



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

AGENDA AND MATERIAL

COMMITTEE OF THE WHOLE MEETING

TUESDAY, SEPTEMBER 13, 2011

7:00 P.M.

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

A. ROUTINE MATTERS

1. Opening Prayers – Trustee Burtnik -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Committee of the Whole Meeting of June 7, 2011 A5

B. PRESENTATIONS

1. Premier's Safe School Awards for Saint Paul Catholic High School and St. Philomena Catholic Elementary School B1

C. COMMITTEE AND STAFF REPORTS

1. Director's Introduction to 2011-2012 School Year
- 1.1 Niagara Catholic Senior Administrative Council 2011-2012 C1.1
2. Program Department - Executive Summary of Programs and Implementation for 2011-2012 C2
3. Niagara Catholic District School Board Annual Accessibility Plan September 2011 to August 2012 (Year 9) C3
4. Staff Development Department Professional Development Opportunities C4
5. Catholic School Councils Parents Reaching Out Grants 2011-2012 C5
6. Niagara Catholic Parent Involvement Committee By-Laws C6
7. Long Term Financing of Sinking Fund Debentures Scheduled to Mature in October 2011 C7
8. Elementary & Secondary Staffing 2011-2012 C8
9. Monthly Updates
- 9.1 Capital Projects Update C9.1
- 9.2 Student Senate Update -
- 9.3 Senior Staff Good News Update -

D. INFORMATION

- | | |
|---|------|
| 1. Trustee Information | |
| 1.1 Spotlight on Niagara Catholic – June 14, 2011 | D1.1 |
| 1.2 Niagara Catholic School Year Calendar & Meeting Dates 2011-2012 | D1.2 |
| 1.3 Calendar of Events – September 2011 | D1.3 |
| 1.4 Director’s Letter to Students and Parents September 2011 | D1.4 |
| 1.5 Municipal, Provincial and Federal Election Administrative Procedures
(DM 56 – 2011-2012) | D1.5 |
| 1.6 Niagara Festival Grand Parade – September 24, 2011 | - |
| 1.7 St. Augustine Catholic Elementary School Blessing – September 29, 2011 – 7:00 p.m. | - |
| 1.8 Professional Activity Day – October 7, 2011 | - |

E. OTHER BUSINESS

- | | |
|--|---|
| 1. General Discussion to Plan for Future Action | - |
| 1.1 Pupil Accommodation and Attendance Area Ad Hoc Committees 2011 | - |

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
OF JUNE 7, 2011**

RECOMMENDATION

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of June 7, 2011, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, JUNE 7, 2011

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, June 7, 2011, 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 MacNeil.

2. Roll Call

Vice-Chairperson Charbonneau noted that Trustee Fera 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	✓		
Student Trustees			
Shelby Levesque	✓		
Patrick Fowler	✓		

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **James Woods**, Controller of Plant; **Khayyam Syne**, Administrator of Staff Development; **Marcel Jacques**, Administrator – Student Achievement K-12, Special Education; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

Director Crocco welcomed newly elected Student Trustees Ryan Creelman and Patrick Morris of Denis Morris Catholic High School.

3. Approval of the Agenda

Moved by Trustee Burkholder

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of June 7, 2011, as presented.

CARRIED

4. Disclosure of Interest

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

5. Minutes of the Committee of the Whole Meeting of May 10, 2011

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of May 10, 2011, as presented.

CARRIED

B. PRESENTATIONS

C. COMMITTEE AND STAFF REPORTS

1. Niagara Regional Science and Engineering Fair 2011

Yolanda Baldasaro, Superintendent of Education, welcomed Dino Petruzzi, Chair: Niagara Regional Science and Engineering Fair, who presented the report on the Niagara Regional Science and Engineering Fair 2011. Mr. Petruzzi stated that the Niagara Catholic District School Board was well represented in the Fair with over 40% of the projects submitted by Niagara Catholic schools and students.

Jennifer Csele, student of Notre Dame College School, provided a brief description of her award winning project “Determining Heavy Metal Contamination in Soil Using Spectroscopy”.

2. Policy Committee

2.1 Unapproved Minutes

Policy Committee Meeting – May 24, 2011

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of May 24, 2011, as presented.

CARRIED

2.2 Approval of Policies

2.2.1 Assessment, Evaluation and Reporting Policy (800.1) (Interim)

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Assessment, Evaluation and Reporting Policy (800.1) (Interim), as presented.

CARRIED

2.2.2 Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9)

Moved by Trustee Burkholder

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students (301.9), as presented.

CARRIED

2.2.3 Student Fees Policy (800.3) (Interim)

Superintendent Baldasaro presented the Student Fees Policy and explained that it is an interim policy in order to meet the Ministry of Education timeline.

Moved by Trustee Sicoli

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Student Fees Policy (800.3) (Interim), as presented.

CARRIED

2.3 Policy Development Update

Director Crocco presented the Policy Development Update.

Policy Committee Chairperson Nieuwesteeg thanked Senior Staff for all the work they put into preparing and/or revising the policies and administrative timelines.

3. **Annual Niagara Catholic Graduation Celebration 2011**

Director Crocco presented the report on the 10th Annual Niagara Catholic Graduation Celebration 2011. He stated that this event, which was enjoyed by 2000 graduating students from Niagara Catholic's eight (8) high schools was held at the new ScotiaBank Convention Centre in Niagara Falls, and celebrated by His Excellency Bishop Gerard Bergie.

4. **Improving Student Success Through Technological Enhancements**

Superintendent Baldasaro introduced David Pihach, Administrator: Student Success, who presented the report on Improving Student Success through Technological Enhancements, and provided a summary of the three technological initiatives supported by Student Success staff and school personnel.

5. **Research Projects in the Niagara Catholic District School Board 2010-2011 School Year**

Lee Ann Forsyth-Sells, Superintendent of Education, welcomed Robert Di Persio, Administrator-Research, Assessment and Evaluation, who presented the report on Research Projects in the Niagara Catholic District School Board 2010-2011 School Year. Trustees were informed of the Research Projects which were conducted in elementary and secondary schools during the 2010-2011 school year.

6. **Student Support Leadership Initiative (SSLI)**

Superintendent Baldasaro, Superintendent of Education, welcomed Marcel Jacques, Administrator of Special Education, who introduced the report on the Student Support Leadership Initiative along with Angela Lynch, Co-coordinator of SSLI. Ms. Lynch presented information on the provincial tri-ministry initiative, which focuses on building and enhancing partnerships that will meet the mental health needs of students and their families.

7. **Special Education Plan**

Superintendent Baldasaro and Administrator Jacques presented the Special Education Plan for Trustee information.

8. **Larkin Estate Awards 2011**

Superintendent Baldasaro presented the report on the Larkin Estate Awards 2011 which is available to graduates of a Niagara Catholic high school who are enrolled in St. Michael's College, University of Toronto, or a school of nursing, social service work or a college or university offering such course.

Moved by Trustee MacNeil

THAT the Niagara Catholic District School Board approve the payment of \$11,000.00 for Larkin Estate Admission Awards as presented.

CARRIED

9. **Staff Development Update 2010-2011**

Khayyam Syne, Administrator of Staff Development, presented the Staff Development Update 2011-2012, which summarized all the Staff Development from September 1, 2010 to August 31, 2011.

10. Report on the Annual Budget 2011-2012

Director Crocco and Larry Reich, Superintendent of Business & Financial Services, presented the report on the Annual Budget 2011-2012. He stated that Senior Administrative Council is submitting a balanced budget which continues to allocate 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 O'Leary

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the report on the Annual Budget 2011-2012, as presented.

CARRIED

11. Monthly Updates

11.1 Capital Projects Progress Report

James Woods, Controller of Plant, presented the Capital Projects Progress Report.

11.2 Student Trustees' Update

Shelby Levesque and Patrick Fowler, 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.

11.3 Senior Staff Good News Update

Senior Staff highlights included:

Superintendent Forsyth-Sells

- *Lakeshore Catholic, Saint Michael and Saint Paul Catholic High Schools*
On May 27th, 2011 Lakeshore Catholic, Saint Michael and Saint Paul Catholic secondary schools gathered to celebrate cancer survivors, to remember loved ones lost to cancer, and to fight back in hope of finding a cure with Relay for Life fundraisers. Collectively the three Catholic secondary schools raised over \$75,000 for the Canadian Cancer Society.
- *St. Augustine Catholic Elementary School*
On May 24, 2011, Walter Gretzky father of Wayne Gretzky visited St. Augustine Catholic Elementary School to promote "Shades of Fun Day" sponsored by the Canadian National Institute for the Blind. On Thursday, May 26, 2011 everyone at St. Augustine Catholic Elementary School wore their shades to protect their eyes.
- *Saint Paul Catholic High School*
The first edition of "The Muse" a creative writing and photography magazine created by Saint Paul Catholic High School students and staff was provided to all Board members. This edition comprises student poetry, stories, editorials and photography on a variety of topics, illustrating the creativity of students and staff.

- *Our Lady of Victory*
The first edition of “Victory Voice” created by students and staff of Our Lady of Victory Catholic Elementary School contains articles about the current construction underway at the school, creating one facility for students and staff, an interview with the Director of Education, John Crocco about Vision 2020, and for the second straight year Gold medal standing as an Ontario ECO school. Copies of Victory Voice were provided to all Board members.

Superintendent Baldasaro

- *Technology & Skills Competition*
Nasir Dowlatkhahi and Craig Vandenberg, students from Saint Michael Catholic High School, Niagara Falls, earned Gold in the area of Web Design and Silver in the area of Electronics at the Skills Canada National Competition held in Quebec City, Quebec.
- *Athletic Awards*
Secondary students from across Niagara Catholic qualified in several different athletic events to represent the Board at the provincial level in OFSAA 2011 competitions during the Spring season. Students achieved Gold, Silver and Bronze medals in the areas of Track and Field, Badminton, Girls’ Soccer and Girls’ Lacrosse.

Individual and teams of Secondary students from Niagara Catholic won Gold, Silver and Bronze medals in different rowing categories at the 66th Annual Canadian Secondary Schools Rowing Association Regatta held at the Henley Course in St. Catharines.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – May 24, 2011

Director Crocco presented the Spotlight on Niagara Catholic – May 24, 2011 issue for Trustees’ information.

1.2 Calendar of Events – June 2011

Director Crocco presented information on the Calendar of Events – June 2011.

1.3 Events

- Director Crocco extended an invitation to Trustees to attend the Administrative Leadership Symposium being held on Thursday, June 16 at 11:00 a.m. at Club Italia in Niagara Falls. Trustees were asked to notify Sherry Morena if they will be in attendance.
- Trustees were reminded of the Retirement & Service Recognition Celebration being held on Saturday, June 25. Trustees were asked to confirm their attendance with Sherry Morena.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

1.1 Pupil Accommodation Report 2009 Recommendations and Attendance Area Review Process

Director Crocco informed Trustees that in preparation of Attendance Area Ad Hoc Committee Meetings scheduled to begin in September 2011 the decisions the Board is required to make, binders were prepared with all documentation for Trustee information and review.

The three (3) Attendance Area Ad Hoc Committees will present recommendations to the Committee of the Whole in January 2012 in preparation for February 2012 registration.

F. BUSINESS IN CAMERA

Moved by Trustee Sicoli

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

CARRIED

The Committee of the Whole moved into the In Camera Session of the Meeting at 9:50 p.m. and reconvened at 11:25 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 7, 2011.

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 10 2011, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee MacNeil

THAT the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section B: Student Trustees Excluded held on May 10, 2011, as presented.

CARRIED (Item F3)

The following motion was passed at 10:55 p.m.

Moved by Trustee Burkholder

THAT the Committee of the Whole Meeting be extended 15 minutes.

CARRIED

The following motion was passed at 11:10 p.m.

Moved by Trustee MacNeil

THAT the Committee of the Whole Meeting be extended 15 minutes.

CARRIED

The following motion was passed at 11:20 p.m.

Moved by Trustee Burkholder

THAT the Committee of the Whole Meeting be extended 15 minutes.

CARRIED

H. ADJOURNMENT

Moved by Trustee Nieuwesteeg

THAT the June 7, 2011 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 11:30 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **June 7, 2011.**

Approved on the **13th** day of **September 2011.**

Maurice Charbonneau
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

**TOPIC: PRESENTATION
PREMIER'S SAFE SCHOOL AWARDS FOR SAINT PAUL
CATHOLIC HIGH SCHOOL AND ST. PHILOMENA
CATHOLIC ELEMENTARY SCHOOL**

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Approved by: John Crocco, Director of Education
Date: September 13, 2011



PRESENTATION BACKGROUND

Committee of the Whole Meeting
September 13, 2011

PREMIER'S SAFE SCHOOL AWARDS FOR SAINT PAUL CATHOLIC HIGH SCHOOL AND ST. PHILOMENA CATHOLIC ELEMENTARY SCHOOL

Bill 157: Keeping Our Kids Safe at School (which became law on February 1, 2010), together with Regulation 472/02 and additions to PPM's 144 and 145, included a number of new expectations for Principals in Ontario.

On April 28th, 2010, following an extensive vetting process, the Niagara Catholic Bullying Prevention and Progressive Discipline Policies were revised to reflect the following legislation:

- **Reporting Requirements**
- **Responding Requirements**
- **Delegation of Authority Regarding Student Discipline**
 - *Vice-Principals*
 - *Teachers*
- **Progressive Discipline**
- **Monitoring and Review**
 - Schools to evaluate the effectiveness of their safe schools policies and programs through the use of anonymous School Climate Surveys which are to be undertaken a minimum of every two years.

Prior to the Ministry of Education legislation on the **Keeping Kids Safe at School Act**, Niagara Catholic was proactive in it's setting of policies in the area of safe schools.

February 1, 2008	Bullying Prevention and Intervention Policy is implemented. Progressive Discipline Policy is implemented.
January 26, 2010	Bullying Prevention and Intervention Policy is revised to meet Ministry legislation. Progressive Discipline Policy is revised to meet Ministry legislation.
October 2010	Safe School training for representative employees from each school site (Senior Staff, Administrators, Teachers, Support Staff).
February 1, 2010	Bill 157: Keeping Our Kids Safe at School becomes law. Legislation and Board Policy requires Safe School Action Teams at each school. Senior Staff meets with Principals to discuss Safe School Action Team as part of school improvement visits.

April 12, 2011	Draft School Climate Survey presented to Trustees.
Spring 2011	Pilot schools implement School Climate Survey.
2011-2012	Board-wide implementation of School Climate Survey.

Professional Development in the area of Safe Schools continues to be a priority in Niagara Catholic. The legislation regarding Bill 157 is reviewed on an ongoing basis with all staff. Occasional teachers are also provided this opportunity for training on Professional Activity Days. Safe Schools is an agenda item on monthly Director's Meetings. Senior Staff representatives as well as Principal and Vice-Principals represent Niagara Catholic at provincial professional development sessions throughout the school year.

Most recently Niagara Catholic received additional information regarding its successes in the area of Keeping Kids Safe at School. The Ministry of Education awarded 10 schools across Ontario with the Premier's Safe Schools Award. Of the 10 recipients across Ontario, the Niagara Catholic District School Board had 2 award-winning schools which included St. Philomena Catholic Elementary School in Fort Erie and Saint Paul Catholic High School in Niagara Falls.

Premier Safe School Award

Awards Criteria

Recipients of the Premier's Safe Schools Awards:

1. Demonstrate initiative, creativity, and leadership in at least 3 of the following areas related to school climate, as identified in the ministry's [Promoting a Positive School Climate Resource](#) :
 - Student Voice
 - Parent Engagement
 - Community Partnerships
 - Learning Environment
 - Social – Emotional Environment
 - Physical Environment.
2. Identify the specific challenges faced by the team and how they were addressed.
3. Provide evidence that activities have made a significant difference in the school/school community.

Eligibility

All safe schools teams across Ontario.

Safe Schools Teams

Every school in Ontario has a safe schools team in place that is responsible for school safety. Each team includes:

- one parent
- at least one student (where appropriate)
- one teacher
- one non-teaching staff member
- one community partner, e.g. public health unit or the local police
- the principal.

The chair of the team must be a staff member.

Submitting a Nomination

Anyone in the school community can nominate a safe schools team for a Premier's Award, but a safe schools team can also [nominate](#) itself.

The Principals of the two Premier's Safe School Awards for Niagara Catholic will provide a brief overview of their submissions to the Ministry of Education.

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

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources

Approved by: John Crocco, Director of Education

Date: September 13, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

**TOPIC: NIAGARA CATHOLIC SENIOR ADMINISTRATIVE COUNCIL
2011-2012**

The report on the
Niagara Catholic Senior Administrative Council 2011-2012
is presented for information.

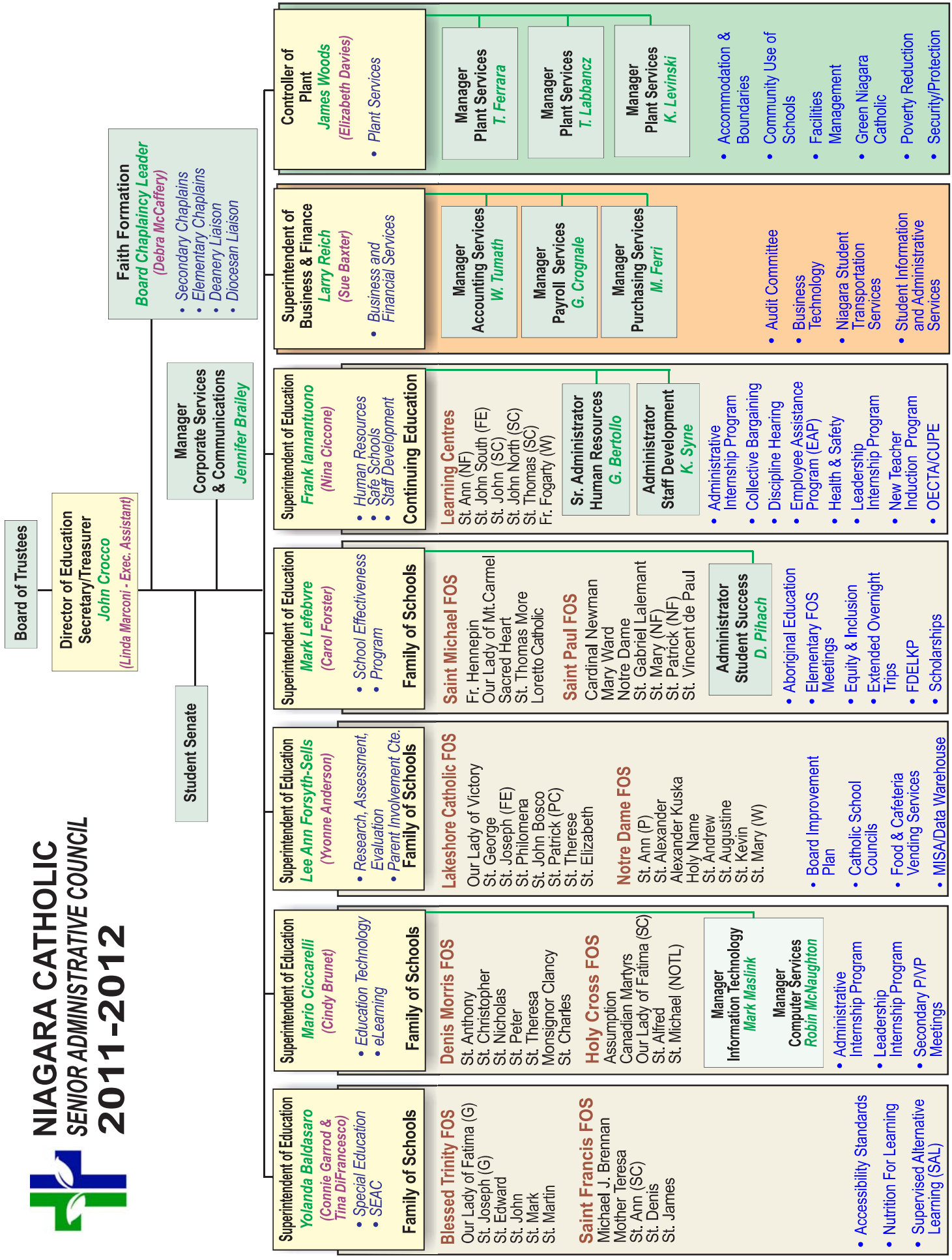
Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: September 13, 2011



NIAGARA CATHOLIC SENIOR ADMINISTRATIVE COUNCIL 2011-2012



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

**TOPIC: PROGRAM DEPARTMENT - EXECUTIVE SUMMARY OF
PROGRAMS AND IMPLEMENTATION FOR 2011-2012**

The Program Department - Executive Summary
of Programs and Implementation for 2011-2012
is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: September 13, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING SEPTEMBER 13, 2011

PROGRAM DEPARTMENT - EXECUTIVE SUMMARY OF PROGRAMS AND IMPLEMENTATION FOR 2011-2012

BACKGROUND INFORMATION

As a follow-up to the Board's approval of the Niagara Catholic System Priority Indications 2011-2012 and the Niagara Catholic District School Board Annual Budget 2011-2012 this past spring, the Program Department has implemented a number of the Early Years to Grade 12 initiatives in preparation for classes to begin Tuesday, September 6th, 2011.

In addition to a variety of Professional Development Program In-Service sessions for teachers, which occurred during the last two weeks of August, and those planned throughout the fall focusing on new program initiatives, the following is an Executive Summary of major initiatives implemented by the Program Department for a September start-up to the 2011-2012 school year.

Executive Summary – New Programs and Resources for September Start-Up 2011-2012

2011-2012 Program Focus

“Supporting and Leading Innovative Instructional Program Delivery and Implementation in Order to Improve Student Learning One Student and One Teacher at a Time.”

Program Department alignment with the Niagara Catholic District School Board Strategic Direction and Priority Indicators

Advance Student Achievement for All

- To continue to support all students who are six years of age in the development of literacy and numeracy skills, particularly in learning to read, by June 2012
- To continue to advance student achievement through Ministry of Education, Board and School initiatives on Provincial EQAO Primary and Junior Assessments, EQAO Secondary Mathematics Assessment, and the Ontario Secondary School Literacy Test (OSSLT) by June 2012.
- To align and design initiatives to achieve the target of 85% graduation rate of 2011-2012 Grade 12 students by June 2012.

Program Department Staff: 2011-2012

Religion and Family Life/SCOEP Consultant: Terri Pauco

Administrator of Student Success: David Pihach

Early Years/Primary Consultant: Kendall Cappellazzo

Early Years Literacy Coach: Dana Sacco

Junior Consultant: Janice Barretto-Mendonca

Intermediate/Student Success Consultant: Jennifer DeCoff

Intermediate/Student Success Literacy Coaches: Tania Barrack, Genevieve Wright

Mathematics Consultant: Michele Staples

Mathematics Coach: Elizabeth Hulan

ESL/FSL/the Arts Consultant: Jayne Evans

Reading Recovery Teacher Leader: Jill Forethought

Health & Physical Education/Science/Social Science Consultant: Mike Sheahan

Technological Education Consultant: Marco Magazzeni

Equity and Student Leadership Consultant: Jacqueline Watson

SHSM/School-College-Work Special Assignment Teacher: Ivana Galante

Supervisor of Library Information Centers: Sheila Lohnes

Itinerant Arts Coaches: Tracy Docherty, Melissa Greene, Holly O'Shea, Bianca Comazzolo, Stephanie Drew, Stephanie Kier, Lori Kirk, Jordan McIntosh, Marc Sotile, Laurie Crain-Inez, Melissa Lococo, Angela Presti

Major Elementary and Secondary Initiatives

- To consolidate the implementation of the Teaching Learning Critical Pathway (TLCP) initiative in all elementary and secondary schools.
- To begin cross panel TLCPs involving teachers in grades seven, eight, nine and ten.
- To expand the secondary Math TLCP process to all Academic and Applied Mathematics courses.
- To expand the Collaborative Inquiry for Learning in Mathematics process in all elementary schools.
- Expansion of the elementary Itinerant Arts coaching team to twelve individuals.
- Expansion of the compliment of Full Day Early Learning programming.
- Sustain Full Day Kindergarten in support of early learning.

Full Day Early Learning Kindergarten Program

Commencing September 6, 2011, Niagara Catholic will add two (2) elementary schools to its compliment of Full Day Early Learning Kindergarten Programs for a total of ten (10) ELKP and five (5) Full-Day Kindergarten Programs.

1. Father Hennepin Catholic Elementary School
2. Holy Name Catholic Elementary School
3. Our Lady of Fatima Catholic Elementary School, St. Catharines
4. St. Denis Catholic Elementary School
5. St. Joseph Catholic Elementary School, Grimsby
6. St. Mary Catholic Elementary School, Welland
7. St. Patrick Catholic Elementary School, Niagara Falls
8. St. Therese Catholic Elementary School
9. St. Mark Catholic Elementary School – *new*
10. Our Lady of Victory Catholic Elementary School – *new*

Full Day Kindergarten Program

1. St. Andrew Catholic Elementary School
2. St. Anthony Catholic Elementary School
3. St. Charles Catholic Elementary School
4. St. John Bosco Catholic Elementary School
5. St. Thomas More Catholic Elementary School

Provincial Grant Funded Projects

In addition to the new programs and resources funded through the 2011-2012 Niagara Catholic Budget, during July and August we received confirmation that additional program proposals were approved for provincial funding for the 2011-12 school year. Highlights are as follows:

- ✓ Official Languages in Education (\$119,222)
 - FSL professional learning opportunities and professional resources, professional learning opportunities for students
- ✓ Specialist High Skills Major (\$500,000)
 - To increase and enhance offerings in Niagara Catholic
- ✓ Tutors in the Classroom (\$53,000)
- ✓ Library Investment Initiative (\$136,580)
 - To enhance current library services for elementary students
- ✓ School Food and Beverage Teacher Training (\$13, 173)
- ✓ 12 & 12 + Re-engagement Initiative (\$4744)
 - To reengage secondary students who have been disengaged during the 2010-2011 school year or who completed the school year but did not receive a diploma and did not return in September

The programs and resources outlined within the Executive Summary are in compliance with the Board Vision 2020 Strategic Plan, System Priorities, Board Budget and the Ministry of Education curriculum expectations.

Through our collaborative process with Principals and Vice-Principals, teachers, Curriculum Councils, Program Councils and Academic Council, we will continue to assess the implementation and effectiveness of our programs and resources to improve student achievement.

As part of our monthly report to the Committee of the Whole, we will continue to update Trustees on these and other innovative programs and resources within our elementary and secondary schools of Niagara Catholic as we continue to improve student achievement.

The report on the Program Department – Executive Summary of Programs and Resource Implementation for 2011-2012 is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: September 13, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

**TOPIC: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
ANNUAL ACCESSIBILITY PLAN
SEPTEMBER 2011 TO AUGUST 2012 (YEAR 9)**

The report on the
Niagara Catholic District School Board Annual Accessibility Plan
September 2011 to August 2012 (Year 9)
is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: September 13, 2011



REPORT TO THE COMMITTEE OF THE WHOLE MEETING SEPTEMBER 13, 2011

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD ANNUAL ACCESSIBILITY PLAN SEPTEMBER 2011 TO AUGUST 2012 (YEAR 9)

BACKGROUND INFORMATION

In September 2003, the Niagara Catholic District School Board, in compliance with the Ontarians with Disabilities Act, 2001 (O.D.A.), prepared its annual accessibility plan and made the plan available to the public. Bill 118, the Accessibility for Ontarians with Disabilities Act (A.O.D.A.), 2005, was passed. The purpose of the Act is to develop, implement and enforce accessibility standards to “achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodations, employment, buildings, structures and premises on or before January 1, 2025.” While the government is moving forward to implement the A.O.D.A., there will be a transition period where government and the broader public sector will continue to meet their obligation under the Ontarian with Disabilities Act, 2001 (O.D.A.). These obligations will remain in effect until they are repealed and replaced by the standards under the new act.

The Customer Service Standard is the first of five standards that will lead the way to an accessible Ontario by 2025 and is now the law. It came into force on January 1, 2008 and requires providers, including provincial and municipal governments, universities, colleges, hospitals, school boards, public transportation organizations, private and non-profit sectors, to comply with the customer service standard. The standard is aimed at making their customer service operations accessible to people with disabilities.

Attached is the ninth annual plan for the 2011-2012 school year. The plan has been prepared by the Accessibility Working Group whose composition represents the various stakeholders within the Board. This plan describes the measures the Niagara Catholic District School Board has taken in the past as well as the measures which will be taken during the 2011-2012 school year. It must be noted that the Accessibility for Ontarians with Disabilities Act, 2005 (A.O.A.D.) contains no allowances for funding any costs.

The Niagara Catholic District School Board is committed to the continual improvement of access to school board facilities, policies, programs, and services for students, staff, parents/guardians, and members of the community with disabilities. The Working Group recommends that an on-going review of progress be made toward systematic implementation of the Niagara Catholic District School Board Accessibility Plan.

Key areas of focus of the Plan

- Barriers identified (physical, architectural, communication information, attitudinal, systemic) and measures to be taken in 2011-2012;
- Continue to work with fire departments to provide acceptable means of emergency evacuation from 2nd floor in all facilities by 2011;
- Standardized instructions to be posted with current intercom reader system at board facilities;
- Principals and Vice Principals continue to review the expected outcomes of the Accessibility Plan;
- Representatives of Accessibility Working Group will present the plan to the Special Education Advisory Committee;
- Principals will be asked to share the Accessibility updates with their respective staff personnel;
- Ongoing professional development for all staff regarding accessible customer service;
- Provision of barrier free washrooms at all schools by 2015; and
- Continued collaboration with outside agencies.

The Accessibility Plan for 2011-2012 is attached for trustee information. As per O.D.A. expectations, the Accessibility Plan continues to be made available to the public through the Board's Communications Department and will be available on the board web-site www.niagaracatholic.ca on September 30th, 2011.

The report on the Niagara Catholic District School Board Annual Accessibility Plan, September 2011 to August 2012 (Year 9) is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: September 13, 2011



**ANNUAL ACCESSIBILITY PLAN
FOR THE
NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
SEPTEMBER 2011 – AUGUST 2012**

Submitted to

Niagara Catholic District School Board
September 2011 to August 2012

Prepared by

The Niagara Catholic District School Board
Accessibility Working Group

Adopted September 30, 2003
Reviewed Annually
Latest Revision: September 30, 2011

This publication is available on the
Niagara Catholic District School Board's website
www.niagaracatholic.ca

and in accessible formats upon request.

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The Annual Accessibility Plan is in compliance with the Ontarians with Disabilities Act, 2005.

Executive Summary

The purpose of the Ontarians with Disabilities Act (ODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province. To this end, the ODA requires each school board to prepare an annual accessibility plan; to consult with people with disabilities in the preparation of this plan; and to make the plan public.

Bill 118, the Accessibility for Ontarians with Disabilities Act, 2005, was passed by unanimous vote by the Ontario Legislature on May 10, 2005. The purpose of the Act is to develop, implement and enforce accessibility standards to “achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodations, employment, buildings, structures and premises on or before January 1, 2025.”

While the government is moving forward to implement the AODA, there will be a transition period where government and the broader public sector will continue to meet their obligation under the Ontarians with Disabilities Act, 2001 (ODA). These obligations will remain in effect until they are repealed and replaced by the standards under the new act. The customer service standard is the first of five standards that will lead the way to an accessible Ontario by 2025 and is now the law. It came into force on January 1, 2008 and requires providers, including provincial and municipal governments, universities, colleges, hospitals, school boards, public transportation organizations, private and non-profit sectors, to comply with the customer service standard. The standard is aimed at making their customer service operations accessible to people with disabilities.

This is the ninth **annual plan (2011-2012)** prepared by the Accessibility Working Group of the Niagara Catholic District School Board. The plan describes: (1) the measures that the Niagara Catholic District School Board has taken in the past, and (2) the measures that the Niagara Catholic District School Board will take during the year **(2011-2012)** to identify, remove and prevent barriers for people with disabilities. This plan will also highlight the successes of the **eighth** annual plan of **2010-2011**.

The Niagara Catholic District School Board is committed to the continual improvement of access to school board facilities, policies, programs, practices and services for students, staff, parents/guardians, volunteers and members of the community with disabilities. The plan also reports on the participation of people with disabilities in the development and review of its annual accessibility plans.

The Accessibility Working Group has identified barriers for people with disabilities. These barriers have been categorized into seven classifications: (1) Physical, (2) Architectural, (3) Communication, (4) Information, (5) Attitudinal, (6) Technological, and (7) Barriers due to existing Policy and Practice. For the future, the Accessibility Working Group recommends that the Niagara Catholic District School Board prioritize the aforementioned barriers listed on pg. 10, subsection 9 of this document. Following that, the Working Group recommends that the Board of Education conduct an on-going review of progress made toward systemic implementation of the Niagara Catholic District School Board's Accessibility Plan.

It must be noted that the **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)** contains no allowances for funding any costs.

1. Aim and Background

This plan describes the measures that the Niagara Catholic District School Board has taken in the past and measures that will be taken during the next year (**2011-2012**) to identify, remove, and prevent barriers for people with disabilities who access school board facilities and services.

The Accessibility Standards for Customer Service Policy and Administrative Guidelines has been in effect since January 1, 2010. These guidelines reflect a commitment to providing quality Catholic educational programs and services, in a way that is accessible to all, with continual improvement of accessibility and the ongoing removal of barriers to further independence, dignity, inclusion and equity for students, parents/guardians, the public and staff of the Niagara Catholic District School Board. Along with the commitment to the Accessibility Standards for Customer Service Policy and Administrative Guidelines, the Niagara Catholic District School Board shares the vision of Ontario's Equity and Inclusive Education Strategy. This strategy recognizes our province's growing diversity as a strength. It aims to promote inclusive education, as well as to understand, identify and eliminate the biases, barriers and power dynamics that limit our student's prospects for learning, growing and fully contributing to society.

Who are people with disabilities?

When we think of disabilities, we tend to think of people who use wheelchairs and who have physical disabilities that are visible and obvious. But disabilities can also be invisible. We cannot always tell who has a disability. The AODA uses the same definition of "disability" as the Ontario Human Rights Code.

AODA Section 2.

In this Act, "disability" means,

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- b) a condition of mental impairment or a developmental disability,
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d) a mental disorder; or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act*, 1997.

For more information about the Ontario Human Rights Code, visit: www.ohrc.on.ca, and click on "The Code" under the Resources Section of the website.

What are barriers?

When you think about accessibility, it is important to be aware of both visible and invisible barriers. A barrier is anything that keeps someone with a disability from fully participating in all aspects of society because of their disability.

Attitude is perhaps the most difficult barrier to overcome because it's hard to change the way people think or behave. Some people don't know how to communicate with those who have visible or invisible disabilities - for example, assuming someone with a speech problem has intellectual limitations and speaking to them in a manner that would be used with a child; or forming ideas about the person because of stereotypes or a lack of understanding. Some people may feel that they could offend the individual with a disability by offering help, or they ignore or avoid people with disabilities altogether. Remember, attitude is a major barrier that's within our power to change.

Architectural or structural barriers may result from design elements of a building such as stairs, doorways, the width of hallways and even room layout.

Information and communication barriers can make it difficult for people to receive or convey information. For example, a person who is Deaf cannot communicate via standard telephone. Things like small print size, low colour contrast between text and background, confusing design of printed materials and the use of language that isn't clear or easy to understand can all cause difficulty.

Technology, or lack of it, can prevent people from accessing information. Everyday tools like computers, telephones and other aids can all present barriers if they are not set up or designed with accessibility in mind.

Systemic barriers can result from an organization's policies, practices and procedures if they restrict people with disabilities, often unintentionally – for example, a clothing store with a “no refund” policy and no way for someone in a scooter to enter the change room.

2. Objectives

This plan:

1. Describes the *process* by which the Niagara Catholic District School Board will identify, remove and prevent barriers for people with disabilities. (Section 10)
2. Reviews efforts at the Niagara Catholic District School Board to remove and prevent barriers for people with disabilities during the past year(s). (Section 6)
3. Identifies and describes the barriers and measures the Niagara Catholic District School Board will take in the coming year to remove and prevent barriers for people with disabilities. (Section 9)
4. Describes how the Niagara Catholic District School Board will make this accessibility plan available to the public.

3. Commitment to Accessibility Planning

This document has been written with the intent that the recommendations prepared by the Accessibility Working Group will be presented to Administrative Council and to the Board of Trustees.

The Niagara Catholic District School Board is committed to:

- the establishment of an Accessibility Working Group;
- consultation with people with disabilities in the development and review of its annual accessibility plans;
- ensuring that school board policies and procedures are consistent with the principles of accessibility; and
- the improvement of access to facilities, policies, programs, practices and services for students, staff, parents/guardians, volunteers and members of the community.

The Director of Education has authorized the Accessibility Working Group to prepare an accessibility plan that will enable the Niagara Catholic District School Board to meet these commitments.

4. Description of the Niagara Catholic District School Board

Following government legislation entitled the “Fewer School Boards Act,” the total number of school boards in Ontario was reduced to 72. The aforementioned legislation also impacted the Niagara Catholic District School Board. The Niagara Catholic District School Board was established on January 1, 1998, as a result of the amalgamation of the former Lincoln County Roman Catholic Separate School Board and Welland County Roman Catholic Separate School Board, in compliance with government legislation.

The Niagara Catholic District School Board, consisting of eight secondary schools and fifty-two elementary schools, currently serves 23,751 students. The philosophy of the Niagara Catholic District School Board is that learners are called by God to fulfill their potential; all learners are gifted by God and can learn; learning is an interactive process; learning is an enriching experience; and learning is for eternity. Furthermore, students, regardless of special talents or challenging needs can grow and they can grow best by attending schools, which offer accessible programs, in accessible settings, through accessible services.

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.

5. The Accessibility Working Group Members

The Accessibility Working Group is a committee comprised of staff, administrators, Special Education Advisory Committee (SEAC) members and community members which convene to create, monitor and improve the objectives of the Niagara Catholic School Board's Annual Accessibility Plan. The accessibility working group was formally constituted in April 2003. The current group consists of the following members.

Working Group Member	Department
Yolanda Baldasaro	Senior Administration, Superintendent of Education Special Education
Marcel Jacques	Elementary Principal
Kim Maxwell	Human Resources
Amy Dowd	Coordinator: Special Education
James Woods	Controller of Plant
Jacqueline Watson	Equity Diversity and Student Leadership Consultant
Jayne Evans	Elementary (ESL involvement) Teaching Member
Babette Bailey	Board Employee: Teacher of the Deaf
Cathy McMullin (Chair)	Special Education: Non Teaching Member
Connie Garrod	Non Union Representative
Anna Maxner	Union (CUPE) Representative
Mary-Jo Au	Niagara Catholic Parent Involvement Committee
Heather Schneider	SEAC: Contact
Marie Balanowski	OECTA – Elementary
Scott McAvoy	OECTA – Secondary

6. Recent Barrier-removal initiatives

During the last several years, there have been a number of initiatives at the Niagara Catholic District School Board to identify, remove and prevent barriers to people with disabilities.

Accessibility has been facilitated through the following supports:

Past Accessibility Projects include:

- Improving Accessibility of Board facilities for students with physical and sensory disabilities has been a priority for the Niagara Catholic District School Board.
- Installations have included:
 - Lift systems
 - Building of interior and exterior ramps
 - Barrier free washrooms
 - Automatic door openers (most at the front doorways of schools)
 - Magnetic Door Hold Opens
 - Elevators at schools
 - Doors of accessible width at front entrances
 - Current renovations to existing buildings have accessibility for people with disabilities addressed in the plans
 - Audio and visual emergency alarm systems
 - Proper signage on parking areas

Physical: Ongoing on an as needed basis (goal is to have all schools physically accessibility by 2015 which is 10 years ahead of regulations by ministry)

- Barrier free washrooms
- Equipment recommended through therapists (O.T., P.T., SLP, W. Ross MacDonald, etc.)
- Support in the schools (EA, Youth Worker)
- W. Ross MacDonald provides orientation and mobility program for the blind and visually impaired
- Transportation: The board provides transportation for many students with physical and/or developmental disabilities.
- Accessibility Checklist: (parking, ramps, elevators, lighting, doors, stairs, floors, telephones, washrooms, height of controls). To be completed at each school site on a monthly basis.
- Vibrators for the deaf/Strobe Light Indicators (for fire alarms)
- Development of Guidelines for the Use of Certified Service Animals and Companion Dogs in Schools

Architectural: Ongoing on an as needed basis

- Elevators
- Special needs parking
- Door operators
- Barrier free washrooms
- Power-assisted doors/Card Access system
- Sensory Rooms

Communication: Ongoing on an as needed basis

- Special Needs Facilitators
- Sign language interpreters for the deaf and hard of hearing
- Teachers of deaf and hard of hearing
- Teacher of blind and low vision
- Therapists (O.T., P.T., SLP)
- Early planning and meetings for transitions
- Vibrators for the deaf/Strobe Light Indicators (for fire alarms)
- Adaptive equipment and software for the blind and visually impaired
- FM Systems
- Computerized Note Takers
- Educational Audiologist

Information: Ongoing on an as needed basis

- Forms are available on the board web site, (available in alternative formats upon request)
- Commitment to the implementation of Ontario's Equity and Inclusive Education Strategy
- Board policies, guidelines, protocols and procedures that reflect accessibility needs

Attitudinal: Ongoing on an as needed basis

- Educate staff and students i.e. workshops, presenters, bullying programs, etc.

Technological: Ongoing on an as needed basis

- Equipment through therapist recommendation i.e.: hardware, software, Windows XP (text magnification) etc.
- Assistive technology to address curriculum needs

Systemic:

- Special Education Advisory Committee
- Staffing: The organization of the senior management structure includes a dedicated Superintendent for Special Education. Additional support is provided with the assignment of an Administrator: Special Education, Student Achievement K-12.
- Board wide training and implementation of Ministry of Education document 'Caring and Safe Schools in Ontario'.
- Accessibility Training

The architectural designs for new schools have physical features that incorporate principles of universal design as much as possible. Current renovations to existing buildings have addressed accessibility for people with disabilities in the architectural plans.

7. Preventing New Barriers

It is the intent that with this document, all school board programs, policies, practices and services will be subject to the guiding principles of inclusionary practice. The Niagara Catholic District School Board will strive to create an environment that is accessible to all people, regardless of age or ability. Through the annual accessibility planning process, the Niagara Catholic District School Board's programming, policies and practices will be assessed to ensure continuous improvement in the area of "accessibility".

8. Barrier-identification Methodologies

The Accessibility Working Group used the following barrier-identification methods for identified objectives:

Ontario Disabilities Act	
Method	Timeline
Presentation to Senior Administration	June 27 th , 2011
Presentation to SEAC	September 7 th 2011
Presentation to Trustees	September 13 th , 2011
Presentation to Principals	August 24 th , 2011
Accessibility Training for all Employee Groups	Ongoing
Accessibility Plan made available to the public	September 30 th , 2011

9. Barriers identified and measures to be taken in 2011-2012

The Accessibility Working Group will address the following barriers in Year 9 of the Plan with ongoing monitoring of the issues from the Year 8 objectives.

Type of Barrier	Description of Barrier	Strategy for its removal/prevention	Resources	Monitoring Strategies		
				Measures of Success	Responsibility	Timelines
Physical	<ul style="list-style-type: none"> Access to all levels of all buildings Emergency evacuation from 2nd floor of people in wheelchairs. 	<ul style="list-style-type: none"> Addition of ramps and elevators where required for all facilities by 2015 Work with fire departments to provide acceptable means of evacuation in all facilities by 2011 	Student Achievement K-12 Plant Services Fire Department Ministry Documents	All people have barrier-free access to board facilities	Plant Services Student Achievement K-12	Ongoing
Architectural	<ul style="list-style-type: none"> Lack of barrier free washroom with change tables Lack of sensory room 	<ul style="list-style-type: none"> Alterations to ensure all schools have barrier free washrooms by 2015 Alterations to ensure identified schools have sensory rooms by 2015 	Plant Services Student Achievement K-12	Consult with school staff and Student Achievement K-12	Plant Services Student Achievement K-12	Ongoing
Communication Information	<ul style="list-style-type: none"> Lack of information makes it difficult for people with disabilities to obtain entry into buildings Difficulty receiving auditory information 	<ul style="list-style-type: none"> Standardized instructions to be posted with current intercom reader system at all board facilities Installation of electrical receptacles for the use of communication devices in identified classrooms as needed 	Consult with itinerant teachers of DHH and BLV Information from Provincial Schools Services Plant Services Student Achievement K-12	<ul style="list-style-type: none"> Implementation of template at all board facilities Installation of electrical receptacles 	Plant Services Student Achievement K-12	Fall 2011 Ongoing
Attitudinal	Persons who do not know how to communicate with, or display a lack of sensitivity and awareness to the needs of people with disabilities	Ongoing professional development to teaching and non-teaching staff as well as peer awareness to students through collaboration with outside agencies and board personnel.	Niagara Catholic District School Board	<ul style="list-style-type: none"> Caring and Safe Schools Aboriginal awareness workshops Cultural Diversity Workshops Student Symposium – Equity, Diversity and Inclusivity Mental Health Awareness Workshops 	NCDSB	On-going
Systemic	NCDSB Policies, Practices and protocols that may restrict people with disabilities	As part of the vetting process, examine all school Board policies for inclusiveness.	Student Achievement K-12 Plant Services	Support from stakeholders	Student Achievement K-12 Senior Administration SEAC Board of Trustees OECTA, CUPE	Ongoing

10. Review and Monitoring Process

Accessibility planning is an annual obligation, which enables school boards to plan and move ahead in a strategic way by setting goals, budgeting resources and setting performance measures and monitoring. Accessibility planning is an ongoing process.

The Accessibility Working Group continues to meet during the planning year to review progress. Throughout the year, review of the effectiveness in implementing the barrier-removal and prevention strategies will be ongoing in preparation for the ninth year of accessibility planning. The Niagara Catholic District School Board modifies the environment in an inclusive, proactive and consistent manner in order to meet the needs of all students.

The Working Group reminds staff about roles in implementing the plan. Minutes of meetings will be available.

11. Communication of the Plan

The Niagara Catholic District School Board's accessibility plan will be made available to the public via the Board's website, www.niagaracatholic.ca. The plan can be made available in accessible formats. The plan may be included within the school board orientation package to new staff.

Contact information for accessible format requests:

Jennifer Brailey, Manager
Board Services and Communications
jennifer.brailey@ncdsb.com
(905) 735-0240 ext. 217

COMPLETED ACCESSIBILITY PROJECTS 2010-2011

Accessibility Projects 2010 – 2011

Facility	Description
128 St. Patrick (NF)	provide card access at kindergarten playground
129 Loretto Catholic	provide evacuation chair
130 St. Thomas More	provide barrier free washroom / changeroom
139 Monsignor Clancy	provide evacuation chair
145 St. Andrew	provide barrier free washroom / changeroom
149 St. Mary (WE)	provide card access at kindergarten playground
175 St. Alfred	provide evacuation chair
176 St. Ann (SC)	provide evacuation chair
179 St. Denis	provide evacuation elevator
182 St. Peter	provide evacuation chair
197 St. Mark	provide evacuation elevator
197 St. Mark	install 2 sets of magnetic hold-open devices
210 Lakeshore Catholic	provide evacuation elevator
220 Saint Michael	provide evacuation chair
230 Saint Paul	provide evacuation chair
250 Notre Dame College	provide evacuation chair
260 Denis Morris	provide evacuation chair
270 Holy Cross	provide evacuation chair
280 St. Francis	provide evacuation chair

NEW ACCESSIBILITY PROJECTS 2011-2012

Future Accessibility Projects

Facility	Description
115 St. Philomena	provide barrier free washroom / changeroom
116 St. Joseph (Stevensville)	revise interior ramp for minimum 1:12 slope
116 St. Joseph, Snyder	provide lift to stage
118 Our Lady of Mount Carmel	provide barrier free washroom / changeroom
121 Notre Dame, NF	provide barrier free washroom / changeroom
124 St Vincent de Paul	provide evacuation elevator
128 St Patrick, NF	provide evacuation elevator
129 Loretto Catholic	provide evacuation elevator
130 St. Thomas More	provide evacuation elevator
133 St. John Bosco	provide barrier free washroom / changeroom
134 St. Therese	provide barrier free washroom / changeroom
137 St. Patrick, PC	provide barrier free washroom / changeroom
139 Monsignor Clancy	provide barrier free washroom / changeroom
139 Monsignor Clancy	provide evacuation elevator
148 St Kevin	provide stair lift
171 Assumption	provide barrier-free lift for stage
173 Michael J. Brennan	provide wheelchair ramp to exterior kindergarten door
175 St Alfred	provide evacuation elevator
175 St. Alfred	provide barrier free washroom / changeroom
176 St Ann, SC	provide evacuation elevator
176 St. Ann, SC	provide barrier free washroom / changeroom
177 St. Anthony	provide barrier free washroom / changeroom
178 St. Christopher	provide barrier free washroom / changeroom
179 St. Denis	provide barrier free washroom / changeroom
180 St. James	provide barrier free washroom / changeroom
182 St Peter	provide evacuation elevator
182 St. Peter	provide barrier free washroom / changeroom
183 St. Theresa	provide barrier free washroom / changeroom
184 Mother Teresa	sensory room
195 St. John	provide barrier free washroom / changeroom
196 St. Martin	provide barrier free washroom / changeroom
197 St. Mark	provide barrier free washroom / changeroom
198 St. Michael, NOTL	provide barrier free washroom / changeroom
220 Saint Michael	provide evacuation elevator
230 Saint Paul	provide evacuation elevator
250 Notre Dame College	provide evacuation elevator
260 Denis Morris	install automatic door openers at main office
260 Denis Morris	provide evacuation elevator
270 Holy Cross	provide evacuation elevator
280 St Francis	provide evacuation elevator
290 Blessed Trinity	provide evacuation elevator

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

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

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

Prepared by: Frank Iannantuono, Superintendent of Education
Khayyam Syne, Administrator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education
Khayyam Syne, Administrator of Staff Development

Approved by: John Crocco, Director of Education

Date: September 13, 2011



REPORT TO THE COMMITTEE OF THE WHOLE MEETING SEPTEMBER 13, 2011

STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

BACKGROUND INFORMATION

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

The following is a listing of activities that will be occurring during the period September 1, 2011, through October 11, 2011.

Thursday, September 1, 2011

System-Wide professional Activity Day – Board and School Improvement

- A Ministry of Education sanctioned professional Activity during which all school based staffs were engaged in Board and School Improvement planning. School principals received information and directions at the Director's September 24, 2011 meeting and led their staffs through out the day's program.

Selected Elementary Teachers and Support Staff - Smart Management (SMG) Training

- A workshop designed for selected Educational Resource Teachers, Educational Assistants, Child and Youth Workers and Classroom Teachers who deal with extreme behaviour issues in the classroom to become more equipped and comfortable with their respective roles.

Tuesday, September 6, 2011

Elementary English as a Second Language (ESL) Teachers

- A workshop opportunity for these teachers to share best practices with an eye to ensuring that new Ministry of Education guidelines are adhered to and students' needs are addressed in a consistent and thorough manner.

Reading Recovery Teachers – Docushare Training

- A workshop for this group of elementary teachers to share best practices in preparation for meeting students' needs this year and a training opportunity for data collection and retrieval using the Docushare program.

Monday, September 12, 2011

Elementary and Secondary Teachers of Intensive French - Certification

- The first of two workshops designed to provide ongoing training to the teachers involved in this program which will lead to “Intensive French Certification” at the end of the second day’s training.

Tuesday, September 13, 2011

Elementary and Secondary Teachers of Intensive French - Certification

- The last of two workshops designed to provide final training to the teachers involved in this program leading to “Intensive French Certification”.

Wednesday, September 14, 2011

Secondary French as a Second Language (FSL) and International languages Teachers – Oral Communications

- A workshop designed for this group of teachers to be trained in the latest Ministry of Education requirements for Oral Communication Strategies among students.

Tuesday, September 20, 2011

Principals, Educational Resource Teachers (ERT) and Teachers of Deaf and or Hard of Hearing Students

- A workshop presented for school administrators, Educational Resource Teachers and classroom teachers of this group of students on the following topics:
 - *hearing loss / the audiogram*
 - *FM systems in the classroom*
 - *academic and social implications of a student’s hearing loss in the classroom*
 - *strategies and accommodations that are necessary to meet the needs of students who are deaf or hard of hearing.*

Wednesday, September 21, 2011

Elementary and Secondary Teachers involved in the New Teacher Induction Program (NTIP)

- The first of a series of workshops designed to educate new teachers about the new collective agreement that govern their employment as well as introduce them to the requirements of the Ministry of Education mandated NTIP.

Wednesday, September 28, 2011

Elementary and Secondary Teachers involved in the Leadership Identification Program (LIP) - Having Hard Conversations

- A workshop presented by Jennifer Abrams, author of the book “Having Hard Conversations.” For the current Leadership Identification Program cohort. This skill has been identified by the Ministry of Education as one of the five core capacities necessary for educational leadership.

Friday, October 7, 2011

Board – Wide Professional Activity Day – All Employee Groups

- An all-day program devoted to Mass during the morning, celebrated by his Excellency Bishop Gerard Bergie, followed by two professional workshops that is geared to employee groups and respective job classes that each employee must to attend.

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

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Khayyam Syne, Administrator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Khayyam Syne, Administrator of Staff Development

Approved by: John Crocco, Director of Education

Date: September 13, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

**TOPIC: CATHOLIC SCHOOL COUNCILS
PARENTS REACHING OUT GRANTS 2011-2012**

The report on the Catholic School Councils Parents
Reaching Out Grants 2011-2012
is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: September 13, 2011



REPORT TO THE COMMITTEE OF THE WHOLE MEETING SEPTEMBER 13, 2011

CATHOLIC SCHOOL COUNCILS PARENTS REACHING OUT GRANTS 2011-2012

BACKGROUND INFORMATION

Research indicates that a strong commitment to active parent engagement in schools supports improved student achievement.

The Ministry of Education, Parent Engagement and Regional Offices received 1849 applications for Parents Reaching Out Grants for the 2011-2012 school year.

For the 2011-2012 school year, thirty-one (31) schools in the Niagara Catholic District School Board have received PRO Grants to a total of \$27,920.00. The list of schools and their projects is attached to this report.

Parent engagement makes a difference in the Niagara Catholic District School Board.

The report on the Catholic School Councils Parents Reaching Out Grants 2011-2012
is presented for information.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: September 13, 2011

School Board	MIDENT	School Name	Title of Project	Amount Requested	Amount Approved
Niagara CDSB	688320	Assumption Separate School	Parent Lending Library	1000	850
Niagara CDSB	690791	Blessed Trinity Secondary School	Welcome To High School-A Parent Primer	1000	1000
Niagara CDSB	693910	Canadian Martyrs Separate School	Putting Our Best Foot Forward	1000	300
Niagara CDSB	703796	Denis Morris High School	Parent to Parent Handbook	1000	1000
Niagara CDSB	715247	Holy Cross Secondary School	Numeracy and Literacy Skills Workshop and Resources	1000	1000
Niagara CDSB	726087	Lakeshore Catholic High School	Parenting Teens	1000	1000
Niagara CDSB	728098	Loretto Catholic Elementary School	Summer Fun -Literacy and Numeracy	1000	1000
Niagara CDSB	730831	Mary Ward Catholic	Anti-Bullying Workshop	1000	1000
Niagara CDSB	725587	Michael J Brennan Separate School	Family Literacy	500	500
Niagara CDSB	782831	Monsignor Clancy Catholic Elementary School	Childrens Mental Health Awareness	1000	1000
Niagara CDSB	688784	Mother Teresa Catholic Elementary School	Pathways for the Future: Giving Our Children the Best Experience	1000	1000
Niagara CDSB	740195	Notre Dame College School	Improving Parental Involvement And Communication With The	1000	1000
Niagara CDSB	694304	Our Lady of Mount Carmel Elementary School	You're The Chef Program	1000	1000
Niagara CDSB	749435	Our Lady of Victory Senior Separate School	Healthy Kids Health Fair	1000	1000
Niagara CDSB	758264	Sacred Heart Catholic School	Healthy Knowledge for our Home and School	1000	1000
Niagara CDSB	773662	Saint Michael High School	Preparing For Transitions	1000	1000
Niagara CDSB	761710	Saint Paul High School	What is Your Student Learning at High School Besides Just School	1000	1000
Niagara CDSB	766453	St Alexander Separate School	Addressing Media Issues that Matter	1000	1000
Niagara CDSB	766712	St Alfred Separate School	Families and Schools Together	1000	1000
Niagara CDSB	770612	St Ann Separate School	Internet Safety and Cyber Bullying: How to Keep Our Kids Safe	1000	1000

London Regional Office - School Council Parents Reaching Out Grant 2011-2012 - Niagara CDSB

School Board	MIDENT	School Name	Title of Project	Amount Requested	Amount Approved
Niagara CDSB	787906	St Edward School	Parent Lending Library	1000	1000
Niagara CDSB	789330	St Elizabeth Catholic School	Parenting Information Evening	1000	1000
Niagara CDSB	790818	St Francis Secondary School	Helping Parents Fostering Discerning, Self-Reliant Children	1000	1000
Niagara CDSB	744743	St George Catholic Elementary School	Scrumptious Snacks and Such for St. George School	1000	700
Niagara CDSB	809098	St Joseph Separate School	How to Assist Your Child be More Successful in School: Parents & Teachers as Partners	1000	1000
Niagara CDSB	823112	St Mark Catholic Elementary School	Bringing the Arts to St. Mark	1000	1000
Niagara CDSB	827819	St Mary School	The Door's Open, Create Knowledge! (The DOCK)	1000	1000
Niagara CDSB	838993	St Patrick School	St. Patrick Catholic School Welcome Project	1000	800
Niagara CDSB	837563	St Patrick Separate School	Family Science Night	1000	500
Niagara CDSB	844322	St Peter School	St. Peter Family Literacy Night	1000	500
Niagara CDSB	846147	St Philomena Separate School	Inspiring Parents With Asset Building	1000	770
Niagara CDSB Total			31	\$27,920	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

**TOPIC: NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE
BY-LAWS (INTERIM)**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Committee By-Laws (800.7), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Recommend by: John Crocco, Director of Education

Date: September 13, 2011



REPORT TO THE COMMITTEE OF THE WHOLE MEETING SEPTEMBER 13, 2011

NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE (NCPIC) BY-LAWS

In accordance with the Niagara Catholic Parent Involvement Committee (Policy 800.7), the Niagara Catholic Parent Involvement Committee has created By-Laws to govern the work of the committee as stated in Ontario Regulation 330/10 by October 1, 2011. The creation of the By-Laws permits the Parent Involvement Committee to establish operational procedures that reflect the needs of the committee and parents/guardians in the Niagara Catholic Parent Involvement Committee.

As a result, the Niagara Catholic Parent Involvement Committee, has developed a set of By-Laws to assist the committee with its duties and responsibilities in order to support the Mission of Catholic Education and the Mission of the Niagara Catholic District School Board.

The following By-Laws have been made in compliance with Regulation 330/10:

- i) specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,
- ii) specifying the number of community representatives, up to three, to be appointed to the committee, governing process of appointment of community representatives and governing the filling of vacancies in community representative membership,
- iii) governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,
- iv) specifying the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,
- v) specifying how many, if any, of the persons listed in subsection 33 (2) may be appointed by the board to the parent involvement committee,
- vi) specifying the length of the term of office for the community representative members of the parent involvement committee and the members appointed by the board, if any, under subsection 33 (2),
- vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and
- viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.

The Niagara Catholic Parent Involvement Committee recommends to the Niagara Catholic District School Board its By-Laws for approval.

RECOMMENDATION

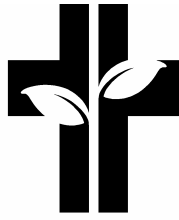
THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Niagara Catholic Parent Involvement Committee By-Laws (800.7), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Recommended by: John Crocco, Director of Education

Date: September 13, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

“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.”

Niagara Catholic District School Board

Niagara Catholic Parent Involvement Committee (NCPIC)

BY-LAWS

Revised: _____

Niagara Catholic Parent Involvement Committee (NCPIC) Terms of Reference

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.

The Niagara Catholic Parent Involvement Committee (NCPIC), is a regional body of representative stakeholders, that supports the Mission of Catholic Education and the Mission of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Catholic School Councils, the Director of Education, and the Board of Trustees.

The Niagara Catholic Parent Involvement Committee as supported by the Niagara Catholic District School Board, promotes active parent engagement with all parents/guardians in all schools for the improvement of student achievement and the well-being of all students in the Niagara Catholic District School Board.

Niagara Catholic Parent Involvement Committee (NCPIC) By-Laws

The Niagara Catholic Parent Involvement Committee By-Laws are in accordance with the Education Act and its Regulations (Ontario Regulations 330/10 School Councils and Parent Involvement Committees) and the Niagara Catholic District School Board Niagara Catholic Parent Involvement Committee Policy 800.7.

MEMBERSHIP

Parents will make up the majority of the Niagara Catholic Parent Involvement Committee (NCPIC).

- a. Members will include up to sixteen (16) parent members who are voting members, and the Director of Education or designated Superintendent of Education;
- b. One (1) Trustee of the Board of trustees will be appointed to the committee annually;
- c. A member will be appointed by the Special Education Advisory Committee (SEAC) who is a voting member;
- d. Up to three (3) community representatives will be appointed to the committee who are voting members;
- e. A diocesan member will be appointed by the Bishop of St. Catharines;
- f. A student member will be appointed by the Student Senate;
- g. One (1) elementary Principal and one secondary Principal member;
- h. One (1) elementary teacher and one secondary teacher member; and
- i. One (1) support staff member.

Parent members will reflect the population distribution within the geographical areas of the Board:

Niagara Falls/Niagara-on-the-Lake	up to 4 Parent Representatives
St. Catharines	up to 4 Parent Representatives
Welland	up to 2 Parent Representatives
Fort Erie, Port Colborne, Wainfleet	up to 2 Parent Representatives
Thorold/Merritton	up to 2 Parent Representatives
Grimsby/Lincoln/West Lincoln/Pelham	up to 2 Parent Representatives

TERMS

- i. Half of the Niagara Catholic Parent Involvement Committee will serve for a term of two (2) years, (renewable) and all other members will serve for a term of one (1) year, (renewable).
- ii. Non-parent members will serve for a term of two (2) years.
- iii. An (election) sub-committee, comprised of the Chairperson, or at least one (1) Co-Chairperson, the Superintendent of Education and up to four (4) additional members will oversee the election process.
- iv. Every effort will be made to represent the diverse communities of the Board.
- v. Whenever possible, the committee will make most decisions based on consensus. When a vote is necessary all voting members (only parent members and community representative members are entitled to vote) will vote. A vote can only be taken if Quorum is present.

MEETINGS

- i. General meetings of the Niagara Catholic Parent Involvement Committee will be held bi-monthly.
- ii. Working meetings for sub-committees of the Niagara Catholic Parent Involvement Committee will be held in the opposing months. Additional meetings may be called as required by the Superintendent of Education and the Chairperson/Co-Chairpersons or at the written request of a minimum of three (3) committee members.
- iii. Meetings are open to the public and will be held at the Catholic Education Centre (CEC).

OFFICES

- i. The Niagara Catholic Parent Involvement Committee shall elect one (1) Chairperson or two (2) Co-Chairpersons from the parent members to chair the Committee for a term of two (2) years.
- ii. Elections for the position of Chairperson/Co-Chairpersons shall take place at the first general meeting of the committee in the school year when there is a vacancy.
- iii. The Chairperson/Co-Chairpersons cannot be employees of the Niagara Catholic District School Board.
- iv. Only parent members that have been elected/appointed or re-elected/re-appointed to the committee for a two (2) year term are eligible to be elected as a Chairperson/Co-Chairpersons. Parent members with only one (1) year left of their term are not eligible to stand for election as Chairperson/Co-Chairpersons.
- v. An individual may not serve more that two (2) consecutive terms (four (4) years) as Chairperson/Co-Chairpersons.
- vi. An individual who has served one (1) term or two (2) term consecutive terms may be re-elected to the position of Chairperson/Co-Chairpersons of the committee provided that at least one (1) full two (2) year term has elapsed since the last term as Chairperson/Co-Chairpersons.
- vii. If the committee chooses to elect two (2) Co-Chairpersons, each Co-Chairperson will be considered to have equal responsibility to fulfill all duties of the position of Chairperson including, setting agendas, chairing meetings and acting as spokesperson(s) for the committee in communication with the Director of Education of the Board and the Board.
- viii. The committee may choose to elect other officers to the executive as deemed necessary.
- ix. If a vacancy occurs in the office of Chairperson/Co-Chairpersons the committee shall elect a parent representative to complete the remainder of the term that has been vacated.

Chairperson/Co-Chairpersons of the Niagara Catholic Parent Involvement Committee:

- i. Prepare the agenda for all meetings of the Niagara Catholic Parent Involvement Committee, in consultation with the appointed Superintendent of Education, for distribution to committee members at least five (5) days prior to the meeting date.
- ii. Chair all meetings of the Niagara Catholic Parent Involvement Committee.
- iii. Communicate regularly with the appointed Superintendent of Education and Catholic School Councils of the Niagara Catholic District School Board.
- iv. Act as spokesperson for the Niagara Catholic Parent Involvement Committee while ensuring that any views presented in the capacity of Chairperson/Co-Chairpersons represent fairly the position of the Niagara Catholic Parent Involvement Committee.
- v. Ensure that minutes of meetings of the committee are recorded, maintained and posted on the Board website for a period of four (4) years.
- vi. Review all reports and financial records of the committee.
- vii. Review the By-Laws annually in consultation with the Niagara Catholic Parent Involvement Committee.

VACANCIES

Vacancies on the Niagara Catholic Parent Involvement Committee occur when:

- a. a parent member has reached the end of a one (1) or two (2) year term
- b. a member resigns
- c. a member is unable to fulfill his/her duties and responsibilities

Filling Vacancies

- i. When a vacancy occurs, the Niagara Catholic Parent Involvement Committee will decide if the vacancy is to be filled.
- ii. The Niagara Catholic Parent Involvement Committee may appoint a parent to serve on the Committee until the next election.
- iii. The Niagara Catholic Parent Involvement Committee shall fill the vacancy by appointment from the pool of candidates from the previous election process.

- iv. If none of these candidates is interested in becoming a NCPIC member, the NCPIC may request that interested parents submit their names for consideration as stated in the NCPIC Policy/Guidelines 800.7.

CONFLICT OF INTEREST

- i. A conflict of interest for a Niagara Catholic Parent Involvement Committee member involves situations in which the member's private interests may be incompatible or in conflict with the Niagara Catholic Parent Involvement Committee.
- ii. Each Niagara Catholic Parent Involvement Committee member shall avoid situations that could result in an inconsistency between the overall goals and vision of the Niagara Catholic Parent Involvement Committee and a personal or vested interest that may arise in connection with his or her duties as a Niagara Catholic Parent Involvement Committee member.
- iii. Should an issue or agenda item arise during a Niagara Catholic Parent Involvement Committee meeting where a committee member is in a conflict of interest situation, he or she shall declare the conflict of interest immediately and decline from the discussion and resolution.
- iv. The committee member shall declare a conflict of interest in matters that they, members of their families or their business affiliations could directly or indirectly benefit from the decisions of the committee.
- v. A committee member who identifies a conflict of interest must declare it before any discussion of the matter begins.
- vi. The member must:
 - Publicly state the conflict of interest, explain the general nature of the interest and have the declaration recorded in the minutes.
 - Not vote on the matter under discussion.
 - Leave the room when the committee is discussing the matter and have this fact recorded in the minutes.
 - Not discuss the matter with members or attempt to influence the decision.

CONFLICT RESOLUTION

If the appointed Superintendent of Education, after discussion with the Niagara Catholic Parent Involvement Committee Chairperson/Co-Chairpersons, determines that any of the members have contravened Regulations 330/10 or Board Policy 800.1, the appointed Superintendent of Education or Chairperson/Co-Chairpersons will discuss the matter with the Director of Education. Please see the Complaint Resolution Policy No. 800.3.

- i. If a member becomes disruptive during a meeting, the Chairperson/Co-Chairpersons shall ask for order.
- ii. If all efforts to restore order fail or the unbecoming behaviour continues, the Chairperson/Co-Chairpersons may direct the individual Niagara Catholic Parent Involvement Committee member to leave the meeting, citing reasons for the request.
- iii. The removal of a member for one (1) meeting does not prevent the member from participating in future meetings of the Niagara Catholic Parent Involvement Committee.
- iv. The incident shall be recorded and submitted to the Director of Education by the appointed Superintendent of Education within one (1) week of the meeting.
- v. It is recommended that parties involved in the conflict follow the Board's Complaint Resolution Policy No. 800.3.
- vi. Upon removal of a member, a special meeting shall be called, the purpose of which will be to arrive at a mutually acceptable solution to the dispute.
- vii. Such a meeting shall be a private meeting and not construed as a meeting of the Niagara Catholic Parent Involvement Committee.
- viii. Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

CODE OF ETHICS

A member shall:

- i. Consider the best interest of all students.
- ii. Be guided by the Mission Statement of the Board.
- iii. Become familiar with the Education Act according to school and Board guidelines, and Ministry of Education Regulations.
- iv. Maintain the highest standards of integrity, recognizing and respecting the personal integrity of each member of the school community.
- v. Treat all other Niagara Catholic Parent Involvement Committee members with respect and allow for diverse opinions to be shared, without interruption.
- vi. Create a positive environment in which individual contributions are encouraged and valued.
- vii. Acknowledge democratic principles and accept the consensus of the Niagara Catholic Parent Involvement Committee for recommendation to the Superintendent of Education.
- viii. Respect the confidential nature of some school business, respect the limitations this places on the operation of the Niagara Catholic Parent Involvement Committee, and not disclose confidential information.
- ix. Focus discussions at Niagara Catholic Parent Involvement Committee meetings to those items that fall within the mandate of Niagara Catholic Parent Involvement Committee.
 - x. Use established communication channels when questions or concerns arise.
 - xi. Promote high standards of ethical practice within the school communities.
- xii. Not accept any payment for their Niagara Catholic Parent Involvement Committee involvement.
- xiii. Refrain from making any negative statements about any individual or groups.
- xiv. Declare any conflict of interest.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

**TOPIC: LONG TERM FINANCING OF SINKING FUND DEBENTURES
SCHEDULED TO MATURE IN OCTOBER 2011**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Borrowing By-Law #B1-2011 in the amount of \$2,409,181 and the related documents, as presented in the report.

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: September 13, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING SEPTEMBER 13, 2011

LONG TERM FINANCING OF SINKING FUND DEBENTURES SCHEDULED TO MATURE IN OCTOBER 2011

On July 28, 2011 the Ministry of Education informed the Board that the Ministry was planning to refinance the remaining balance of the 10-year debentures, which we scheduled to mature on October 19, 2011, as noted in Appendix A.

The original principal balance of the sinking fund debenture, which was issued in October 2001, amounted to a total of \$5,867,325. A portion of this balance will be repaid with the sinking funds accumulated over the last 10 years in the amount of approximately \$1,162,660. An additional portion of this balance will be repaid with the reserve funds in the accumulated surplus for facility renewal in the amount of \$2,295,484. The remaining portion of this balance, amounting to \$2,409,181, will be refinanced by the Ministry of Education through the Ontario Financing Authority (OFA).

It is important to note that the Board will receive the appropriate annual capital grants, from the Ministry of Education, in order to cover all principal and interest payments associated with this long term financing debenture.

The legal Firm of BOREN LADNER GERVAIS, LLP will prepare the Borrowing By-Law in the amount of \$2,409,181 and the related documents, which will be signed by the Chair of the Board and the Director of Education on behalf of the Board. When the following documents are completed, signed and executed, they will be submitted to the Ontario Financing Authority prior to October 1, 2011:

- A By-Law # B1-2011
- B NCDSB Loan Agreement
- C NCDSB Loan Agreement – Schedule A
- D NCDSB Loan Agreement – Schedule B
- E NCDSB Loan Agreement – Schedule C
- F Certificate of the Director of Education

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Borrowing By-Law #B1-2011 in the amount of \$2,409,181 and the related documents, as presented in the report.

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: September 13, 2011

Ministry of Education

Ministère de l'Éducation

Capital Programs Branch
21st Floor, Mowat Block
900 Bay Street
Toronto ON M7A 1L2

Direction des programmes d'immobilisations
21^e étage, Édifice Mowat
900, rue Bay
Toronto ON M7A 1L2



July 28, 2011

Mr. Larry Reich
Superintendent of Business & Financial Services
Niagara Catholic District School Board
427 Rice Road
Welland, ON L3C 7C1

Dear Mr. Reich,

I am writing to you because the Ministry is aware that your board has a 10-year sinking fund debenture in the aggregate principal amount of \$5,867,325 issued by the Ontario School Boards Financing Corporation (OSBFC) in 2001 that is scheduled to mature on October 19, 2011. The remaining principal balance of this debt may be eligible to be refinanced through the Ontario Financing Authority (OFA), as outlined previously by the Ministry in memorandum **2010:SB37**. It is the Ministry's intention at this time to seek a 10-year term for the refinancing of the remaining eligible principal balance.

According to the original debenture agreement for your board, the maximum remaining principal balance at September 22, 2010 eligible to be refinanced is **\$4,704,665**. However, based on the information taken from your board's Capital Wrap-Up Template (CWT) regarding actual project costs and the eligibility of the debt to be supported by the Ministry, the actual remaining amount eligible to be long-term financed through the OFA is **\$2,409,181** as summarized in Table 1 below.

The Ministry is currently working with the OFA to arrange a financing issue for this debt on October 14, 2011. Please note that since board approval is required to approve OFA loans, a board meeting date should be scheduled **no later than September 30, 2011** for this purpose.

In the meantime, I would ask your board to complete Table 2 below, which provides a list of the individual project costs which comprise the debenture, based on the information contained in your board's CWT, and return it by email to BSB.GPL@Ontario.ca **by August 15, 2011**.

If you have any questions about the refinancing of this debenture, please contact Mathew Thomas at (416) 326-9920 or Mathew.P.Thomas@Ontario.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nancy Whynot", with a small "for" written below it.

Nancy Whynot
Director
Capital Programs Branch

Table 1 – Summary

School Board	Original Principal Amount (2001)	Minimum Sinking Fund Payment	Maximum Remaining Principal Balance @ October 19, 2011 (based on CWT)
Niagara Catholic DSB	\$5,867,325	\$1,162,660	\$2,409,181

Table 2 – Details by Project

Description of Project	Amount of Debenture Issued Through OSBFC in 2001	Maximum Remaining Principal Balance at October 19, 2011 (based on CWT)	Amount Requested by Board to be Long-Term Financed by the OFA in 2011
Construction of new St. Mark Elementary – Beamsville	\$1,281,968	\$1,027,935	
Construction of new St. George Elementary – Fort Erie	\$1,138,308	\$912,743	
Construction of new Blessed Trinity High School – Grimsby	\$2,484,836	\$468,503	
Dennis Morris High School – St. Catharines – addition	\$961,213	\$0	
TOTAL	\$5,867,325	\$2,409,181	

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

**TOPIC: ELEMENTARY & SECONDARY STAFFING
2011-2012**

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approves up to five (5) additional staff for deployment in the Elementary panel for the 2011-2012 school year.

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approves up to five (5) additional staff for deployment in the Secondary panel for the 2011-2012 school year.

Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources
Recommended by: John Crocco, Director of Education
Date: September 13, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE COMMITTEE OF THE WHOLE MEETING SEPTEMBER 13, 2011

ELEMENTARY & SECONDARY STAFFING 2011-2012

BACKGROUND INFORMATION

The following enrolment estimates are presented to the Board as background information on the enrolment and staffing for 2011-2012.

Elementary Panel

Annual Budget 2011-2012	14,056 A.D.E.
September 2011 Estimates (based on School Organization charts)	14,171.5 A.D.E.
Enrolment comparison to Annual Budget 2011-2012	(+115.5)
Current Budget Staffing	906
Request of additional staffing	Up to 5 additional staff to be deployed Total: 911

Secondary Panel

Annual Budget 2011-2012	7860 A.D.E.
September Estimates (based on School Organization charts)	8090.5 A.D.E.
Enrolment comparison to Annual Budget 2011-2012	(+230.5)
Current Budget Staffing	532
Request of additional staffing	Up to 5 additional staff to be deployed Total: 537

RECOMMENDATION

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approves up to five (5) additional staff for deployment in the Elementary panel for the 2011-2012 school year.

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approves up to five (5) additional staff for deployment in the Secondary panel for the 2011-2012 school year.

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

Presented by: Frank Iannantuono, Superintendent of Education/Human Resources

Recommended by: John Crocco, Director of Education

Date: September 13, 2011

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

TOPIC: CAPITAL PROJECT UPDATE

The Capital Project Update
is presented for information.

Prepared by: James Woods, Controller of Plant
Presented by: James Woods, Controller of Plant
Approved by: John Crocco, Director of Education
Date: September 13, 2011



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO COMMITTEE OF THE WHOLE MEETING SEPTEMBER 13, 2011

CAPITAL PROJECTS PROGRESS REPORT

BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

In Progress

Appendix A	Blessed Trinity Catholic Secondary School (Gr.)
Appendix B	Cardinal Newman Catholic Elementary School (NF)
Appendix C	Mary Ward Catholic Elementary School (NF)
Appendix D	Our Lady of Fatima Catholic Elementary School (Gr.)
Appendix E	Our Lady of Victory Catholic Elementary School (FE)
Appendix F	Sacred Heart Catholic Elementary School
Appendix G	Saint Michael Catholic High School (NF)
Appendix H	St. Andrew Catholic Elementary School (W)
Appendix I	St. Anthony Catholic Elementary School (SC)
Appendix J	St. Augustine Catholic Elementary School (W)
Appendix K	St. Charles Catholic Elementary School
Appendix L	St. Joseph Catholic Elementary School (Gr.)
Appendix M	St. Mark Catholic Elementary School
Appendix N	St. Martin Catholic Elementary School
Appendix O	St. Alfred Catholic Elementary School
Appendix P	St. Michael Catholic Elementary School (NOTL)

The Capital Projects Progress Report is presented for information.

Prepared by: James Woods, Controller of Plant
Presented by: James Woods, Controller of Plant
Approved by: John Crocco, Director of Education
Date: Tuesday, September 13, 2011



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
SEPTEMBER 13, 2011**

APPENDIX A

BLESSED TRINITY CATHOLIC SECONDARY SCHOOL, GRIMSBY

Scope of Project: Design and construction of a Twenty-three classroom addition to the existing Facility under the Energy Efficient Funding program

Current Status: Building and site are safe for the return of students. Construction of concrete block walls are in progress.

Project Information:

New Area to be Constructed	43,338	sq. ft.
Existing Area to be Renovated	16,864	sq. ft.
Total New Facility Area	129,731	sq. ft.
Total Site Area	16.8	acres
Pupil Places Added	483	students
New Facility Capacity	1059	students



Project Funding:

Energy Efficiency	11,000,000
Board Reserves	329,915

\$11,329,915

Project Costs:

	Budget	Paid	Forecast
Contract, Phase 1	1,435,925	1,440,130	1,435,925
Contract, Phase 2	7,873,905	568,754	7,873,905
Fees & Disbursements	880,000	818,838	880,000
Furniture & Equipment	700,085	0	700,085
Other Project Costs	440,000	215,171	440,000
	\$11,329,915	\$3,042,893	\$11,329,915

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 July 2009
Design Development	2 November 2009	26 January 2010
Contract Documents, Phase 1	8 April 2010	18 June 2010
Tender & Approvals, Phase 1	25 May 2010	7 July 2010
Construction, Phase 1	27 August 2010	27 September 2010
Contract Documents, Phase 2	24 March 2011	16 March 2011
Tender & Approvals, Phase 2	29 March 2011	12 April 2011
Construction, Phase 2	16 December 2011	
Occupancy	4 September 2012	
Official Opening & Blessing	November 2012	

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor, Phase 1	Rankin Construction Inc.
General Contractor, Phase 2	Brouwer Construction (1981) Ltd.
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Ted Farrell



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
SEPTEMBER 13, 2011**

APPENDIX B

CARDINAL NEWMAN CATHOLIC ELEMENTARY SCHOOL



Scope of Project: design and construction of a single classroom addition, and expansion of an existing classroom to be a full day early learning kindergarten classroom

Current Status: architects have been appointed and schematic designs are being prepared.

Project Information:

New Area to be Constructed	sq. ft.
Existing Area to be Renovated	sq. ft.
Total New Facility Area	sq. ft.
Total Site Area	4.27 acres
Pupil Places Added	44 students
New Facility Capacity	518 students

Project Funding:

FDK Grant	434,584
	\$434,584

Project Costs:

	Budget	Paid	Forecast
Construction Contract	350,000		350,000
Fees & Disbursements	70,000		70,000
Furniture & Equipment	5,000		5,000
Other Project Costs	9,584		9,584
	\$434,584	\$0	\$434,584

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	July 19, 2011	July 19, 2011
Design Development		
Contract Documents		
Tender & Approvals		
Construction		
Occupancy	September 4, 2012	
Official Opening & Blessing		

Project Team:

Architect	Venerino V.P. Panici Architect Inc
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Mark Lefebvre
Principal	Chris Kerho



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
SEPTEMBER 13, 2011**

APPENDIX C

MARY WARD CATHOLIC ELEMENTARY SCHOOL

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

Current Status: Architects have been appointed and schematic designs are being prepared.

Project Information:

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



Project Funding:

FDK Grant	434,584
	\$434,584

Project Costs:

	Budget	Paid	Forecast
Construction Contract	350,000		350,000
Fees & Disbursements	50,000		50,000
Furniture & Equipment	10,000		10,000
Other Project Costs	24,584		24,584
	\$434,584	\$0	\$434,584

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection		
Design Development		
Contract Documents		
Tender & Approvals, Phase 1		
Construction		
Occupancy	September 4, 2012	
Official Opening & Blessing		

Project Team:

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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SEPTEMBER 13, 2011**

APPENDIX D

OUR LADY OF FATIMA CATHOLIC ELEMENTARY SCHOOL, GRIMSBY

Scope of Project:

Installation of a 109 kW roof top solar photovoltaic system consisting of a total of 504 solar panels, estimated to produce 120,000 kWh of electricity annually, and supplied to the utility company under the Feed-In-Tariff Program. A web enabled data acquisition system to monitor performance is also included within the scope.



Current Status:

Solar panel installation is complete. Wiring is in progress.

Project Funding:

Renewable Energy	949,373
Facilities Renewal	460,000
	\$1,409,373

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,200,000	575,014	1,200,000
Fees & Disbursements	78,250	79,546	78,250
Other Project Costs	130,900	74,233	130,900
	\$1,409,150	\$728,793	\$1,409,150

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	February 19, 2010	February 19, 2010
Design Development	January 10, 2011	January 24, 2011
Contract Documents	January 31, 2011	January 31, 2011
Tender	February 17, 2011	February 17, 2011
Construction	August 31, 2011	

Project Team:

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Carmanah Technologies
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Michael Hendrickse



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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SEPTEMBER 13, 2011**

APPENDIX E

OUR LADY OF VICTORY CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Consolidation of the junior and senior schools through the design and construction of an eight classroom addition and alterations to the existing junior building under the Energy Efficient Funding program. Alterations to the existing building will occur during the summer months, and the new classrooms will be added while the existing building continues to function.

Current Status:

Interior finishes are nearing completion. Addition is ready for occupancy.

Project Information:

New Area to be Constructed	1,7815	sq. ft.
Existing Area to be Renovated	28,848	sq. ft.
Total New Facility Area	47,200	sq. ft.
Total Site Area	8.6	acres
Pupil Places Added	184	students
New Facility Capacity	495	students



Project Funding:

Energy Efficiency ES	4,563,142
Energy Efficiency M	300,000
Facilities Renewal	525,000
GPTL	500,000
	\$5,888,142

Project Costs:

	Budget	Paid	Forecast
Construction Contract	4,321,000	2,971,332	4,321,000
Fees & Disbursements	554,700	469,015	554,700
Furniture & Equipment	119,500	0	119,500
Other Project Costs	689,572	120,011	689,572
	\$5,684,772	\$3,560,358	\$5,684,772

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 June 2009
Design Development	6 October 2009	9 December 2009
Contract Documents	26 January 2010	18 June 2010
Tender	13 May 2010	6 July 2010
Construction	12 August 2011	
Occupancy	6 September 2011	
Official Opening & Blessing	November 2011	

Project Team:

Architect	Raimondo + Associates Architects Inc.
General Contractor	T.R. Hinan Contractors
Project Manager	Anthony Ferrara
Superintendent	Lee Ann Forsyth-Sells
Principal	Theresa Murphy



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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APPENDIX F

SACRED HEART CATHOLIC ELEMENTARY SCHOOL

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

Current Status: architects have been appointed and schematic designs are being prepared.



Project Information:

New Area to be Constructed	sq. ft.
Existing Area to be Renovated	sq. ft.
Total New Facility Area	sq. ft.
Total Site Area	5.2 acres
Pupil Places Added	32 students
New Facility Capacity	328 students

Project Funding:

FDK Grant	434,584
	\$434,584

Project Costs:

	Budget	Paid	Forecast
Contract	350,000		350,000
Fees & Disbursements	50,000		50,000
Furniture & Equipment	10,000		10,000
Other Project Costs	24,584		24,584
	\$434,584	\$0	\$434,584

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection		
Design Development		
Contract Documents		
Tender & Approvals		
Construction		
Occupancy	September 4, 2012	
Official Opening & Blessing		

Project Team:

Architect	Chapman Murray Associates Architects Inc
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Mark Lefebvre
Principal	Lisa Selman



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
SEPTEMBER 13, 2011**

APPENDIX G

SAINT MICHAEL CATHOLIC HIGH SCHOOL

Scope of Project:

Design and construction of a six classroom addition.

Current Status:

Space requirement report is in progress for submission to the Ministry.

Project Information:

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



Project Funding:

Capital Priorities	5,527,880
Reserve for Property	1,000,000

\$6,527,880

Project Costs:

	Budget	Paid	Forecast
Purchase of Property	1,000,000		1,000,000
Construction Contract	4,450,000		4,450,000
Fees & Disbursements	500,000		500,000
Furniture & Equipment	50,000		50,000
Other Project Costs	527,880		527,880
	<u>\$6,527,880</u>	<u>\$0</u>	<u>\$6,527,880</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)		
Architect Selection		
Design Development		
Contract Documents		
Tender		
Ministry Approval (cost)		
Construction		
Occupancy	September 3, 2013	
Official Opening & Blessing		

Project Team:

Architect	TBD
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Mark Lefebvre
Principal	James Whittard



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL PROJECT PROGRESS REPORT
SEPTEMBER 13, 2011**

APPENDIX H

ST. ANDREW CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Construction of a new library and single classroom.
Renovations to the existing library to be two additional classrooms and expansion of the gymnasium to create a stage.

Current Status:

The new addition is complete.

Project Information:

New Area to be Constructed	3,774	sq. ft.
Existing Area to be Renovated	1,410	sq. ft.
Total New Facility Area	26,911	sq. ft.
Total Site Area	4.6	acres
Pupil Places Added	69	students
New Facility Capacity	411	students



Project Funding:

Primary Class Size	1,077,869
Good Places to Learn	55,000
Energy Efficiency	55,000
	\$1,187,869

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,003,586	989,778	989,778
Fees & Disbursements	66,000	77,251	77,251
Furniture & Equipment	25,000	22,815	22,815
Other Project Costs	93,283	105,174	105,174
	\$1,187,869	\$1,195,018	\$1,195,018

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 July 2009
Design Development	15 March 2010	16 April 2010
Contract Documents	31 May 2010	23 July 2010
Tender	04 July 2010	10 August 2010
Construction	11 February 2011	
Occupancy	18 February 2010	
Official Opening & Blessing	October 2011	

Project Team:

Architect	Raimondo + Associates Architects
General Contractor	Stolk Construction
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Carla Bianco



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APPENDIX I

ST. ANTHONY CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of 3 new classrooms for Early Learning, plus renovations to provide additional general classrooms within the existing building.

Current Status:

Exterior wall replacement is complete. Concrete block wall construction is in progress on the new addition.



Project Information:

New Area to be Constructed	6,588	sq. ft.
Existing Area to be Renovated	2,400	sq. ft.
Total New Facility Area	50,777	sq. ft.
Total Site Area	5.04	acres
Pupil Places Added	124	students
New Facility Capacity	602	students

Project Funding:

Primary Class Size	1,077,869
Early Learning	434,585
Facilities Renewal	166,750

\$1,679,204

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,396,000	236,119	1,396,000
Fees & Disbursements	146,700	150,556	150,556
Furniture & Equipment	15,000	0	15,000
Other Project Costs	121,504	59,592	117,648
	<u>\$1,679,204</u>	<u>\$446,267</u>	<u>\$1,679,204</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	19/12/2008 & 15/06/2010	15 June 2010
Architect Selection	26 July 2009	26 July 2009
Design Development	23 December 2009	10 August 2010
Contract Documents	17 February 2011	17 February 2011
Tender & Approvals	22 February 2011	8 March 2011
Construction	26 August 2012	
Occupancy	4 September 2012	
Official Opening & Blessing	October 2012	

Project Team:

Architect	Garwood-Jones & Hanham
General Contractor	Merit Contractors Niagara
Project Manager	Tunde Labbancz
Superintendent	Mario Ciccarelli
Principal	Anne Marie Crocco



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APPENDIX J

ST. AUGUSTINE CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Construction of a new library and renovations to the vacated space to be two additional classrooms, and expansion of two existing classrooms to create purpose built kindergarten classrooms. An additional driveway entrance, kiss and ride and parking lot will also be provided.



Current Status:

The project is complete.

Project Information:

New Area to be Constructed	3,800	sq. ft.
Existing Area to be Renovated	1,950	sq. ft.
Total New Facility Area	19,469	sq. ft.
Total Site Area	6.22	acres
Pupil Places Added	46	students (2 classrooms)
New Facility Capacity	219	students (10 classrooms)

Project Funding:

Primary Class Size	718,579
Early Learning	434,585
	<u>\$1,153,164</u>

Project Costs:

	Budget	Paid	Forecast
Construction Contract	858,000	886,585	858,000
Fees & Disbursements	104,000	116,800	104,000
Furniture & Equipment	30,000	27,262	30,000
Other Project Costs	135,182	47,472	135,182
	<u>\$1,127,182</u>	<u>\$1,078,119</u>	<u>\$1,127,182</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 July 2009
Design Development	11 January 2010	05 March 2010
Contract Documents	01 May 2010	6 July 2010
Tender	26 June 2010	20 July 2010
Construction	10 December 2010	23 December 2010
Occupancy	10 January 2011	10 January 2011
Official Opening & Blessing	September 2011	

Project Team:

Architect	Graff Grguric Architects Inc
General Contractor	Kenmore Management
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Mary Kay Kalagian



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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SEPTEMBER 13, 2011**

APPENDIX K

ST. CHARLES CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Expansion and renovation of six classrooms to be full day early learning kindergarten classrooms.

Current Status:

Architects have been appointed and schematic designs are being prepared.

Project Information:

New Area to be Constructed	sq. ft.
Existing Area to be Renovated	sq. ft.
Total New Facility Area	sq. ft.
Total Site Area	3.5 acres
Pupil Places Added	18 students
New Facility Capacity	442 students



Project Funding:

FDK Grant	1,086,462
	<u>\$1,086,462</u>

Project Costs:

	Budget	Paid	Forecast
Construction Contract	870,000		870,000
Fees & Disbursements	100,000		100,000
Furniture & Equipment	20,000		20,000
Other Project Costs	96,462		96,462
	<u>\$1,086,462</u>	<u>\$0</u>	<u>\$1,086,462</u>

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	June 29, 2011	June 29, 2011
Design Development		
Contract Documents		
Tender & Approvals		
Construction		
Occupancy	September 4, 2012	
Official Opening & Blessing		

Project Team:

Architect	Grguric Architects Incorporated
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Mario Ciccarelli
Principal	Kim Kuchar



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APPENDIX L

ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL, GRIMSBY

Scope of Project:

Installation of a 109 kW roof top solar photovoltaic system consisting of a total of 504 solar panels, estimated to produce 120,000 kWh of electricity annually, and supplied to the utility company under the Feed-In-Tariff Program. A web enabled data acquisition system to monitor performance is also included within the scope.



Current Status:

Solar panel installation is in progress.

Project Funding:

Renewable Energy	949,373
Facilities Renewal	355,000

\$1,304,373

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,041,818	559,737	1,041,818
Fees & Disbursements	78,250	73,637	78,250
Other Project Costs	184,305	53,371	184,305
	\$1,304,373	\$686,745	\$1,304,373

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	February 19, 2010	February 19, 2010
Design Development	January 10, 2011	January 24, 2011
Contract Documents	January 31, 2011	January 31, 2011
Tender	February 17, 2011	February 17, 2011
Construction	August 31, 2011	

Project Team:

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Carmanah Technologies
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Lori Spadafora



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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APPENDIX M

ST. MARK CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a six classroom addition to provide 4 additional general classrooms and 2 additional Early Learning Kindergarten classrooms.

Current Status:

Exterior cladding and interior finishes are in progress

Project Information:

New Area to be Constructed	9,096	sq. ft.
Existing Area to be Renovated	1,600	sq. ft.
Total New Facility Area	45,028	sq. ft.
Total Site Area	5.31	acres
Pupil Places Added	138	students
New Facility Capacity	501	students



Project Funding:

Primary Class Size	1,437,159
Early Learning	869,170
	\$2,306,329

Project Costs:

	Budget	Paid	Forecast
Construction Contract	1,800,000	624,127	1,800,000
Fees & Disbursements	200,000	181,975	200,000
Furniture & Equipment	50,000	1,000	50,000
Other Project Costs	250,000	44,600	250,000
	\$2,300,000	\$851,702	\$2,300,000

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	19/12/2008 & 15/06/2010	15 June 2010
Architect Selection	26 July 2009	26 July 2009
Design Development	23 December 2009	10 August 2010
Contract Documents	17 February 2011	17 December 2010
Tender & Approvals	25 January 2011	25 January 2011
Construction	26 August 2011	
Occupancy	6 September 2011	
Official Opening & Blessing	November 2011	

Project Team:

Architect	Garwood-Jones & Hanham
General Contractor	Aldor Builders Ltd.
Project Manager	Tunde Labbanicz
Superintendent	Yolanda Baldasaro
Principal	John Bosco



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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SEPTEMBER 13, 2011**

APPENDIX N

ST. MARTIN CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

Design and construction of a replacement school on a new site.

Current Status:

Space requirement report is in progress for submission to the Ministry. Staff is currently negotiating for a 6 acre site.



Project Information:

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

Project Funding:

Capital Priorities	8,950,439
Reserve for Property	250,000

\$9,200,439

Project Costs:

	Budget	Paid	Forecast
Purchase of Site	250,000		250,000
Construction Contract	7,000,000		7,000,000
Fees & Disbursements	900,000		900,000
Furniture & Equipment	100,000		100,000
Other Project Costs	950,439		950,439
	<u>\$9,200,439</u>	<u>\$0</u>	<u>\$9,200,439</u>

Project Timelines:

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)		
Architect Selection		
Design Development		
Contract Documents		
Tender & Approvals		
Ministry Approval (cost)		
Construction		
Occupancy	September 3, 2013	
Official Opening & Blessing		

Project Team:

Architect	TBD
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Yolanda Baldasaro
Principal	Dean Stunt



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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APPENDIX O

ST. ALFRED CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

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

Current Status:

Architects have been appointed and schematic designs are being prepared.

Project Information:

New Area to be Constructed	sq. ft.
Existing Area to be Renovated	sq. ft.
Total New Facility Area	sq. ft.
Total Site Area	6.84 acres
Pupil Places Added	38 students
New Facility Capacity	492 students



Project Funding:

FDK Grant	434,584
	\$434,584

Project Costs:

	Budget	Paid	Forecast
Construction Contract	350,000		350,000
Fees & Disbursements	40,000		40,000
Furniture & Equipment	5,000		5,000
Other Project Costs	39,584		39,584
	\$434,584	\$0	\$434,584

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 9, 2011	August 9, 2011
Design Development		
Contract Documents		
Tender & Approvals		
Construction		
Occupancy	September 4, 2012	
Official Opening & Blessing		

Project Team:

Architect	Macdonald Zuberec Ensslen Architects Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Mario Ciccarella
Principal	Ken Czaplicki



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
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APPENDIX P

ST. MICHAEL CATHOLIC ELEMENTARY SCHOOL

Scope of Project:

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

Current Status:

Architects have been appointed and schematic designs are being prepared.

Project Information:

New Area to be Constructed	sq. ft.
Existing Area to be Renovated	sq. ft.
Total New Facility Area	sq. ft.
Total Site Area	6.45 acres
Pupil Places Added	38 students
New Facility Capacity	343 students



Project Funding:

FDK Grant	434,584
	\$434,584

Project Costs:

	Budget	Paid	Forecast
Construction Contract	350,000		350,000
Fees & Disbursements	50,000		50,000
Furniture & Equipment	10,000		10,000
Other Project Costs	24,584		24,584
	\$434,584	\$0	\$434,584

Project Timelines:

	Scheduled Completion	Actual Completion
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 11, 2011	August 11, 2011
Design Development		
Contract Documents		
Tender & Approvals		
Construction		
Occupancy	September 4, 2012	
Official Opening & Blessing		

Project Team:

Architect	Quartek Group Inc.
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Mario Ciccarelli
Principal	Brian Palujanskas

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC – JUNE 14, 2011**



Spotlight

on NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagaracatholic.ca

June 14, 2011



Mario Ciccarelli, Mark Lefebvre Appointed New Superintendents of Education

Niagara Catholic District School Board's Director of Education, John Crocco, has announced the appointment of two new Superintendents of Education.

Mario Ciccarelli and Mark Lefebvre have held a variety of leadership roles within Niagara Catholic. Mr. Ciccarelli is the current Principal of Saint Michael Catholic High School. Mr. Lefebvre is currently the Administrator of School Effectiveness. They will assume their new roles on August 1, 2011.

Board Chairperson, Kathy Burtnik congratulated Mr. Ciccarelli and Mr. Lefebvre.

"The Board supports Mr. Crocco and Senior Staff in selecting Mr. Ciccarelli and Mr. Lefebvre for these positions," Mrs. Burtnik said. "We are aware of the calibre of leadership these gentlemen will bring to the Niagara Catholic senior team. They are strong proponents of Catholic education and we have no doubt they will bring to their new positions the same passion they have demonstrated in their current roles."

Mr. Crocco spoke highly of Mr. Ciccarelli and Mr. Lefebvre.

"We are extremely proud to welcome both Mario Ciccarelli and Mark Lefebvre to the senior administrative team of Niagara Catholic as Superintendents of Education," Mr. Crocco said. "Both gentlemen are exemplary Catholic leaders who will bring a wealth of knowledge, experience, dedication and expertise in Catholic education to our dynamic senior leadership team."

On behalf of Senior Staff, students and staff across Niagara Catholic we extend our congratulations to Mr. Ciccarelli and Mr. Lefebvre and are eager to have them join our system leadership team."

Mr. Ciccarelli and Mr. Lefebvre thanked the Board of Trustees and the Director of Education for the appointment and the confidence shown in their Catholic leadership.

Mr. Ciccarelli expressed excitement on his appointment as Superintendent of Education.

"I understand the system scope of this position and the responsibilities it carries with it as I join a group of individuals who give passionate and dedicated service to Catholic education," he said. "I have proudly served as Principal of Saint Paul and Saint Michael Catholic High Schools in Niagara Falls. I hope to spread the passion I have for these two schools across the system."



Mario Ciccarelli

Mr. Lefebvre expressed enthusiasm on his new appointment. "It is an honour to be a part of such a dedicated, dynamic group of tireless, selfless individuals who make up Niagara Catholic's Senior Administrative Team," he said. "I look forward to supporting our great system in all its innovative efforts dedicated to enriching the spiritual and academic lives of all of our students across Niagara Catholic."



Mark Lefebvre

2011-2012 Student Trustees Elected By Peers

During the Annual Student Senate Leadership Symposium, Ryan Creelman and Patrick Morris were elected by their peers as Student Trustees and Student Senate Co-Chairs for 2011-2012.

Ryan and Patrick are currently in Grade 11 at Denis Morris Catholic High School.

They will succeed graduating students Shelby Levesque and Patrick Fowler beginning in September.



Ryan Creelman

Patrick Morris

Board Chair Kathy Burtnik and Director of Education John Crocco congratulated Ryan and Patrick on their election, and thanked Shelby and Patrick for their excellent work as Student Trustees this past year.



\$14,349.33



Niagara Catholic Supports Japan



Summer 2011 Is Almost Here!

The Catholic Education Centre will be closed from July 25th - August 8th. Summer hours are 8:30 a.m. - 4:00 p.m. Mondays to Thursdays and 8:30 a.m - 1:00 p.m. on Fridays.

Policy Update

Niagara Catholic trustees approved three Policies during the final meeting of the 2010-2011 school year.

- **Assessment Evaluation and Reporting Policy (800.1) (Interim);**
- **Voluntary and Confidential Self-Identification Policy for First Nations, Métis, and Inuit Students (301.9)**
- **Student Fees Policy (800.3) (Interim)**

Eight Policies are under review and are scheduled to be brought to the Board in the Fall of 2011:

- **Community Use of Schools**
- **Dress Code - Safe Schools**
- **Leadership Succession Plan**
- **Educational Field Trips**
- **Fundraising**
- **Hiring**
- **Playground Equipment**
- **Bullying Prevention/Intervention**

One Policy is currently under development. **Employee Code of Conduct** is scheduled to be presented to the Board in the Fall.

2011-2012 Budget Approved

The 2011-2012 Annual Budget was approved by Trustees at the June 14th Board Meeting. It includes an Operating Expenditures Budget of \$247,841,376 and a Minor Tangible Capital Assets Budget of \$2,920,321.

"This budget represents prudent fiscal planning as Niagara Catholic moves forward to achieve the Board-approved System Priorities for 2011-2012 and Vision 2020," said Director of Education John Crocco.

The full budget report is available at niagaracatholic.ca.

Schools win Provincial Award

St. Philomena Catholic Elementary School in Fort Erie and Saint Paul Catholic High School in Niagara Falls are two of 10 schools to be honoured by the Province with the inaugural Premier's Safe Schools Award. They are the only Catholic schools in the province to receive this prestigious award.

The recipients were notified of the honour in May, and the Province released the winners' list June 21st, 2011.

2011 Kids Helping Kids Campaign Raises 35,000 for Children's Centre



Every February since 1998, elementary students across Niagara Catholic have come together to support the Niagara Peninsula Children's Centre (NPCC) through the Kids Helping Kids Campaign. During the June 14th Board Meeting Niagara Catholic Director of Education John Crocco and Board Chair Kathy Burtnik were joined by Drew Jakobsons, who will enter Senior Kindergarten at Mary Ward Catholic Elementary School in Niagara Falls and attends the NPCC, to present a cheque for \$35,656.66 to Jim Marino, Executive Director of the NPCC Foundation. From left are Mr. Marino, Director of Education John Crocco, Drew, his mother Lianne, Vice Chair Maurice Charbonneau and Board Chair Kathy Burtnik.

Trustees Congratulate Top Athletes at Board Meeting

Trustees celebrated the accomplishments of Niagara Catholic's student athletes and members of Team Ontario from the Ontario Skills Competition at the June 15th Board Meeting.

Among those recognized were Alex Sitnik, who won a gold medal in OFSAA girls' badminton for Holy Cross Catholic Secondary School; Sara Moss, who won silver medals in Senior Girls Shot Put and Discus; and J.T. Hunt, who won a silver medal in Junior Boys High Jump at OFSAA this spring.

Also recognized at the meeting were the members of Notre Dame College School's Girls' Lacrosse Team and the girls soccer teams from Holy Cross and Saint Paul Catholic High Schools, which won OFSAA gold, silver and bronze medals in their respective competitions.

Trustees also recognized several rowing crews from Niagara Catholic high schools who won medals at the recent Canadian Secondary Schools Rowing Association Regatta, commonly known as the Schoolboy Regatta, earlier this month.

Blessed Trinity Catholic Secondary School:

Senior Men 72 kg single, Gold

Denis Morris Catholic High School:
Women 63 kg Single, Gold and Senior Women Single, Gold;

Senior Men Quad, Gold;

Junior Women Four with Coxswain, Gold;

Senior Men Double, Silver;

Senior Men 72 kg Pair, Bronze

Holy Cross Catholic Secondary School:

Junior Men Four with Coxswain, Silver

Notre Dame College School:

Junior Men Double, Silver;

Senior Men Double, Bronze

St. Francis Catholic Secondary School:

Junior Women 59kg Eight, Gold

Senior Women 59 kg, Silver

Senior Women Four with Coxswain, Bronze

Junior Women Four with Coxswain, Bronze

Junior Women 59 kg Four with Coxswain, Bronze

Niagara Catholic Students Earn Medals at Skills Canada



During the June 14th Board Meeting, Trustees congratulated Saint Michael Catholic High School students Nasir Dowlakhahi and Craig Vandenberg, who both earned gold medals at the Ontario Skills Competition. Nasir took the top prize in Web Design, while Craig won the Electronics competition. They represented Niagara Catholic at the Skills Canada Competition in Quebec City earlier this month, where Nasir earned a Gold Medal and Craig earned a Silver. From left are Trustee Ed Nieuwesteeg, Craig, Nasir, Board Chair Kathy Burtnik and Director of Education John Crocco.

Board Receives More Than \$14 Million for New Capital Projects

On June 15th, Ontario Minister of Education Leona Dombrowski announced Niagara Catholic will receive nearly \$14.5 million from the Province to replace St. Martin Catholic Elementary School in Smithville and to expand Saint Michael Catholic High School in Niagara Falls.

The funding packet for the new St. Martin Catholic Elementary School is \$8.9 million. Niagara Catholic will receive \$5.5 million to expand Saint Michael Catholic High School. The funding is part of a \$650 million investment the Province has committed to build and revitalize local schools.

Niagara Catholic Board Chair Kathy Burtnik welcomed the funding announcement.

"It is always an exciting time to see new development in our schools," said Mrs. Burtnik. *"This year we have celebrated a number of groundbreakings and grand openings and with this announcement, we have more to look forward to."*

Director of Education John Crocco said a new, larger, state-of-the-art St. Martin Catholic Elementary School and the expansion of Saint Michael Catholic High School will accommodate the needs of a growing population in Niagara. It will also allow students the opportunity to learn in 21st century classrooms.

"West Niagara is a growth area for Niagara Catholic," said Mr. Crocco. *"With the construction of the new St. Joseph and Our Lady of Fatima Catholic Elementary Schools in Grimsby which opened in September, the current construction at Blessed Trinity Catholic High School, and this announcement of funding for a new, modern St. Martin Catholic Elementary School in Smithville, it is clear that this area is a priority for the Province as well. We are also very grateful to the Province for recognizing the need for more student space at Saint Michael Catholic High School. By funding this expansion, it will allow Saint Michael students to continue their education together, in modern classrooms equipped for 21st century learning."*

Nurturing Souls & Building Minds

Counsellor Caps Career With Provincial Award

Lina Marchionda, a Guidance Counsellor at Blessed Trinity Catholic Secondary School in Grimsby, is ending her career in education on a high note.



Lina Marchionda

Earlier this month, Mrs. Marchionda received the Oliver Diefenbaker Award of Merit from the Ontario School Counsellors' Association.

Mrs. Marchionda was recognized for her "long and dedicated service to guidance and counselling in the province of Ontario."

All Niagara Catholic Schools Are 100% Ontario EcoSchools

For the second, consecutive year, every Niagara Catholic school has been certified as an EcoSchool through the Ontario EcoSchools Program. Niagara Catholic remains the only school board in the province to achieve 100 per cent certification through the Ontario EcoSchools Program, which was designed to engage elementary and secondary school students in activities that will raise their environmental awareness and stewardship.

This is Niagara Catholic's fourth full year for participation in the Ontario EcoSchools program and the fourth time that Niagara Catholic has surpassed all other Ontario school boards in the number of certified schools. This year, all 59 Niagara Catholic elementary and secondary schools qualified for Ontario EcoSchools certification.

In addition to obtaining 100 per cent certification, Niagara Catholic also increased the number of gold recipients from 33 schools in 2010 to 36 in 2011. Twenty-two schools received silver certification while one obtained a bronze.

Niagara Catholic Board Chair Kathy Burtnik and Director of Education John Crocco congratulated everyone who had a hand in the EcoSchools success for their commitment to environmental stewardship.

The complete list of Niagara Catholic schools and their Ontario EcoSchools ranking is available at niagaracatholic.ca.

Photos from the June 14th Board Meeting



**Above: Members of Notre Dame's Girls' Lacrosse and Saint Paul's Girls' Soccer teams.
Below: Niagara Catholic rowers recognized for their success in the Schoolboy Regatta.**



Elementary and Secondary Administrative Appointments

Director of Education John Crocco has made the following administrative appointments for 2011-2012:

Secondary Appointments

Jim Whittard, Principal, Saint Michael (Currently VP, Blessed Trinity)

Mary Ann McKinley, VP, Blessed Trinity (Currently Consultant - Student Leadership and Engagement)

Secondary Assignments

Andrew Boon, VP, Lakeshore Catholic High School (Currently VP, Holy Cross)

Frances Brockshire, VP, Holy Cross (Currently VP, Saint Paul)

Ugo Fazari, VP, Saint Paul (Currently VP, Lakeshore Catholic)

Continuing Education Appointment

Robert DiPersio, Principal, Continuing Education

(Currently Administrator of Special Projects)

Elementary Appointments

Carla Bianco, Principal, St. Andrew (Currently VP, Loretto)

Adrian Bishop, Principal, St. Edward (Currently VP, St. Anthony)

Loredana Spadafora, Principal, St. Joseph (Grimsby)

(Currently VP, Cardinal Newman)

Steven Ward, Principal, St. George (Currently VP, St. Vincent de Paul)

Carlo Arghittu, VP, St. Anthony (Currently teacher, St. Anthony)

Scott Root, VP, Mary Ward (Currently teacher, Mary Ward)

Rosanne Sandel, VP, Loretto (Currently teacher, Loretto)

Joseph Tornabuono, VP, Cardinal Newman (Currently teacher, St. Mary Welland)

Elementary Assignments

John Bosco, Principal, St. Mark (Currently Principal, St. Joseph Grimsby)

Alan Creelman, Principal, Canadian Martyrs (Currently Principal, St. Kevin)

Carmela D'Andrea, Principal, Michael J. Brennan (Currently Principal, St. Mark)

Robert Grand, Principal, St. Philomena (Currently Principal, Michael J. Brennan)

Christopher Gobbi, Principal, St. Elizabeth (Currently Principal, St. Andrew)

Marcel Jacques, Principal, Father Hennepin (Currently Administrator, Special Education)

Christopher Kerho, Principal, Cardinal Newman (Currently Principal, St. George)

Enrico Schirru, Principal, St. Kevin (Currently Principal, St. Elizabeth)

Bonnie Tkac-Feetham, Principal, St. Therese (Currently on LOA, Principal, St. John Bosco)

Angela Villella, VP, St. Vincent de Paul (Currently on LOA, VP, Alexander Kuska KSG)

Congratulations

Graduates



The 2011 Graduation Schedule is available at:

www.niagaracatholic.ca



God Bless and Thank You

Retirees

Enjoy your new journey!

School Excellence Program

FOCUS on

St. Andrew Catholic Elementary School

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

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

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

St. Andrew Svorad Parish was established in East Welland in 1957, to accommodate the wave of Catholics from eastern Europe who came to Niagara in search of industrial employment. The creation of a parish for primarily Slovak immigrants allowed the faithful an opportunity to worship in their own language, led by Father Botek, who had been appointed pastor of the new parish.

Father Botek appealed to the Vincentian Sisters of Charity in Pittsburgh, asking them to come to Welland to help set up a school. St. Anne Catholic school officially opened in January 1958.

In September 1963, St. Anne school was renamed and dedicated to St. Andrew the Fisherman, the first disciple of Christ. Over the past 47 years, it has become a vital part of the East Welland community.

Today, there are approximately 320 students at St. Andrew who follow their patron saint's example and are leaders in spreading the Gospel in their community. During the final Board Meeting of the year on June 14th, Acting Principal Carla Bianco and several members of the St. Andrew family shared with the Board many of the great things that have happened at St. Andrew this year.

Last September, St. Andrew was one of the first Niagara Catholic schools to offer the full-day early learning Kindergarten program.

Alana Nutsakor, an SK student at St. Andrew, shared what she loves about Kindergarten, including the play stations where students learn about taking turns and problem solving, art classes where she and her friends made beautiful pictures and playing outside where they got fresh air and were able to experience nature. She said doing things like using the water play area is so much fun students don't even realize that they're learning.

Mrs. Bianco said the school has been working hard to improve the quality of literacy, numeracy and written work so students are fully prepared to make the transition to Notre



Above: St. Andrew Catholic Elementary School students participate in the Kids Helping Kids campaign.



Right: Students participate in the washing of the feet on Holy Thursday with Father Manuel.



Left: Members of St. Andrew Catholic Elementary School's Eco Club plant a garden at the front of the school which was made available through a \$1,000 grant from Metro foods. St. Andrew received a silver certification from the Ontario EcoSchools program in June 2010 and continues its efforts to reduce all types of waste by recycling, encouraging paperless communication and holding Litterless Lunches.

Right: Parents play a key role in bringing education to life at St. Andrew Catholic Elementary School. In addition to helping out on school trips, parents volunteer their time as reading partners, breakfast, hot lunch and snack program leaders, running special events and as members of the Catholic School Council.



Right: St. Andrew Catholic Elementary School's Girls Volleyball team is one of many sports teams that have performed well in competition.

Left: The arts are alive at St. Andrew Catholic Elementary School! The choir performed during the school's Catholic Education Week assembly in May.



Dame College School in Grade 9.

School staff have devised a number of strategies to improve student achievement. These strategies include uninterrupted blocks of instruction time for math and literacy. The school has also recently invested in new materials for the at-home reading "Bag a Book" program, where parents are encouraged to be partners in Catholic education by reading with their children.

As students prepare for this pathway, they build a strong connection with Notre Dame, which regularly invites intermediate students to the school so students feel familiar with it when their time comes to enrol. Among those initiatives are special events for Grade 8 students, and the Grade 8 students' invitation to take part in Notre Dame's Pilgrimage Walk each October.

Weekly Masses strengthen the link between St. Andrew Catholic Elementary School and St. Andrew Church.

Students at St. Andrew are excellent sports! Students represent St. Andrew well at area and Board-wide competitions. In honour of Arlene Lindsay, a teacher from St. Andrew who passed away earlier this year, St. Andrew will host the Arlene Lindsay Basketball for Junior students at Notre Dame College School on June 20th.

St. Andrew students are also very involved in a wide variety of activities throughout the year. The school's Eco-Team earned a silver medal in 2010 through the Ontario EcoSchools Program and is active again this year. The school recently received a \$1,000 grant to plant a lovely garden at the front of the school.

St. Andrew students received recognition for their participation in many other events, including the Speak Out! public speaking competition, Niagara Catholic Spelling Bee and the Niagara Catholic Scrabble Tournament.

They also held a successful Primary Christmas Concert and are currently planning a talent show to celebrate the end of the school year.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

**TOPIC: TRUSTEE INFORMATION
NIAGARA CATHOLIC SCHOOL YEAR CALENDAR &
MEETING DATES 2011-2012**



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

2011-2012 School Year Calendar & Meeting Dates

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7 SEAC	8	9	10
11	12	13 CW	14	15	16	17
18	19	20	21	22	23	24
25	26	27 BD	28	29	30	

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5 SEAC	6	7	8
9	10	11 CW	12	13	14	15
16	17	18	19	20	21	22
23 30	24 31	25 BD	26	27	28	29

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 SEAC	3	4	5
6	7	8 CW	9	10	11	12
13	14	15	16	17	18	19
20	21	22 BD	23	24	25	26
27	28	29	30			

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6 ORG CW	7 SEAC	8	9	10
11	12	13	14	15	16	17
18	19	20 BD	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11 SEAC	12	13	14
15	16	17 CW	18	19	20	21
22	23	24	25	26	27	28
29	30	31 BD				

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1 SEAC	2	3	4
5	6	7	8	9	10	11
12	13	14 CW	15	16	17	18
19	20	21	22	23	24	25
26	27	28 BD	29			

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6 CW	7 SEAC	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27 BD	28	29	30	31

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
Holy Week						
8	9	10 CW	11 SEAC	12	13	14
15	16	17	18	19	20	21
22	23	24 BD	25	26	27	28
29	30					

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 SEAC	3	4	5
6	7	8 CW	9	10	11	12
Catholic Education Week						
13	14	15	16	17	18	19
20	21	22 BD	23	24	25	26
27	28	29	30	31		

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5 CW	6 SEAC	7	8	9
10	11	12 BD	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

REGULAR SCHEDULE OF MEETINGS

Special Ed. Advisory Cmt Mtg.

7:00 p.m. 1st Wednesday of each month SEAC

4th Tuesday of each month

- Elementary P.A. Day
- Statutory/Other Holiday
- Secondary P.A. Day
- School Holidays
- Elementary & Secondary P.A. Day
- Secondary Exams



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

427 RICE ROAD, WELLAND, ON, L3C 7C1 • PHONE 905.735.0240 TOLL FREE: 905.382.3108 / 905.562.1321 / 905.684.8565
 FAX BUSINESS 905.735.2940 / CONSULTANTS 905.735.1687 / DIRECTOR 905.734.8828 / STUDENT SERVICES 905.735.9850 / SUPERINTENDENTS 905.735.9710
 WEBSITE www.niagaracatholic.ca E-MAIL info@ncdsb.com

SCHOOL	PRINCIPAL	PHONE
Fort Erie		
St. George	Steven Ward	905.894.3670
Our Lady of Victory	Theresa Murphy	905.871.3092
St. Joseph	Lorrie MacKenzie	905.382.3822
St. Philomena	Robert Grand	905.871.1842
Grimsby		
Our Lady of Fatima	Michael Hendrickse	905.945.5500
St. Joseph	Loredana Spadafora	905.945.4955
Lincoln & West Lincoln		
St. Edward	Adrian Bishop	905.562.5531
St. John	Emma Fera Massi	905.945.5331
St. Mark	John Bosco	905.563.9191
St. Martin	Dean Stunt	905.957.3032
Niagara Falls		
Cardinal Newman	Christopher Kerho	905.354.9033
Father Hennepin	Marcel Jacques	905.354.4469
Loretto Catholic	Terry Antoniou	905.356.4175
Mary Ward	Domenic Massi	905.354.9221
Notre Dame	Jeff LaFontaine	905.358.3861
Our Lady of Mount Carmel	Elizabeth Davey	905.354.2523
Sacred Heart	Lisa Selman	905.295.3732
St. Gabriel Lalemant	Deborah Mercnik	905.354.5422
St. Mary	Roger Demers	905.354.7744
St. Patrick	Amanda Cybula	905.354.6631
St. Thomas More	Wendy Brant	905.354.1996
St. Vincent de Paul	Glenda Hillier	905.356.7505
Niagara-on-the-Lake		
St. Michael	Brian Palujanskas	905.684.1051
Pelham		
St. Alexander	Irene Ricci	905.892.3841
St. Ann	Jerry Scaringi	905.892.3942
Port Colborne		
St. John Bosco	Theo Dagenais	905.835.1930
St. Patrick	Susan Tromanhauser	905.835.1091
St. Therese	Bonnie Tkac-Feetham	905.835.8082
St. Catharines		
Assumption	Clare Ventresca	905.935.5281
Canadian Martyrs	Alan Creelman	905.934.9972
Michael J. Brennan	Carmela D'Andrea	905.935.0733
Mother Teresa	Blaine MacDougall	905.682.6862
Our Lady of Fatima	Marilyn Burcsik	905.935.4343
St. Alfred	Kenneth Czapliski	905.934.9922
St. Ann	Victoria Wegelin	905.934.1755
St. Anthony	Anne Marie Crocco	905.685.8859
St. Christopher	Susan Boychuck	905.684.3963
St. Denis	Joseph Biamonte	905.682.4156
St. James	Dan Trainor	905.934.3112
St. Nicholas	Kevin Lamb	905.685.7764

SCHOOL	PRINCIPAL	PHONE
ST. CATHARINES (Continued)		
St. Peter	Margaret Marion	905.984.3040
St. Theresa	Mary Clare Cavasin	905.682.0244
Thorold		
Monsignor Clancy	Gregory Hulse	905.227.4910
St. Charles	Kimberly Kuchar	905.227.3522
Wainfleet		
St. Elizabeth	Chris Gobbi	905.899.3041
Welland		
Alexander Kuska	Patsy Rocca	905.735.4471
Holy Name	Antonio Cardamone	905.732.4992
St. Andrew	Carla Bianco	905.732.5663
St. Augustine	Mary Kay Kalagian	905.734.4659
St. Kevin	Enrico Schirru	905.734.7709
St. Mary	Christopher Zanuttini	905.734.7326
SECONDARY SCHOOLS		
Grimsby		
Blessed Trinity	Ted Farrell	905.945.6706
Niagara Falls		
Saint Michael	James Whittard	905.356.5155
Saint Paul	Jeff Smith	905.356.4313
Port Colborne		
Lakeshore Catholic	Danny DiLorenzo	905.835.2451
Lakeshore Toll Free		905.382.3846
St. Catharines		
Denis Morris	Anthony Bozza	905.684.8731
Holy Cross	Joseph Zaroda	905.937.6446
St. Francis	Kenneth Griepsma	905.646.2002
Welland		
Notre Dame	Ralph DeFazio	905.788.3060
SPIRITUAL CATHOLIC OUTDOOR EDUCATION PROGRAM (SCOEP)		
Our Lady of Grace	Fort Erie	905.894.8910
ADULT & CONTINUING EDUCATION CENTRES		
Fort Erie		
St. John Centre South	Robert DiPersio	905.991-8951
Niagara Falls		
St. Ann Centre	Robert DiPersio	905.354.3531
St. Catharines		
St. John Centre	Santo Scala	905.682.3360
St. John North Centre	Santo Scala	905.646.3907
St. Thomas Centre	Santo Scala	905.685.3276
Welland		
Father Fogarty Centre	Robert DiPersio	905.734.4495

WHAT TO DO IF YOU HAVE A CONCERN OR COMPLAINT
 (Complaint Resolution Policy 800.3)

COMPLAINANT AND EMPLOYEE CONCERNED

to resolve the matter. If not satisfactorily resolved, then:
COMPLAINANT AND THE EMPLOYEE'S IMMEDIATE SUPERVISOR
 The complainant will be referred to the employee's immediate supervisor to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then:
COMPLAINANT AND SUPERINTENDENT/CONTROLLER OF PLANT
 The complainant will be referred to the appropriate Superintendent or Controller of Plant to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then:
COMPLAINANT AND DIRECTOR OF EDUCATION
 The complainant will be referred to the Director of Education for consideration of th

APPEAL TO THE BOARD

TRUSTEES

	Home Phone
Rhianon Burkholder	905.227.1994
Kathy Burtnik	905.935.5564
Maurice Charbonneau	905.687.3942
Frank Fera	905.228.3178
Fr. Paul MacNeil	905.933.9386
Ed Nieuwesteeg	905.354.3712
Ted O'Leary	905.732.7696
Dino Sicoli	905.835.8177
Ryan Creelman	Student Trustee
Patrick Morris	Student Trustee

SENIOR ADMINISTRATION

John Crocco	Director of Education	220
Yolanda Baldasaro	Superintendent of Education	227
Mario Ciccarelli	Superintendent of Education	230
Lee Ann Forsyth-Sells	Superintendent of Education	229
Frank Iannantuono	Superintendent of Education	228
Mark Lefebvre	Superintendent of Education	231
Larry Reich	Superintendent of Business & Financial Services	232
James Woods	Controller of Plant	252

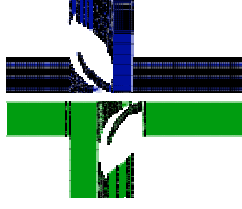
**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

TOPIC: CALENDAR OF EVENTS – SEPTEMBER 2011

September 2011

SUN MON TUE WED THU FRI SAT

4	5	6	7	8	9	10
 National Forest Week: September 18- to 24	Labour Day	1 st day of school	SEAC Mtg	1 Elem & Sec PA Day	Board Holiday	3
11	12	13	14	15	16	17
		CW Mtg		8 International Literacy Day 		
18	19	20	21	22	23	24
Terry Fox Run 			International Day of Peace 		Fall Equinox	Sports Day in Canada
25	26	27	28	29	30	
		Policy Committee Mtg BD Mtg	Terry Fox National School Run Day 			Niagara Wine Festival Grande Parade



Niagara Catholic
District School Board

Events posted at
niagaracatholic.ca

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

**TOPIC: TRUSTEE INFORMATION
DIRECTOR'S LETTER TO STUDENTS AND PARENTS
SEPTEMBER 2011**



Office of the Director of Education

Tuesday, September 6th, 2011

Dear Students, Parents and Guardians;

Happy New Year 2011-2012...as we begin a new and exciting school year throughout Niagara Catholic. Welcome back to all returning students and families and a very special welcome to those joining our Niagara Catholic family for the first time. September marks the beginning of a new school year; full of continued hope, promise, excitement and endless opportunities for student achievement, growth in our faith, co-instructional activities and experiential learning.

In addition to approximately two thousand new students joining Niagara Catholic and a number of Principals and Vice-Principals who will join new school communities this year, we welcome our two new Superintendents of Education, Mario Ciccarelli and Mark Lefebvre to the Senior Administrative team, along with new Principals Carla Bianco, (St. Andrew Catholic); Adrian Bishop, (St. Edward Catholic); Robert DiPersio (Continuing Education Learning Centres); Loredana Spadafora, (St. Joseph Catholic Grimsby); Steven Ward, (St. George Catholic) and James Whittard (Saint Michael Catholic High School). Beginning their careers as administrators, we welcome new Vice Principals Carlo Arghittu, (St. Anthony Catholic); Mary Ann McKinley, (Blessed Trinity Catholic High School); Scott Root, (Mary Ward Catholic); Rosanne Sandel, (Loretto Catholic) and Joseph Tornabuonno, (Cardinal Newman Catholic). A number of staff have also assumed system leadership positions within the Student Achievement departments of Program and Special Education to serve students, families and schools across Niagara Catholic.

As part of our continued commitment to fulfill the expectations within Niagara Catholic's Vision 2020 Strategic Plan, in June 2011 the Board approved the annual Strategic Directions Priority Indicators and the Annual Budget for 2011-2012. The System Priorities, posted in all Board sites, along with the Annual Budget, provide the direction for this coming school year. Both documents, along with our Strategic Plan are available for viewing on our Board website niagaracatholic.ca. In achieving the Vision 2020 Strategic Plan and the Priority Indicators for 2011-2012, we are pleased to announce that Debra McCaffery has been appointed as Board Chaplaincy Leader to provide faith formation leadership across the system. We have also introduced Elementary Chaplaincy Leaders to the system, appointing Penny Pomes and Michelle LePine to this provincially innovative position to provide faith formation support to our elementary schools, similar to our secondary school Chaplaincy Leaders.

This summer, 177 projects totaling \$51,358,975 million dollars were completed or started, including additions and renovations to Our Lady of Victory Catholic Elementary School in Fort Erie scheduled for completion in September 2011; additions and renovations to St. Anthony Catholic Elementary School in St. Catharines and St. Mark Catholic Elementary School in Beamsville scheduled for completion by late October along with the continued construction at Blessed Trinity Catholic Secondary School in Grimsby scheduled for completion by September 2012.

Niagara Catholic's exemplary staff provides exceptional faith-based Catholic education to over 24,000 students across our 65 Catholic elementary, secondary and continuing education schools and serves over 95,000 Catholic school supporters throughout Niagara. As we begin a new school year, we once again remind all Catholic ratepayers to check your property assessment, especially if you have moved over the summer, to ensure that it continues to be designated as English-Separate. Information and forms on this process are available on our Board website, at all parishes across the Diocese and in all Catholic schools. You are also invited to join our large list of participants on e-Community, Facebook and Twitter as we automatically update you on Board news, events and activities throughout our system.

On behalf of Kathy Burtnik, Chair of the Board, Maurice Charbonneau, Vice-Chair of the Board, our Board of Trustees and all staff across Niagara Catholic, every blessing for a most rewarding, enriching and faith filled 2011-2012 school year as we continue to nurture the souls and build the minds of our most treasured gift; our students.

A handwritten signature in black ink, appearing to read "John Crocco". The signature is fluid and cursive, with a large initial "J" and "C".

John Crocco
Director of Education

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
SEPTEMBER 13, 2011**

**TOPIC: TRUSTEE INFORMATION
MUNICIPAL, PROVINCIAL AND FEDERAL ELECTION
ADMINISTRATIVE PROCEDURES
(DM 56 – 2011-2012)**



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MEMO #: Director's Memorandum – DM 056 (2011-2012)

MEMO TO: Elementary and Secondary Principals / Vice-Principals and Managers

FROM: John Crocco, Director of Education

DATE: Wednesday, August 24th, 2011

ISSUED: i) Tuesday, August 24th, 2010
ii) Monday, March 28th, 2011

RE: **Municipal, Provincial and Federal Election Administrative Procedures**

Administrators are directed to implement the procedures within this Director's Memorandum "Municipal, Provincial and Federal Elections" effective immediately for the October 6th, 2011 Provincial Election.

Focus of our Board

The Niagara Catholic District School Board Mission Statement, Vision Statements and Strategic Directions provide the focus for its schools and staff.

Expectations of Staff, Catholic School Councils, Niagara Catholic PIC and SEAC

When elections are called, it is expected that all Niagara Catholic staff will act in an ethical and politically neutral manner toward all candidates and potential parties seeking office in Federal, Provincial and Municipal elections, including the position of Trustee. It is a fundamental tenet of publically funded education that schools remain free from politicization.

As part of our democracy, the election process, political parties and election issues are an important part of curriculum delivery, particularly at the junior through secondary school level. Staff is encouraged to discuss, in an unbiased manner, political parties and party platforms. Staff who are engaged in teaching election issues and/or political parties must maintain the highest ethical standards and impartiality. All Candidate Debates approved by the Principal are encouraged, providing full compliance with the section in this memorandum on Niagara Catholic Election Procedures.

It is imperative that all staff of Niagara Catholic, members of SEAC, Niagara Catholic Parent Involvement Committee and Catholic School Councils act in an ethical and impartial manner. Neither staff nor Councils are authorized to use students to deliver political messages, either during an election campaign or at any other time of year. Equally, politically motivated individuals or groups are not authorized to involve SEAC, Niagara Catholic Parent Involvement Committee, Catholic School Councils, school staff, or a school name, directly or indirectly, in the specifics of an election campaign.

Expectations of Employees of Niagara Catholic, Trustees, Catholic School Council, Niagara Catholic Parent Involvement Committee and SEAC Members

Employees' democratic rights, as private citizens, to participate in an election process are fundamental to our society. As private citizens, Niagara Catholic employees are free to exercise all democratic privileges of every Canadian as protected under the *Canadian Charter of Rights and Freedoms*.

Regulation 298, Section 24 under the *Education Act* governs advertisements and announcements in schools. Subsection 24(1) of the Regulation provides that “*no advertisement or announcement shall be placed in a school or on school property or distributed or announced to pupils on school property without the consent of the board that operates the school, except announcements of school activities.*”

In this regard, no candidates or political parties are permitted to place or distribute advertisements or announcements in a school or on school property without the consent of the Board.

Employees of Niagara Catholic are not permitted to promote, support, recruit, distribute information or materials or assist, directly or indirectly, candidates or political parties for public office in their capacity as an employee of the Board or in the course of their duties as an employee. Employees are prohibited from engaging in any political activity during normal working hours, unless a leave of absence has been approved in writing by the Board.

Trustees, SEAC and School Council members have specific roles as defined in the *Education Act*, Regulation 464/97 (SEAC), Regulation 612/00 (School Council), and Ministry Memoranda. Neither a Trustee, SEAC nor School Council member can use the Board, a school name or associate their preference for a political party, candidate or party policy with the Board or school operated by the Board in the course of their duties as either a Trustee or Council member.

Niagara Catholic Election Procedures

1. Campaign Literature

- a) The distribution of pamphlets, flyers, literature and other material in Board facilities and on Board property is prohibited, unless approved by the Board. Any material received through Canada Post must be forwarded to the addressee unopened as per procedure.
- b) The display of posters, signs or other forms of campaign advertising in Board facilities and on Board property, including staff mailboxes, staff bulletin boards and staff rooms is prohibited. The only exception is material, approved by the Principal, which is directly connected to the delivery of election curriculum specifically within the confines of a classroom. In the case of curriculum delivery, the principles of fairness must be ensured for all individuals / parties.
- c) School publications such as newsletters, bulletins, newspapers and websites must not be used to support, favour or publicize the campaign of any candidate, political party, or party/candidate platform.

2. All Candidate Meetings or All Candidate Debates and Political Party Meetings

- a) With the approval of the Principal, Family of Schools Superintendent and the Controller of Plant, through a Community Use Permit, “All Candidate Meetings” or “All Candidate Debates” may be organized with all candidates invited to participate in a given electoral area. The organizers of such meetings and/or debates on Niagara Catholic property must retain on file with the Principal and the Plant Services Department a copy of the letter of invitation sent to all candidates in a specific area and a copy of the response indicating whether the candidate will or will not attend the meeting.
- b) Participants of “All Candidates Meetings” and / or “All Candidate Debates” must agree to comply with the provisions of these guidelines including the prohibition and distribution of materials.
- c) Political Party meetings on any Board property is prohibited.

3. Board Resources

The use of Board resources, including but not limited to, the Board e-mail system, website, offices, photocopying equipment, projection or other equipment and materials, lists of parents, staff, students, SEAC, Catholic School Council and / or Niagara Catholic Parent Involvement Committee members to assist candidates or political parties, is strictly prohibited.

4. SEAC, Catholic School Council, Niagara Catholic PIC Mandate

Regulation 464/97, Regulation 612/00 under the *Education Act* and Board Policy 800.1, provide the mandate of SEAC, Catholic School Councils and the Niagara Catholic Parent Involvement Committee. The SEAC, Catholic School Council and Niagara Catholic Parent Involvement Committee Chairs and the Principal or Superintendent of Education should exercise care that the agenda does not include election matters outside of their respective *Education Act* and Board mandates.

Implementation of this Director’s Memorandum

- a) It is the responsibility of the appropriate Supervisory Officer or Controller of Plant to review this memorandum with Principals, Managers and Supervisors at the call of each election.
- b) It is the responsibility of all Principals, Managers and Supervisors to review this memorandum with all staff and with Catholic School Councils at the call of each election.
- c) It is the responsibility of the Director of Education to review this memorandum with Trustees and the Presidents of OECTA Elementary, OECTA Secondary and CUPE at the call of each election.
- d) Clarification on the expectations of this Director’s Memorandum or situations which present themselves outside of the expectations of this memorandum are to be discussed with or approved by the Director of Education.