be forwarded to the Association.
5. **AGM and Conference Registration Process:** All registration forms and payment for the attendance at the annual Conference are to be forwarded to and processed by OCSTA. The registration procedure at the conference should be a jointly coordinated effort between the co-hosting board and OCSTA's conference planning staff.

#### Program Development and Promotion

1. **Developing the Program:** OCSTA remains responsible for establishing the program, selecting speakers and planning workshops. Boards are encouraged to suggest and plan one or two workshops, one for student trustees and one for Conference delegates, which highlight local initiatives.
2. **Liturgical Celebrations:** It is expected that the co-hosting board will plan all liturgies for the conference. OCSTA staff and the co-hosting board's conference liaison are to ensure that the OCSTA Director of Catholic Education is kept updated on liturgical program development. Where appropriate, the OCSTA Chaplain should have an active role in the liturgical celebrations (e.g. Friday morning praise & con-celebrating Mass).
3. **Spousal Program:** The co-hosting board will create and coordinate a spousal program for the conference. To ensure that the spousal program is effectively communicated through OCSTA's communication channels, OCSTA will be informed of the program's details before coordination begins. OCSTA will process registrations and payments for the spousal program.
4. **Communications and Promotional Material:** To ensure consistency in the presentation and appearance of all conference material (including signs and banners), the board's conference liaison and OCSTA's conference planning staff will work together to determine a process for creating, approving and issuing communications material (e.g., para-liturgical programs, and spousal packets). OCSTA will design and print the conference program. The final program will be printed at least one week prior to the event.

## Criteria for Co-host Venue

<b>Board</b>	
<b>Hotel</b>	
<b>Number of Bedrooms</b>	
<b>Cost per Bedroom</b>	
<b>Restaurants in Hotel</b>	
<b>Restaurants Close to Hotel</b>	
<b>Full Service Dining Room in Hotel</b>	
<b>Meeting Rooms</b>	
<b>Rates for Meeting Rooms</b>	
<b>Room for Mass or Local Church</b>	



Ontario Catholic School  
Trustees' Association

## **REGULATIONS & REQUIREMENTS**

### **For OCSTA AGM & Conferences Held Outside Toronto**

#### **Regulations:**

- Requests to be the co-host venue for the OCSTA AGM & Conference **must** be received by the published deadline date (**July 5, 2012**).
- The Conference Committee will review all submissions, meet with delegations (if appropriate) and submit their recommendation to the Board of Directors for approval.

#### **Requirements:**

- Suitable and convenient transportation for delegates traveling from across Ontario. The applicant board must supply specific information to OCSTA regarding travel to the Conference location. This information should include suggested methods of travel from all areas of the province. Details of airport, bus terminal and train station locations and shuttle to the hotel must be included.
- Approximately 250 bedrooms and some suites, preferably in one hotel. If more than one hotel is needed, hotels should be **within easy walking distance** of each other and of the Conference site (if Conference not in hotel).
- Meetings/Meals/Liturgy:
  - ✓ one meeting room large enough to accommodate up to 250 persons in plenary sessions
  - ✓ 5 meeting rooms for workshops
  - ✓ an area suitable for election(s)
  - ✓ room(s) for breakfast and lunch – up to 375 persons
  - ✓ audio/visual facilities
  - ✓ a site large enough to accommodate up to 375 persons for the Liturgy
  - ✓ banquet facilities for up to 375 persons

#### **Responsibilities of School Board:**

The board must agree to:

- work with OCSTA staff to make necessary arrangements for certain functions, e.g. entertainment, transportation, liturgies, etc.
- appoint **one** person to liaise with OCSTA's Conference Co-ordinator. This person must have the authority to co-ordinate involvement of other board staff.
- meet all established deadlines.
- provide promotional material for functions being arranged locally to distribute to trustees with other Conference material.

*Please refer to the attached "Guidelines for Co-hosting the OCSTA AGM & Conference" document for more detailed information.*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – JUNE 5, 2012**

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# Spotlight

on

## NIAGARA CATHOLIC

*Nurturing Souls & Building Minds*

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

June 5, 2012



### Trustees Recognize Student Artists for Catholic Education Week Artwork Designs



**During the June 5th Committee of the Whole Meeting, Niagara Catholic's Board of Trustees recognized the students who designed the stunning artwork used at Niagara Catholic's Catholic Education Week public displays. In back, from left, are Board Chair Kathy Burtnik, Director of Education John Crocco and Vice-Chair Maurice Charbonneau. Front row, from left: Jamie-Lee Gillis, Grade 9, Denis Morris Catholic High School, *Loving in the Light of Christ*; Louell Palparan, Grade 10, Holy Cross Catholic Secondary School, *Leading in the Light of Christ*; Casandra Merson, Grade 12, Lakeshore Catholic High School, *Walking in the Light of Christ*; Caitlyn Lees, Grade 11, Notre Dame College School, *Listening in the Light of Christ*; Katherine Girodat, Grade 11, Saint Michael Catholic High School, *A Light Which Overcomes the Darkness with its Radiance*; Molly Hockton, Grade 12, Saint Paul Catholic High School, *I Am the Light of the World*. Absent for the photo were Andrea Perez Fernandez, Grade 11, Blessed Trinity Catholic Secondary School, *Learning in the Light of Christ* and Siobhan Deary and Kelly Lim, Grade 11, St. Francis Catholic Secondary School, *Living in the Light of Christ*. The students each received a plaque-mounted version of their artwork and a Niagara Catholic Excellence in the Arts pin.**

### Niagara Catholic Announces 2012-2013 Administrative Appointments to Committee of the Whole

Niagara Catholic Director of Education John Crocco announced the following Administrative Appointments on June 6th.

Denice Robertson has been appointed as the newest secondary Principal at Niagara Catholic. She will become Principal of Holy Cross Catholic Secondary School in St. Catharines effective September 1, 2012. She is currently Vice-Principal of Saint Michael Catholic High School in Niagara Falls.

Mrs. Robertson brings to the position

22 years of experience as an educator with Niagara Catholic. She was hired full-time as a Science teacher at Lakeshore Catholic High School in Port Colborne in September 1990. She was Program Chair of Science at Lakeshore Catholic High School for six years and Vice-Principal of Denis Morris Catholic High School in St. Catharines for three years before spending three years at her current position of Vice-Principal of Saint Michael Catholic High School.

*"I am thrilled and honoured to have been appointed the next Principal for Niagara Catholic," said Mrs. Robertson. "Holy Cross has a tradition of outstanding leadership and wonderful teachers! I am blessed to have this opportunity."*

The complete media release, with comments from the Director of Education and Chair of the Board of Trustees and the list of 2012-2013 Administrative Appointments and Assignments, is available at [niagaracatholic.ca](http://niagaracatholic.ca).



## Niagara Catholic Celebrates Class of 2012 at Graduation Celebration



*Niagara Catholic celebrated the Class of 2012 at the annual Graduation Celebration, which took place at the Scotiabank Convention Centre in Niagara Falls on May 17th, 2012. Following a special prayer service led by Most Reverend Bishop Gerard Bergie, D.D., Bishop of St. Catharines, students enjoyed a keynote address by Development and Peace guest speaker Luke Stocking. The Niagara Catholic Graduation Celebration brings together approximately 2,000 graduating students in fellowship and prayer each year.*

## Report on the 2012-2013 Annual Budget Presented

During the June 5th Committee of the Whole meeting, Niagara Catholic's Senior Administrative Council presented the Report on the 2012-2013 Annual Budget to Trustees.

The 2012-2013 Budget, which includes Operating Expenses amounting to \$251,764,618, is balanced without the transfer of funds from the reserves.

Senior Administrative Council has worked diligently to bring forward a balanced 2012-2013 Annual Budget despite several financial obstacles due to provincial austerity measures which include the freezing of wages for all staff.

The Government has also continued constraints for other expenditures, including board administration, textbooks and learning materials, computers, professional development and transportation.

The 2012-2013 Annual Budget will be presented to the Board on June 12th. The report is available at [niagaracatholic.ca](http://niagaracatholic.ca).

## St. Patrick (PC) Student Receives Symphony Camp Scholarship

Congratulations to Sydney Porte, a Grade 6 student at St. Patrick Catholic Elementary School in Port Colborne.

Sydney has been awarded a Merit Scholarship from the Niagara Symphony to attend the Summer Symphony Camp for students in July. During the week-long camp, students can further their knowledge about an instrument they are already playing, or can experiment with a new instrument or vocal music.

Sydney was selected as St. Patrick's recipient after students in Grades 6, 7 and 8 participated in the Niagara Symphony's Composer in the Classroom project in January. During the six-day period, students worked with Niagara Symphony musicians to compose their own music. On the final day, a quartet of Niagara Symphony musicians visited the school to perform the students' original piece.

A pianist, Sydney is looking forward to learning about new instruments.

## Technology Blueprint Update

The constantly changing digital world places new demands on teaching, learning and capacity building. Niagara Catholic has invested in the development of technology strategies, programs and services that best prepare our students for success.

Since September 2011, significant progress has been made regarding Niagara Catholic's ambitious, multi-year strategic Technology Blueprint that addresses academic needs for teaching, learning and improved efficiencies, and the corporate supports required to achieve our goals.

Niagara Catholic is currently equipping each school with a minimum of two wireless computer labs. The Board is replacing outdated computers in secondary schools with new desktop systems which will allow students to use current software. Read the report at [niagaracatholic.ca](http://niagaracatholic.ca).

## Notre Dame College Student Science Golden Girl

Jennifer Csele, a Grade 10 student at Notre Dame College School in Welland, recently competed at the Canada-Wide Science Fair in Charlottetown, Prince Edward Island, where her project, **A Novel Cold Cathode Approach for Determining Lead Contamination**, won the gold medal for her division.

Jennifer was the lone Niagara Catholic delegate on Team Ontario. She also won the Excellence Award in her division sponsored by Youth Science Canada, which included \$1,500 cash, a medal and a certificate; a Western University Scholarship which includes a \$4,000 entrance scholarship and the S.M. Blair Family Foundation Award, which includes \$750 in cash and a certificate.

Jennifer advanced to the Canada-Wide Science Fair after a strong showing at the Niagara Regional Science and Engineering Fair.

The local event, held at Brock earlier this year, attracted more than 200 young scientists in Grades 5 - 12. Forty-nine Niagara Catholic students won awards at that event.

Jennifer and Mah-E-Leqa Jadgal, a Grade 11 student at Holy Cross Catholic Secondary School whose project, **Heat Shock Proteins** won a Bronze medal at the local fair, represented the Niagara Catholic team at the Committee of the Whole Meeting on June 5th. They were each presented with a Niagara Catholic Excellence in Academics pin.

A list of winners is available at [niagaracatholic.ca](http://niagaracatholic.ca).

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – JUNE 2012**

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# June 2012

SUN MON TUE WED THU FRI SAT

## Celebrate Canada

An eleven-day celebration which takes place from June 21 to July 1.



3	4	5	6	7	8	9
2nd Annual Niagara Catholic Staff, Family Mass & Picnic	CW Meeting	SEAC Meeting			Elem PA Day	
10	11	12	13	14	15	16
	BD Meeting					
17	18	19	20	21	22	23
Father's Day						Retirement & Service Recognition Celebration
24	25	26	27	28	29	30
	Graduation: - Saint Paul	Graduation: - Denis Morris - Holy Cross - Notre Dame	Graduation: - Blessed Trinity - St Francis	Sec PA Day Graduation: - Saint Michael	Elem & Sec PA Day Graduation: - Lakeshore Catholic	
... Secondary Exams				Secondary Exams ...		



**Niagara Catholic**  
District School Board  
Events posted at  
[niagaracatholic.ca](http://niagaracatholic.ca)

# July 2012

SUN MON TUE WED THU FRI SAT

1	2	3	4	5	6	7
	Board closed for Canada Day observance				Summer Shutdown Friday	
8	9	10	11	12	13	14
					Summer Shutdown Friday	
15	16	17	18	19	20	21
					Summer Shutdown Friday	
22	23	24	25	26	27	28
			Board Summer Shutdown ...			
29	... Board Summer Shutdown ...					



The Catholic Education Centre will be on summer hours  
 July 2 to August 31  
 Mon-Thurs: 8:30 am - 4:00 pm  
 Fridays will be closed except for  
 Aug 24 & 31  
 8:30 am- 1:00 pm

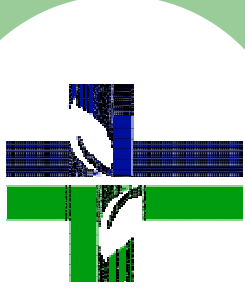


**Niagara Catholic**  
 District School Board  
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[niagaracatholic.ca](http://niagaracatholic.ca)

# August 2012

SUN MON TUE WED THU FRI SAT

	1	2	3	4
5		... Board Summer Shutdown		
6	6 Civic Holiday	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
			31	
			10 Summer Shutdown Friday	11
			17 Summer Shutdown Friday	18
			24 Summer Hours Friday 8:30am-1:00pm	25
			<b>Administration Meeting &amp; Retreat</b>	



The Catholic Education Centre will be on summer hours July 2 to August 31  
 Mon-Thurs: 8:30 am - 4:00 pm  
 Fridays will be closed except for Aug 24 & 31  
 8:30 am- 1:00 pm



**Niagara Catholic**  
 District School Board  
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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
JUNE 12, 2012**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
2012 SUMMIT FOR CHILDREN AND YOUTH MENTAL  
HEALTH – OCTOBER 25-26, 2012**

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Coalition for Children  
AND Youth Mental Health  
Let's put our heads together.

Coalition pour la santé mentale  
des enfants ET des adolescents  
Réfléchissons ensemble.

- [Summary](#)
- [Lodging](#)
- [Agenda](#)

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Summit on Children and Youth Mental Health - 2012  
Thursday, October-25-12 - Friday, October-26-12

Allstream Centre  
105 Princes' Boulevard  
Toronto, Ontario M6K 3C3  
Canada

 [Map and Directions](#)

**Hosted by** the Coalition for Children and Youth Mental Health – a multi-sectoral group committed to urgent and positive change for children and youth mental health services in Ontario.

The Summit on Children and Youth Mental Health is a unique event that unites the voices of educators, professional student services personnel, mental health and health professionals, children service agencies, children service advocates, families and students. This Summit is designed to inspire and to demonstrate how the power of our collective voices, commitment and efforts can bring a sense of urgency and action to the vital issue of mental health.

The focus of the 2012 Summit is “Knowledge Into Action: Together we can do more with what we know.” It offers evidence-informed practices, programs and resources that have been shown to work and can make a real difference in the lives of children, youth and their families.

The Summit will feature keynote speakers and in-depth, interactive sessions offering evidence-based practices, research and resources. Participants will have a unique opportunity to network and to provide valuable feedback on the status of the implementation of Ontario's Comprehensive Mental Health and Addictions Strategy. The Summit program is further enriched by the diverse resources on display at our exhibitor booths.

Organizations and school boards are encouraged to send a team of individuals to derive maximum benefit from the variety of workshops and networking opportunities.

All keynote and plenary sessions will be simultaneously translated.

Simultaneous translation will be made available [for 2 breakout sessions](#), if required. Additionally there are 2 francophone breakout sessions.



Coalition for Children  
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- [Summary](#)
- [Lodging](#)
- [Agenda](#)

Select registrant type:

PRE-SUMMIT ONLY

MAIN SUMMIT ONLY

BOTH PRE and MAIN SUMMIT


STUDENT MAIN SUMMIT ONLY

POST GRADUATE STUDENT MAIN SUMMIT ONLY

EXHIBITOR


**PRE-SUMMIT ONLY**

Registration and Coffee

 Thursday, October-25-12 9:15 AM - 10:00 AM (Eastern Time)


Full Day Workshop Sessions (Choose one of the 4 below)

1. Mental Health Awareness Workshop (75 remaining) [\(details\)](#)

 Thursday, October-25-12 10:00 AM - 3:30 PM (Eastern Time)


2. Leading for Effective School Mental Health

School Mental Health ASSIST (75 remaining) [\(details\)](#)


 Thursday, October-25-12 10:00 AM - 3:30 PM (Eastern Time)

3. Strategies to Address Stigma and Bullying


Ontario Centre of Excellence for Child and Youth Mental Health (75 remaining) [\(details\)](#)

 Thursday, October-25-12 10:00 AM - 3:30 PM (Eastern Time)

4. Impact of Acquired Brain Injury on Children and Youth Mental Health & Well-Being Ontario Shores Centre for Mental Health Sciences [\(details\)](#)

 Thursday, October-25-12 10:00 AM - 3:30 PM (Eastern Time)

Lunch

 Thursday, October-25-12 12:30 PM - 1:30 PM (Eastern Time)

Additional Agenda Info

The Shuttle Service is only available to those members who are staying at the Toronto Novotel Hotel.

Thursday, October 25th 2012

Shuttle to Allstream Centre at 8:30am

Shuttle to Novotel Hotel at 3:30pm