



*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, FEBRUARY 14, 2012**

**7:00 P.M.**

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

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**A. ROUTINE MATTERS**

1. Opening Prayers – Trustee Nieuwesteeg -
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 January 17, 2012 A5

**B. PRESENTATIONS**

**C. COMMITTEE AND STAFF REPORTS**

1. Policy Committee
  - 1.1 Unapproved Minutes of the Policy Committee Meeting of January 31, 2012 C1.1
  - 1.2 Approval of Policies
    - 1.2.1 Community Use of Facilities Policy (#800.2) C1.2.1
    - 1.2.2 Niagara Catholic Parent Involvement Committee Policy (#800.6) C1.2.2
    - 1.2.3 Catholic Leadership: Principal & Vice-Principal Selection Policy (#202.2) C1.2.3
    - 1.2.4 Employee Workplace Harassment Policy (#201.7) C1.2.4
  - 1.3 Policy Schedule – January 31, 2012 C1.3
  - 1.4 Policy Update C1.4
2. Holy Childhood Association Walk 2011-2012 C2
3. Student Voice Initiative - Speakup Projects C3
4. Mid-Year Progress Review of the Niagara Catholic System Priorities 2011-2012 C4
5. Staff Development Department Professional Development Opportunities C5
6. Catholic Leadership: Principal and Vice-Principal Selection 2012 C6
7. Long Term Financing of Capital Projects Approved by the Ministry of Education C7
8. Monthly Updates
  - 8.1 Capital Projects Update C8.1
  - 8.2 Student Senate Update -
  - 8.3 Senior Staff Good News Update -

**D. INFORMATION**

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|--|------|
| 1. Trustee Information   |      |
| 1.1 Spotlight on Niagara Catholic – January 31, 2012                 | D1.1 |
| 1.2 Calendar of Events – February 2012                               | D1.2 |
| 1.3 St. Mark Catholic Elementary School Blessing – February 15, 2012 | -    |
| 1.4 St. Anthony Catholic Elementary School Blessing – April 23, 2012 | -    |
| 1.5 SpeakOut Showcase – March 5, 2012                                | -    |
| 1.6 OCSTA AGM 2012   | D1.6 |

**E. OTHER BUSINESS**

- |   |   |
|---|---|
| 1. General Discussion to Plan for Future Action | - |
|---|---|

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE  
MEETING OF JANUARY 17, 2012**

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**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of January 17, 2012, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

TUESDAY, JANUARY 17, 2012

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, January 17, 2012, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

### A. ROUTINE MATTERS

#### 1. Opening Prayer

Opening Prayers were led by Vice-Chairperson Charbonneau.

#### 2. Roll Call

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

Chairperson Burtnik joined the meeting electronically at 9:15 and participated in the In Camera Session.

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

The following staff were in attendance:

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

3. **Approval of the Agenda**

Moved by Trustee Burkholder

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of January 17, 2012, 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 December 6, 2011**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of December 6, 2011, as presented.

**CARRIED**

## **B. PRESENTATIONS**

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

1. **Policy Committee Notre Dame College School and Associated Elementary Schools, and Port Robinson Attendance Area Ad Hoc Committee Report**

Rhianon Burkholder, Chair of the Notre Dame College School and Associated Elementary Schools, and Port Robinson Attendance Area Ad Hoc Committee, gave a brief overview of the process followed by the Ad Hoc Committee and its report to the Committee of the Whole. James Woods, Controller of Plant, presented the specifics of the report highlighting the recommended changes to the boundaries.

Moved by Trustee O'Leary

1. **THAT** as of January 9, 2012 all current Niagara Catholic students residing in the existing Port Robinson attendance area will be permitted to attend their current family of schools and will be granted Out of Boundary status.
2. **THAT** as of January 9, 2012 all current Niagara Catholic Grade 8 students (attending Monsignor Clancy Catholic Elementary School) and Denis Morris Catholic High School students residing in the Port Robinson area will be granted transportation until 2015-2016.
3. **THAT** as of January 9, 2012 transportation will be provided to current students residing in the Port Robinson area attending Monsignor Clancy Catholic Elementary School in Grades 5, 6, 7, and 8 until 2015-2016 at which time transportation will be discontinued.
4. **THAT** as of January 9, 2012 a boundary change will occur for Port Robinson with Allanport Road inclusive to Barron Road attending the Notre Dame College Family of Schools. The Boundary descriptions for Denis Morris, St. Charles, Monsignor Clancy,

Notre Dame College School and St. Andrew Catholic schools will be amended with the revised Port Robinson boundary of;

*South: Thorold Townline Road (centreline) to Barron Road (inclusive) crossing the Welland Canal to Turner Rd (and its projection) to the Welland Canal to a line halfway between Holland Rd and Barron Rd to the township lot lines between lots 63 and 64 and lots 86 and 87 and lots 109 and 110 and lots 132 and 133 to the Town Boundary (Lincoln and Pelham).*

**CARRIED**

**2. Working Together for Kids' Mental Health Project 2010-2011 and Beyond**

Yolanda Baldasaro, Superintendent of Education, introduced Ken Lococo, Behavioural Resource Teacher, who presented the report on Working Together for Kids' Mental Health Project 2010-2011 and Beyond, which was designed to address and build a child and youth mental health system that was coordinated, collaborative and integrated at all community and government levels.

**3. Homework Help**

Mario Ciccarelli, Superintendent of Education, introduced the report on Homework Help, and welcomed Mark DiTomasso, e-Learning Consultant, who presented detailed information on the student focused Homework Help on-line support for students in Grade 7 to Grade 10. A demonstration of the Homework Help was provided to students.

Trustees were also informed that Homework Help is beneficial for teachers and parents, as it allows teachers to find valuable math resources that can be used in the classroom for differentiated instruction and blended learning.

**4. Board Improvement Plan for Student Achievement: BIPSA 2011-2013**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the report on the Board Improvement Plan for Student Achievement: BIPSA 2011-2013, which aligns with Niagara Catholic's Vision 2020 Strategic Plan, the annual System Priorities and the School Effectiveness Framework. Niagara Catholic's BIPSA establishes expectations, goals, strategies and partnerships to support the student achievement of all students from Early Learning Kindergarten Programs (ELKP) to graduation.

**5. Staff Development Department Professional Development Opportunities**

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

John Cino, Student Success Teacher at Blessed Trinity Catholic Secondary School, presented the Career Cruising Project which encourages students in Grades 7 and 8 to create and use an Educational Portfolio which keeps track of their in accomplishments, goals and plans.

**6. Consolidation of Michael J. Brennan and St. James Catholic Elementary Schools**

Director Crocco presented a background overview of the Consolidation of Michael J. Brennan and St. James Catholic Elementary Schools, and the Consolidation of St. Thomas More and Our Lady of Mount Carmel Catholic Elementary Schools reports. He reminded Trustees that at the May 26, 2009 and November 8, 2011 Board Meetings of the Niagara Catholic District School Board, the Board approved eleven (11) motions which provided specific system direction, decisions and timelines following a detailed open, transparent and accountable Accommodation Review Committee (ARC) and Pupil Accommodation Review (PAR) process.

The Director informed Trustees that as part of our continuous dialogue with the Ministry of Education, new information has recently been received regarding potential funding available for the needed renovations to both St. James and Our Lady of Mount Carmel Catholic Elementary Schools should they be consolidated by the Board through a board motion. A Board motion and business case requesting Ministry funding must be received by the Ministry of Education by January 31, 2012.

Mr. Woods walked the Committee of the Whole through a PowerPoint which visually displayed the potential phased in approaches that Senior Staff is currently exploring for the consideration of the Board.

Moved by Trustee Fera

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the consolidation of Michael J. Brennan and St. James Catholic Elementary Schools at the St. James site for September 2013, subject to funding approval by the Ministry of Education for renovation and addition to St. James Catholic Elementary School.

**CARRIED**

**7. Consolidation of St. Thomas More and Our Lady of Mount Carmel Catholic Elementary Schools**

Moved by Trustee Sicoli

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the consolidation of St. Thomas More and Our Lady of Mount Carmel Catholic Elementary Schools at the Our Lady of Mount Carmel site for September 2013, subject to funding approval by the Ministry of Education for renovation and addition to Our Lady of Mount Carmel Catholic Elementary School.

**CARRIED**

**8. Monthly Updates**

**8.1 Capital Projects Progress Report**

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

**8.2 Student Trustees' Update**

Ryan Creelman and Patrick Morris, Student Trustees, presented a brief verbal update on the current activities of the Student Senate.

**8.3 Senior Staff Good News Update**

Senior Staff highlights included:

**Superintendent Ciccarelli**

- The Fatima Falcons Lego/Robotics Team, from Our Lady of Fatima Catholic Elementary School, St. Catharines, qualified for the Provincial Tournament by being the Second Grand Champion at the Niagara Regional Tournament on Saturday, December 17<sup>th</sup>, 2011. Our Lady of Fatima captured the Mechanical Design Award at the Provincial tournament.
- St. Michael Catholic Elementary School, Niagara-on-the-Lake, has excelled in their EQAO results and was highlighted by EQAO.

**Superintendent Baldasaro**

- St. Francis Catholic Secondary School Senior Girls' Basketball won Bronze in OFSSA.

**D. INFORMATION**

**1. Trustee Information**

**1.1 Spotlight on Niagara Catholic – December 20, 2011**

Director Crocco presented the Spotlight on Niagara Catholic – December 20, 2011 issue for Trustees' information.

**1.2 Calendar of Events – January 2012**

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

**1.3 Niagara Catholic Baby Celebration – January 18, 2012**

Director Crocco reminded Trustees of the Niagara Catholic Baby Celebration being held at the Catholic Education Centre on January 18, 2012.

All Trustees were invited to attend.

**1.4 Bishop's Gala - January 27, 2012 – Club Italia, Niagara Falls**

Director Crocco presented information on the 9<sup>th</sup> Annual Bishop's Gala being held on January 27, 2012 at Club Italia in Niagara Falls.

Trustees were asked to contact Sherry Morena for tickets, as well as to be at Club Italia by 6:15 p.m. for photographs.

**1.5 BEC - 2012 Annual Partners Breakfast - February 10, 2012 - 7:30 - 10:00 a.m.**

Director Crocco presented information on the BEC - 2012 Annual Partners Breakfast – being held February 10, 2012 from 7:30 to 10:00 a.m., informing Trustees that the Board has booked a table.

Trustees were asked to confirm their attendance with Linda Marconi no later than Friday, January 20<sup>th</sup> 2012.

**E. OTHER BUSINESS**

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

Director Crocco provided an overview of upcoming accommodation and attendance area actions for the consideration of the Board. He also informed Trustees of the Special Policy Committee Meeting on February 14, 2012 at 3:30 p.m.



## **F. BUSINESS IN CAMERA**

Moved by Trustee O'Leary

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

**CARRIED**

The Committee of the Whole moved into the In Camera Session of the Meeting at 9:15 p.m. and reconvened at 9:45 p.m.

Chairperson Burtnik joined the meeting electronically at 9:15 p.m.

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

Moved by Trustee O'Leary

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of January 17, 2012.

**CARRIED**

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

Moved by Trustee Burkholder

**THAT** the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section A: Student Trustees Present held on December 6, 2011, as presented.

**CARRIED (Item F1)**

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

Moved by Trustee Burkholder

**THAT** the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section B: Student Trustees Excluded held on December 6, 2011, as presented.

**CARRIED (Item F3)**

## **H. ADJOURNMENT**

Moved by Trustee O'Leary

**THAT** the January 17, 2012 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 9:45 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **January 17, 2012.**

Approved on the **14<sup>th</sup>** day of **February 2012.**

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Maurice Charbonneau  
Vice-Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: POLICY COMMITTEE - UNAPPROVED MINUTES  
MEETING OF JANUARY 31, 2012**

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**RECOMMENDATION**

**1.1 THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Policy Committee Meeting of January 31, 2012, as presented.

The following recommendations are being presented for the Board's consideration from the Policy Committee Meeting of January 31, 2012.

**1.2.1 Community Use of Facilities Policy (#800.2)**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board approval of the Community Use of Facilities Policy (#800.2), as presented.

**1.2.2 Niagara Catholic Parent Involvement Committee Policy (#800.7)**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board approval of the Niagara Catholic Parent Involvement Committee Policy (#800.7), as presented.

**1.2.3 Catholic Leadership: Principal & Vice-Principal Selection (#202.2)**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board approval of the Catholic Leadership: Principal & Vice-Principal Selection (#202.2), as presented.

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

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board approval of the Employee Workplace Harassment Policy (#201.7), as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE POLICY COMMITTEE MEETING

**TUESDAY, JANUARY 31, 2012**

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Minutes of the Policy Committee Meeting held on Tuesday, January 31, 2012, at 4:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:40 p.m. by Director of Education Crocco. Director Crocco presided over the meeting until the election of the Policy Committee Chairperson.

1. **Opening Prayer**

The meeting was opened with a prayer.

2. **Attendance**

**Committee Members:**

*Ed Nieuwesteeg*, Committee Chairperson

*Kathy Burtnik*, Trustee

*Dino Sicoli*, Trustee

**Trustees:**

*Rhianon Burkholder*, Trustee

*Maurice Charbonneau*, Trustee

**Staff:**

*John Crocco*, Director of Education

*Frank Iannantuono*, Superintendent of Education

*Lee Ann Forsyth-Sells*, Superintendent of Education

*James Woods*, Controller of Plant

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

*Sherry Morena*, Administrative Assistant - Corporate Services & Communications Department  
/Recording Secretary

3. **Election of Committee Chairperson**

Moved by Trustee Nieuwesteeg

**THAT** Trustee Sicoli be elected to the position of Chairperson of the Policy Committee.

**APPROVED**

Director Crocco asked Trustee Sicoli if he wished to stand for the position of Chairperson of the Policy Committee. Trustee Sicoli accepted the nomination.

There were no further nominations forthcoming. Trustee Sicoli was acclaimed to the position of Chairperson of the Policy Committee.

4. **Approval of Agenda**

Moved by Trustee Burtnik

**THAT** the January 31, 2012 Policy Committee Agenda be approved, as amended with the addition of *Item 7.6 Employee Workplace Harassment Policy (#201.7)*.

**APPROVED**

5. **Disclosure of Interest**

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

6. **Minutes of the Policy Committee Meeting of November 22, 2011**

Moved by Trustee Nieuwesteeg

**THAT** the Policy Committee approve the Minutes of the Policy Committee Meeting of November 22, 2011, as presented.

**APPROVED**

7. **Policies**

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

**7.1 Playground Equipment Policy (#702.1)**

James Woods, Controller of Plant, presented feedback received from the vetting process of the Playground Equipment Policy.

Trustees asked questions of Mr. Woods and discussed the Policy and Administrative Guidelines and suggested the following amendments:

That the Playground Equipment Policy be referred back to Senior Staff for further review and to compile an account of hidden costs as it relates to playground equipment such as additional caretakers daily inspection times and school staff supervision time.

***POLICY STATEMENT***

The Policy Statement will include a sentence to reflect that the Niagara Catholic District School Board values the play time of students and will provide active playgrounds, such as basketball courts.

***ADMINISTRATIVE GUIDELINES***

**WINTER USE**

Bold the words “**off limits**” in the last paragraph.

Moved by Trustee Nieuwesteeg

**THAT** the Policy Committee refer the Playground Equipment Policy (#702.1) back to Senior Staff for further review.

**APPROVED**

## **7.2 Community Use Of Facilities Policy (#800.2)**

Mr. Woods presented the feedback received from the vetting process of the Community Use of Facilities Policy.

Trustees asked questions of Mr. Woods and discussed the Policy and Administrative Guidelines and suggested the following amendments:

### **ADMINISTRATIVE GUIDELINES**

#### **CLASSIFICATION C:**

Amend the end of the last sentence to read “*as determined by Senior Administrative Council*”

Moved by Trustee Burtnik

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Community Use of Facilities Policy (#800.2), as amended.

**APPROVED**

## **7.3 Niagara Catholic Parent Involvement Committee Policy (#800.7)**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the amendments to the Niagara Catholic Parent Involvement Committee Policy.

Trustees asked questions of Superintendent Forsyth-Sells and discussed the Policy and Administrative Guidelines and suggested the following amendments:

### **ADMINISTRATIVE GUIDELINES**

Amend the term parent throughout the document to read “*parent/guardian*”.

#### **3.2 ELIGIBILITY OF MEMBERSHIP**

Indicate that to be eligible for election/appointment to the Niagara Catholic Parent Involvement Committee the parent/guardian must represent the geographic area where the student(s) is enrolled.

**8.5 & 8.6** Amalgamate the two statements

Moved by Trustee Nieuwesteeg

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Niagara Catholic Parent Involvement Committee Policy (#800.7), as amended.

**APPROVED**

### **POLICIES - PRIOR TO VETTING**

**7.4 Nil**

### **POLICIES – POLICY COMMITTEE REVIEW**

## **7.5 Catholic Leadership: Principal & Vice-Principal Selection (#202.2)**

Frank Iannantuono, Superintendent of Education, informed the Policy Committee that the Catholic Leadership: Principal & Vice-Principal Selection was being presented for review based

on the request of the January 25, 2011 Policy Committee Meeting to revisit the Policy in one year's time as part of the annual review process.

The Policy Committee recommended that the Policy Statement add under References:  
*Trustee Code of Conduct Policy (100.12)*

Moved by Trustee Nieuwesteeg

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Catholic Leadership: Principal & Vice-Principal Selection (#202.2), as amended.

**APPROVED**

**7.6 Employee Workplace Harassment Policy (#201.7)**

Superintendent Iannantuono presented an amendment to the Employee Workplace Harassment Policy which reflects the definition of "Harassment" as outlined in Bill 168, as requested by the Committee of Whole at the December 6, 2011 Meeting.

Moved by Trustee Nieuwesteeg

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Employee Workplace Harassment Policy (#201.7), as presented.

**APPROVED**

**8. Information**

**8.1 Policies Being Vetted**

- Employee Attendance During Inclement Weather and Workplace Closure Policy (#201.9)

**8.2 Policy Schedule**

Director Crocco presented the Policy Schedule as of January 31, 2012.

**8.3 Policy Update**

Director Crocco presented the Policy Update.

**9. Date of Next Meetings**

- *Special Policy Committee Meeting – February 14, 2011 – 3:30 p.m.* (Pre-vetting Policies)
- February 28, 2012 – 4:30 p.m.

**10. Adjournment**

The meeting adjourned at 6:40 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE MEETING  
FEBRUARY 14, 2011**

***PUBLIC SESSION***

**TOPIC: POLICIES  
COMMUNITY USE OF FACILITIES POLICY (800.2)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Community Use of Facilities Policy (800.2), as presented.

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Prepared by: James Woods, Controller of Plant  
Presented by: James Woods, Controller of Plant  
Recommended by: John Crocco, Director of Education  
Date: February 14, 2012

6. Unless otherwise approved by the Controller of Plant, ~~Generally~~ schools and other facilities will be closed for permit users on the following dates:

Thanksgiving Weekend - Friday to Monday inclusive

Christmas Holidays - Two week shutdown, incl. Friday to commencement of school on Monday

Family Day - Monday

Mid-Winter Break - Friday to commencement of school on Monday

Easter Weekend - Friday to Monday inclusive

Victoria Day Weekend - Saturday to Monday inclusive

~~Summer Holidays~~

PA Days that include custodial staff

<b>INSIDE FACILITY – Hours available for permit groups</b>		
Weekdays all facilities	6:00 p.m. – 10:00 p.m.	-
Weekends all facilities	8:00 a.m. – 10:00 p.m.	-

Use of grounds will be from May 1 to October 1 for elementary schools only. Secondary school playing fields are not available to permit groups.

<b>GROUNDS – During school year – Hours available for permit groups</b>		
Weekdays	6:00 p.m. to dusk	-
Weekends	9:00 a.m. to dusk	-

  

<b>GROUNDS – During summer months – Hours available for permit groups</b>		
Weekdays	9:00 a.m. to dusk	-
Weekends	9:00 a.m. to dusk	-

~~1.7.~~ The person who obtains a Community Use of Facilities permit shall be 18 years of age or older, shall accept full and personal responsibility for the conduct and supervision of all persons admitted to Board facilities, and shall be accountable for any and all damages resulting from the use of Board property. All groups using facilities or grounds must be properly supervised. Proper supervision means at least one named responsible adult for every thirty children or one named responsible adult for every fifty adult participants, including spectators.

~~2.8.~~ The person who obtains a Community Use of Facilities permit must designate and identify a person who will be in attendance at the facility during the times and uses to which the permit applies. Permit holders are empowered, and it is a condition of the granting of the permit, to act as the Board's agent regarding trespassers on Board property during the authorized rental period and where the permit holder has reasonable and probable grounds to believe a person is on the premises without permission or is carrying on a prohibited activity on the premises. Where the offending person refuses to leave the premises as directed, the permit holder shall immediately notify a member of the custodial staff who will call for the assistance of a police officer. If the custodial staff member is not available, the permit holder shall notify the police directly.

~~3.9.~~ A Custodian (subject to the Collective Agreement), security person or responsible person acceptable to the Controller of Plant may be assigned to the permitted facility to protect the interests of the Board by opening the facility, flushing water lines where applicable, providing access to appropriate areas, ensuring the security of the Board's property, responding to



emergency situations and shutting down and securing the building at the completion of the program. Costs associated with the additional staff may be charged to the permit holder. Permit holders, who use facilities or grounds, must leave them in suitable condition for the operation of school programs.

- 4.10. The Board will not be responsible for personal injury or for the loss or damage to personal belongings of participants or spectators inside the building or on the property.
- 5.11. Smoking is not permitted ~~in Board facilities or~~ on Board property. The permit holder shall be responsible for enforcing this regulation.
- 6.12. No utterance, portrayal, display, or performance of an obscene or disloyal nature will be permitted.
- 7.13. Exits must be kept free from any obstruction. Exterior doors are to be locked at all times and are not to be wedged open. If necessary, a monitor is to be stationed at the door to admit ~~latecomers~~ **guests and to keep the door secure at all times.**
- 8.14. Sleepovers are ~~generally not permitted in Board facilities. Sleepovers may be allowed in special circumstances with the approval of a Superintendent.~~
- 9.15. ~~No advertising will be permitted on School Board property.~~ Any advertising for the **Community Use** activities, which identify the school as the location, shall carry the disclaimer "Program not supported or endorsed by Niagara Catholic District School Board" unless permission is otherwise obtained. **must have written permission by the Controller of Plant.**
- 10.16. No parking is permitted on lawns or asphalt play areas. ~~Parking must be restricted to the facility parking lots.~~
15. ~~No organization whose policies or activities contrary to the philosophy, mission and values of the Board shall be granted use of any property of the Board.~~
- 12.17. ~~The Manager of Plant Operations or delegate~~ **Controller of Plant / designate** will monitor and record group activity complaints received and take appropriate action.
- 13.18. No storage space is granted to outside organizations ~~except with the permission of the Principal of the school concerned.~~
- 14.19. Professional movers approved by the Board and paid by the permit holder must carry out moving of any school piano from stage to floor or vice-versa. Pianos must be returned to the same location in which they are found. When the permit holder requests tuning of pianos, a charge will be made.
- 15.20. Facilities shall not be **physically** altered in any way. ~~without written authorization from the Board.~~
- 16.21. Custodial staff is on duty for the care and protection of school property and not as supervisors of an activity in progress.
- 17.22. Appropriate attire for the activity including footwear (e.g. running shoes on gym floors) must be worn by the active participants of the permit group.
- 18.23. ~~Decorations should be limited to flame proof materials and must not be attached to electric lights or outlets and must conform to fire safety practices as recommended by the Fire Department. The Board reserves the right to request inspections by Fire Department, Municipal and Provincial officials as deemed necessary. Any violations with respect to the above conditions may result in immediate cancellation of the Community Use Agreement.~~

## PERMIT APPLICATION AND PROCESS

All individuals or groups (including Board staff) must **apply and pay for use of Board facilities through the Niagara Catholic Community Use Online Reservation System at <http://ncdsb.ebasefm.com/communityuse/>.**

**School staff shall plan their after school hours facility needs in advance. The system will be available prior to July 7th to school principals to enter their permits.**

**Board staff, no user fee and not for profit groups will be able to enter their permit requests from July 7<sup>th</sup> to August 31<sup>st</sup>, and all other groups after September 7th for the coming school year. ~~complete and submit a Request for Community Use of Facilities and Liability Insurance form when applying to use Board facilities. Upon approval, a permit number will be issued. In addition to the Board's website, forms are also available at the Catholic Education Centre and area schools.~~**

1. All after school events using Board facilities must have a Community Use Permit Number.
2. Applicants must be 18 years of age or older to obtain a permit.
3. Permits will be issued for a minimum of 1 hour.
4. Permits are valid for the current school year only. Applications must be made on a yearly basis.
5. ~~The staff assigned to~~ **Applications for** community use ~~coordination~~ **must be received** ~~all applications within~~ **at least** ten (10) working days prior to the date of use.
6. Depending on the classification of the user group, a non-refundable administration fee for community use of facility is required upon application.
7. Applicants are required to pay the applicable fees for any time or space used that exceeds the information stated on the permit.
8. All taxes imposed on the sale of tickets for an event and all arrangements in regard to taxes shall be the responsibility of the organization using the facility. ~~and shall be dealt with directly with Revenue Canada.~~
9. Cost for the improper use of fire and security alarms or equipment will be charged to the permit holder.
10. The permit holder will make restitution for any damages caused.
11. It is the responsibility of the applicant to examine the facility to ensure its acceptability for ~~their~~ **the** event.

## **USER GROUP CLASSIFICATIONS**

### **Classification A:**

Board or school sponsored activities including: school council events, school dances, school sporting activities and Continuing Education, Catholic Church services, masses and religious instruction classes.

### **Classification B:**

Not-for-profit youth related community groups providing services free of charge and no user fee.

### **Classification C:**

Not-for-profit youth related community groups including activities run by local not-for-profit youth groups, groups directly involved with children and youth including scouts/guides, YMCA/YWCA, 4H clubs, and other youth groups where the activities are intended for participants under the age of 18 ~~(or where the participants are under a disability then under the age of 18)~~; not-for-profit recognized children's sport and recreation service providers including members or affiliates of Provincial sports organizations that are recognized by the Ministry of Tourism; not-for-profit childcare operations – before and after school childcare (as the Day Nurseries Act); other not-for profit or charitable groups such as local service clubs, community health associations, senior groups, etc. as determined by **Senior Administrative Council** ~~the NCDSB.~~

### **Classification D:**

Religious, cultural, service and recognized political organizations (Federal/Provincial/Municipal); individuals or groups providing services and programs for the community and charging participation or user fees (paid instruction/supervision) including music, dancing, arts, drama, gymnastics classes, sports and other groups including driver education programs, partnership in education – colleges and universities, enterprises, general public.

## **INSURANCE**

All permit holders shall carry liability insurance of at least \$2 million and name the Niagara Catholic District School Board as an additional insured. An insurance certificate, proving compliance with this requirement ~~shall~~ **must** be provided before the permit application is approved. Where there is ongoing,

continuous use, the insurance will contain a clause that it will not be cancelled or changed without the Board first having received not less than 30 days written notice of such a cancellation or change.

If an applicant for a permit is not able to provide his/her own liability insurance, the applicant can apply for the required insurance through the School Board under the following terms and conditions:

- A. The applicant must **agree to** pay the premium at the time of the application;
- B. The applicant must satisfy itself as to the limits of coverage and the exclusions from coverage;
- C. The applicant must be truthful in providing full information about the event that may be necessary to assess the risk;
- D. The applicant acknowledges that the Board would prefer the applicant to arrange his/her own insurance coverage. ~~and the~~ **The** Board assumes no liability with respect to the administration or placing of the insurance and the applicant releases the Board from such liability.

### **CANCELLATION OF PERMITS**

1. In the event of any cancellation, the permit holder must contact the staff assigned to community use coordination a minimum of seven (7) working days in advance of any booking. The cancellation must be in writing **through the Community Use Online Reservation System**, ~~including the signature of the applicant~~. Failure to do so may necessitate full charge for the rental facility. A cancellation fee will be applied in all cases.
2. Designated Board administrative staff may, at any time, cancel or withdraw the use of any facility, without cause or sufficient notice. In the event of such cancellation **staff will endeavour, if requested, to find an acceptable alternate location.** ~~There~~ ~~there~~ shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the permit applicant/holder.
3. Permits shall be invalid during the days when the schools are closed due to inclement weather. The Inclement Weather Policy will prevail in the event of school closures. Refunds or rescheduling of cancelled events must be applied for within the school year and will be undertaken at no cost to the user group.

### **SERVING OF ALCOHOL ON BOARD PREMISES (This applies to all permit groups and Board staff)**

When any group (including Board staff) proposes the consumption of alcoholic beverages during the rental period, it must be stated in the **Application for Permission to Serve Alcoholic Beverages on Board Premises form** and the appropriate licensing must be obtained. In addition, the following conditions must be met:

1. One individual is to be designated (name to be provided to the Board in advance) as the person in charge of the bar and must be a licensed bartender or have a Smart Serve Certificate. The designate must be given specific instructions and authority by the user to refuse alcoholic beverages to any person appearing to be intoxicated.
2. The application, together with all required information (liquor licence, alcohol insurance), is to be submitted one month in advance to the staff assigned to community use coordination.
3. Where alcohol is served, Alcohol Liability Insurance in an amount no less than two million dollars with the Niagara Catholic District School Board named as an additional insured and Liquor Licence obtained from the Liquor Control Board of Ontario must be carried by the user group.
4. When serving alcohol, no minors are to be present.
5. Food must be served in conjunction with alcoholic beverages.
6. When alcoholic beverages are served, a custodian must be in attendance at the event and be responsible to lock up. In addition to the applicable rate, the organization must pay for this custodial assistance for the duration of the event.

The Board may enter into negotiated agreements for defined space requirements. Such agreements may include before and after school programs, licensed childcare centres, elections and polling stations, **and reciprocal agreements.**

**EQUIPMENT**

The user group is expected to provide its own equipment. Auditorium equipment such as lighting and sound is included in the hourly rates above. (Technicians are an extra hourly charge.) **User groups may be permitted to use some Board/School equipment through the Community Use Online Registration application.**

**USE OF PREMISES FOR SCHOOL RELATED ACTIVITIES**

~~1. The Plant Operations Department in consultation with the school Principal/Facility Manager is responsible for approving the use of facilities for all activities taking place during the hours listed below:~~

<b>INSIDE FACILITY</b>		<b>GROUNDS</b>	
<del>Weekdays —all facilities</del>	<del>6:00 p.m.—10:00 p.m.</del>	<del>Weekdays</del>	<del>6:00 p.m. to dusk</del>
<del>Weekends —all facilities</del>	<del>8:00 a.m.—10:00 p.m.</del>	<del>Weekends</del>	<del>9:00 a.m. to dusk</del>

~~2. The Principals are responsible for approving the use of facilities for school related activities/events that take place on school days, prior to the times listed above.~~

~~2. Staff assigned to community use coordination must be notified by the Principal for all school related activities outside the above hours.~~

~~4. Parent Volunteer Association and School Council Groups and Board staff will be charged in accordance with Board Policy for the use of facilities for recreational purposes. Any additional custodial charges necessary will be also charged.~~

~~There will be no rental charges for the use of Board facilities by the Parent Volunteer Association and School Council Groups where the activity's intent is to directly benefit the school students. Additional custodial charges necessary will be charged to the school.~~

~~3. Each school Principal should complete application forms for any school activities beyond the regular school day, by June 30, of the preceding year and submit them to staff assigned to community use coordination. Applications are requested as soon as possible for dates that cannot be confirmed by June 30.~~

~~4. Schools must notify staff assigned to community use coordination of the cancellation of community events seven (7) working days in advance of the cancellation date.~~

~~5. Where there is admission to the general public for school funding events, (i.e. sports, camps) custodial charges will be applied and charged to the school.~~

**FORMS**

Attached are the forms to be completed for the application and approval process:

- ~~1. Request for Community Use of Facilities and Liability Insurance~~
- ~~2. Application for Permission to Serve Alcoholic Beverages on Board Premises~~
- ~~3. Incident Report for Community Use of Facilities~~
- ~~4.1. Fire Alarm Procedures for Building Occupants  
(Community Use of Facility Permit Holders)~~

## APPENDIX A – SCHEDULE OF FEES

All community use individuals and groups pay a set fee to the Niagara Catholic District School Board for the administration and coordination of the permit process as detailed in the guidelines. Administrative, custodial and facility rental fees will be reimbursed to the Plant Department to offset the cost of personnel, operations and maintenance and are reviewed annually by senior administration.

**Cancellation Fees:** A Cancellation fee of \$10 will apply per cancelled permit.

**Administration Fees:** No Administration fee for Non-Profit Groups (Class A, B and C) \$ 25.00 per single use, and per facility, payable in advance (Class D) \$ 125.00 for multi-use for up to a yearly permit in a single facility, payable in advance (Class D)

**Custodial Fee:** Custodial fees are based on Costs x hours of work – when required (3 hours minimum, if called in to work) (\$2530/hr Monday to Sat, \$3540/hr Sunday, \$4260/hr Statutory Holidays). (Applies to all Classes)

Facilities may require the use of additional custodial staff during times of community use depending upon the event and at the discretion of the ~~Manager of Plant Operations, in consultation with the school Principal/Facility Manager.~~ **Controller of Plant or designate.** The permit holder will pay the applicable custodial fee, if additional staff is required.

**Facility Rental Fee:** Facility Rental fees apply to Class ~~B~~-C and D as outlined below.

### DEPOSITS

For all non-school related group permit uses, there shall be a refundable deposit of \$100.00 required per facility per group, per year for the use of the facility. These deposits are payable in advance of the permit.

If a key **or access card** to the facility is required a refundable deposit of \$35.00 for each key **or access card** issued is required (applies to Classes B, C and D).

### USER GROUP CLASSIFICATIONS AND FEES

CLASS	DESCRIPTION	FEE
<b>Class A Board/School Use</b>	<b>Board or School Sponsored Activities</b> -Including:  Board or school authorized events including school council events, school dances, school sporting activities and Continuing Education, Catholic Church Services, Masses and Religious Instruction Classes.  <del>Youth Groups/Organizations Associated with the Catholic Diocese of St. Catharines</del>	No administration fee; <b>No user fee;</b> custodial fee if additional custodian is required
<b>Class B No User Fee</b>	<b>Not-for-Profit Youth-related Community Groups providing services free of charge</b>	No administration fee; <b>No user fee;</b>

<p><b>Class BC</b></p> <p><b>Not-for-Profit</b></p> <p>No Administration fee for Non-Profit groups; custodial fee if additional custodian is required.</p> <p>* \$125 applicable administration fee for NCDSB staff members</p>	<p><b>Not-for-profit Youth-related Community Groups</b> – Activities run by local not-for-profit youth groups. Groups directly involved with children and youth-(Scouts/Guides, YMCA/YWCA, 4H Clubs., and other youth groups where the activities are intended for participants under the age of 18(or where the participants are under a disability then under the age of 28)).</p> <p><b>Not-for-profit recognized children’s sport and recreation service providers</b> —as per MTR’s Recognition Criteria: <b>members or affiliates of Provincial sports organizations that are recognized by the Ministry of Tourism</b></p> <p><b>Not-for-profit Childcare Operations – Before and after-school childcare</b> (as per the Day Nurseries Act)</p> <p><b>Other not-for-profit or charitable groups</b> such as local service clubs, community health associations, senior groups, etc. as determined by the <b>Senior Administrative Council NCDSB.</b></p> <p>‡ <b>NCDSB Staff Members.</b></p>	<table border="1"> <tr> <td><b>Classroom</b></td> <td>\$1.50 per hour <del>hour</del> <b>4.25 per hour</b></td> </tr> <tr> <td><b>Library</b></td> <td>\$1.50 per hour <del>hour</del> <b>6.37 per hour</b></td> </tr> <tr> <td colspan="2"><b>Elementary Gymnasium</b></td> </tr> <tr> <td>Double</td> <td>\$3.00 per hour <del>hour</del> <b>33.97 per hour</b></td> </tr> <tr> <td>Single</td> <td>\$2.25 per hour <del>hour</del> <b>16.99 per hour</b></td> </tr> <tr> <td><b>Secondary Gymnasium</b></td> <td>\$4.50 per hour</td> </tr> <tr> <td><b>Cafeteria</b> (Excluding kitchen)</td> <td>\$2.25 per hour <del>hour</del> <b>8.49 per hour</b></td> </tr> <tr> <td><b>Auditorium</b> (Lakeshore Catholic)</td> <td>500 + <b>fixed seating</b></td> </tr> <tr> <td>(Performance)</td> <td>\$6.00 per hour <del>hour</del> <b>27.60 per hour</b></td> </tr> <tr> <td>(Rehearsals)</td> <td>\$4.50 per hour</td> </tr> <tr> <td>Auditorium Technician</td> <td>\$6.00 per hour <del>hour</del></td> </tr> <tr> <td colspan="2"><b>All other auditoriums</b></td> </tr> <tr> <td>(Performance)</td> <td>\$4.50 per hour <del>hour</del></td> </tr> <tr> <td>(Rehearsals)</td> <td>\$2.25 per hour <del>hour</del></td> </tr> <tr> <td>Auditorium Technician</td> <td>\$6.00 per hour <del>hour</del></td> </tr> <tr> <td><b>Playing Fields</b> (Elementary only)</td> <td>\$1.50 per hour <del>hour</del></td> </tr> </table>	<b>Classroom</b>	\$1.50 per hour <del>hour</del> <b>4.25 per hour</b>	<b>Library</b>	\$1.50 per hour <del>hour</del> <b>6.37 per hour</b>	<b>Elementary Gymnasium</b>		Double	\$3.00 per hour <del>hour</del> <b>33.97 per hour</b>	Single	\$2.25 per hour <del>hour</del> <b>16.99 per hour</b>	<b>Secondary Gymnasium</b>	\$4.50 per hour	<b>Cafeteria</b> (Excluding kitchen)	\$2.25 per hour <del>hour</del> <b>8.49 per hour</b>	<b>Auditorium</b> (Lakeshore Catholic)	500 + <b>fixed seating</b>	(Performance)	\$6.00 per hour <del>hour</del> <b>27.60 per hour</b>	(Rehearsals)	\$4.50 per hour	Auditorium Technician	\$6.00 per hour <del>hour</del>	<b>All other auditoriums</b>		(Performance)	\$4.50 per hour <del>hour</del>	(Rehearsals)	\$2.25 per hour <del>hour</del>	Auditorium Technician	\$6.00 per hour <del>hour</del>	<b>Playing Fields</b> (Elementary only)	\$1.50 per hour <del>hour</del>
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<p><b>Class C</b></p>	<p><b>Not-for-Profit Community Groups</b>(reciprocal Agreements with Towns/Cities)</p>	<p>No administration fee; custodial fee, if additional custodian is required.</p>																																

<p><b>Class D</b></p> <p><b>For Profit</b></p> <p>Administration fee and facility user fees; custodial fee, if additional custodian is required.</p>	<p><b>Religious, Cultural, Service and recognized political Organizations</b> (Federal/Provincial/Municipal)</p> <p><b>Individuals or Groups Providing Services and Programs for the Community and Charging Participation or User Fees</b> (paid instruction/supervision) including: music, dancing, arts, drama, gymnastics classes, sports</p> <p>Other Groups Including: <b>Driver education programs, partnership in education - colleges and universities, enterprises, general public</b></p>	<p><del>\$ 10.00 per hour</del> <b>11.32 per hour</b></p> <p><b>Classrooms</b></p> <p><del>\$ 15.00 per hour</del> <b>16.99 per hour</b></p> <p><b>Library</b></p> <p><b>Elementary Gymnasium</b></p> <p><del>\$ 30.00 per hour</del> <b>90.59 per hour</b></p> <p><b>Double</b></p> <p><del>\$ 20.00 per hour</del> <b>45.30 per hour</b></p> <p><b>Single</b></p> <p><b>Secondary Gymnasium</b> \$ 35.00 per hour</p> <p><b>Cafeteria</b> (Excluding kitchen) <del>\$ 20.00 per hour</del> <b>22.65 per hour</b></p> <p><b>Auditorium</b> (Lakeshore Catholic) <b>500+ fixed seating</b></p> <p>(Performance) <del>\$ 60.00 per hour</del> <b>73.60 per hour</b></p> <p><b>Performance or Rehearsal</b></p> <p>(Rehearsals) <del>\$ 40.00 per hour</del></p> <p>Auditorium Technician <del>\$ 25.00 per hour</del></p> <p><b>All other auditoriums</b></p> <p>(Performance) <del>\$ 40.00 per hour</del> <b>Performance or Rehearsal</b></p> <p>(Rehearsals) <del>\$ 25.00 per hour</del></p> <p>Auditorium Technician \$ 10.00 per hour</p> <p><b>Playing Fields</b> (Elementary only) \$ 10.00 per hour</p>
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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

*PUBLIC SESSION*

**TOPIC: POLICY COMMITTEE  
NIAGARA CATHOLIC PARENT INVOLVEMENT  
COMMITTEE POLICY (#800.7)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board approval of the Niagara Catholic Parent Involvement Committee Policy (#800.7), as presented.

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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: February 14, 2012





## NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

Adopted: May 24, 2011  
Revised:

Policy No. 800.7

### STATEMENT OF POLICY

*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/guardian 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.

The Director of Education will issue Administrative Guidelines in support of this Policy.

#### **References:**

- ***Ontario Regulation 330/10 School Councils and Parent Involvement Committees***
- ***Parents in Partnership...A Parent Engagement Policy for Ontario Schools***
- ***Niagara Catholic District School Board Catholic School Councils Policy 800.1***
- ***Niagara Catholic District School Board Complaint Resolution Policy No. 800.3***
- ***Niagara Catholic District School Board By-Laws***
- ***Niagara Catholic Parent Involvement Committee By-Laws***



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

Adopted: May 24, 2011  
Revised:

Policy No. 800.7

### ADMINISTRATIVE GUIDELINES

#### 1. RESPONSIBILITIES OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE (NCPIC)

- 1.1 The Niagara Catholic Parent Involvement Committee (NCPIC) is an advisory body. and the recommendations of the committee shall be in keeping with the Mission Statement of the Board, Vision 2020 Statements, Strategic Directions and the Enabling Strategies from the Vision 2020 Strategic Plan, along with the distinctive character, philosophy and goals of Catholic Education and respectful of the faith and traditions of the Catholic Church. The Board will retain all the powers and duties specified in the Education Act and its related Regulations.
- 1.2 Niagara Catholic Parent Involvement Committee members are to maintain a regional wide focus to support Catholic Education in all schools, to encourage and enhance parent/**guardian** engagement for the improvement of student achievement, and the well-being of all students in the Niagara Catholic District School Board.
- 1.3 Individual members of the Niagara Catholic Parent Involvement Committee do not speak for the committee and the Chairperson must be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the **Niagara Catholic Parent Involvement Committee**.

#### 2.MANDATE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE (NCPIC)

- 2.1 The Board and/or School Administration may ask for recommendations from the Niagara Catholic Parent Involvement Committee.
- 2.2The Niagara Catholic Parent Involvement Committee shall achieve its purpose by:
  - providing information and advice on parent/**guardian** engagement to the Board;
  - communicating with, and supporting Catholic School Councils of schools of the Board;
  - undertaking activities to help parents/guardians of students of the Board support their children's learning at home and at school;
  - developing strategies and initiatives the Board and the Director of Education could use to effectively communicate with parents/guardians and to effectively engage parents/guardians in improving student achievement and the well-being of all students in the Board such as Meetings, Faith Formation, Conventions and other events for Catholic School Councils as approved by the Board;
  - advising the Board and the Director of Education on ways to use the strategies and initiatives;
  - working with Catholic School Councils, the Director of Education or designate, and with employees of the Board to:
    - share effective practices to help engage parents/guardians, especially parents/guardians who may find engagement challenging, in their children's learning,
    - identify and reduce barriers to parent/**guardian** engagement,
    - help ensure that schools of the Board create a welcoming environment for parents/guardians of its students, and

- develop skills and acquire knowledge that will assist the Niagara Catholic Parent Involvement Committee and Catholic School Councils of the Board with their work; and by
- communicating information from the Parent Engagement Office of the Ministry of Education to Catholic School Councils of the Board and to the parents/guardians of students of the Board;
- determining, in consultation with the Director of Education or designate, and in keeping with the Board’s policies, how funding, if any, provided under the Education Act for parent/guardian involvement is to be used by the Niagara Catholic Parent Involvement Committee,
- reviewing new and revised policies and guidelines, and
- other issues deemed appropriate by the Board.

2.3 Each year, the Niagara Catholic Parent Involvement Committee shall make recommendations to promote Catholic values and to encourage parental involvement in the schools. The recommendations shall be presented to the Director of Education through the appointed Superintendent of Education (Director’s designate) and shall outline the objectives, description of activities, personnel and required budgets, as well as a brief statement of expected outcomes.

2.4 The Board shall establish a yearly budget to address the various activities as outlined in 2.2 projected for the Niagara Catholic Parent Involvement Committee.

2.5 The normal reporting system for the Niagara Catholic Parent Involvement Committee will be through the appointed Superintendent of Education (Director’s designate) to the Director of Education.

### 3. MEMBERSHIP

3.1 Every effort will be made to ensure that membership is representative of the population distribution within the geographic areas of the Board's jurisdiction with half of the parent/guardian representatives serving for a one (1) year term with the remainder serving for a two (2) year term:

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

### 3.2 ELIGIBILITY OF MEMBERSHIP

3.2.1 To be eligible for election/appointment to the Niagara Catholic Parent Involvement Committee:

- must be a parent/guardian of a student enrolled in a Niagara Catholic District School Board school;
- must reside within the Board’s jurisdiction, and
- must represent the geographic area where the student(s) is enrolled.

3.2.2 A parent/guardian who is employed by the Board is qualified to be appointed to the Niagara Catholic Parent Involvement Committee.

3.2.3 A parent/guardian who is employed by the Board shall at his or her first meeting inform the Niagara Catholic Parent Involvement Committee of his or her employment with the Board.

### 3.3 COMPOSITION OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE

The Niagara Catholic Parent Involvement Committee shall include the following:

- The number of parent/guardian members as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee,
- The Director of Education or Designate, the appointed Superintendent of Education (non-voting member),
- Two (2) ~~One~~ members of the Board appointed by the Chairperson of the Board for a one (1) year term (non-voting member),
- The Bishop of the Diocese of St. Catharines or his appointed representative,
- The number of Community Representatives as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee,
-

- One (1) Principal of an elementary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council **for approval,**
- One (1) Principal of a secondary school of the Board recommended by the Principal/Vice-Principal Council to Senior Administrative Council, **for approval,**
- One (1) teacher employed, other than a Principal or Vice-Principal, in an elementary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council **for approval,**
- One (1) teacher employed, other than a Principal or Vice-Principal, in a secondary school of the Board recommended by the Ontario English Catholic Teachers' Association (OECTA) to Senior Administrative Council, **for approval,**
- One (1) person employed by the Board, other than a Principal, Vice-Principal or teacher, i.e. (support staff) recommended by Canadian Union of Public Employees (CUPE) to Senior Administrative Council, for approval,
- One (1) parent/guardian of a student with special needs enrolled in a Niagara Catholic District School Board school **who will not be counted as a parent/guardian representative from one (1) of the geographic areas, and as an advocate for students with special needs may be recommended by motion of the Special Education Advisory Committee (SEAC) at the first meeting of the school year, to Senior Administrative Council for approval, as an advocate for special needs,** and
- One (1) Secondary Student Senate Representative to be appointed by the Student Senate.

3.4 The Niagara Catholic Parent Involvement Committee shall elect/acclaim **parent/guardian** members in the Fall of each school year to the committee before November 15 and before the first meeting of the Committee in the school year.

3.5 In specifying the number of **parent/guardian** members to be elected to the Niagara Catholic Parent Involvement Committee in its By-Laws, the committee shall ensure that **parent/guardian** members constitute a majority of the members of the committee.

3.6 Any appointment to the Niagara Catholic Parent Involvement Committee is of no effect unless the person agrees to the appointment.

#### 4. VACANCIES/TERMS OF OFFICE/OFFICERS/ ELECTIONS

4.1 Vacancies on the Niagara Catholic Parent Involvement Committee may occur when:

- a **parent/guardian** member has reached the end of a one (1) or two (2) year term
- a member resigns
- a member is unable to fulfill his/her duties/*roll as per sections:*

*6. Role of Council Members*

*18. Code of Ethics*

*to be resolved through section 17. Resolution Conflicts*

4.2 A vacancy in the membership of the Niagara Catholic Parent Involvement Committee does not prevent the committee from exercising its authority to make an appointment to fill the vacancy as specified in the By-Laws of the Niagara Catholic Parent Involvement Committee.

~~Priority will be given to an individual who resides within the designated geographic area as specified in Section 3.1 and is a parent/guardian of a student who is enrolled in a Niagara Catholic District School Board school.~~

4.3 Vacancies in **parent/guardian** member positions shall be advertised through a variety of methods which may include:

- advertisements in newsletters of all schools or Catholic School Councils of schools of the Board,
- advertisements in the newspaper with general circulation in the geographic jurisdiction of the Board,
- advertisements on radio or television stations that broadcast in the geographic jurisdiction of the Board,
- notices in schools of the Board,
- notices on the Board website [www.niagaracatholic.ca](http://www.niagaracatholic.ca) and on the websites of the Board's schools, and
- notices in the Parish bulletins.

- 4.4 ~~Where~~ If a vacancy of an elected a parent/**guardian** member occurs, ~~notification will be given to all schools, and interested parents/guardians within the designated geographic areas will be required to submit their names to the Niagara Catholic Parent Involvement Committee by a designated date.~~
- 4.4.1 ~~If in a geographic area of the Board's jurisdiction, remains unfilled at the time of election, notification will be given to all schools in the geographic area and interested parents/guardians will be required to submit their names to the Niagara Catholic Parent Involvement Committee by a designated date.~~
- 4.4.2 the Niagara Catholic Parent Involvement Committee may appoint a parent/**guardian** to serve on the Niagara Catholic Parent Involvement Committee until the next election.
- 4.4.1 The Niagara Catholic Parent Involvement Committee shall fill the vacancy by appointment from the pool of candidates from the previous election process.
- 4.4.2 If none of the candidates from the pool of the previous election process is interested in becoming a Niagara Catholic Parent Involvement Committee member, the Niagara Catholic Parent Involvement Committee may request nominations from interested parents/guardians of the Niagara Catholic District School Board from the vacant geographic area to submit their names by the designated date for consideration.
- 4.4.3 The Niagara Catholic Parent Involvement Committee may then appoint one (1) of the interested candidates from the vacant geographic area.
- 4.5 ~~If~~ **Where** a vacancy of a Community representative occurs, the Niagara Catholic Parent Involvement Committee may request the agency to appoint another member, choose a different organization, or choose not to fill the position.
- 4.6 ~~If~~ **Where** a Principal/Vice-Principal, student, teacher or non-teaching representative vacancy occurs, the Niagara Catholic Parent Involvement Committee Chairperson and the appointed Superintendent of Education shall arrange for a replacement as outlined in Section 3.3.
- 4.7 Individuals filling a vacated position shall hold the position until the original term for that position expires.

#### **4.8 TERMS OF OFFICE**

- 4.8.1 The term of office of some of the parent/**guardian** members of the Niagara Catholic Parent Involvement Committee shall be one (1) year and the term of office of some of the parent/**guardian** members shall be two (2) years, as provided in the By-Laws of the committee. Half of the parent/**guardian** representatives from each of the geographic areas will serve a two (2) year term with the remainder serving for a one (1) year term.
- 4.8.2 Parent/**guardian** representatives will declare their desired term of office on the nomination/self-nomination forms. At the first meeting of the Niagara Catholic Parent Involvement Committee, terms for representatives from each geographic area will be determined by consensus.
- 4.8.3 Failing a consensus the representatives from the geographic areas shall draw lots to determine the length of the term. The representatives shall draw lots (straws) to determine the length of the term. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be the representative for a two (2) year term.
- 4.8.4 A member of the Niagara Catholic Parent Involvement Committee may be reappointed or re-elected to the Committee for more than one (1) term unless otherwise provided in the By-Laws of the committee.

#### **4.9 OFFICERS**

- 4.9.1 The Niagara Catholic Parent Involvement Committee shall have a Chairperson or, if the By-Laws of the committee so provides, a Co-Chairperson.
- 4.9.2 The Chairperson and/or Co-Chairperson must be parent/**guardian** members of the committee and shall be elected for a two (2) year term by the parent/**guardian** members of the committee at the first meeting of the committee in each school year that there is a vacancy in the office of the Chairperson or Co-Chairperson.

- 4.9.3 Only parent/~~guardian~~ members with a two (2) year term on the Niagara Catholic Parent Involvement Committee are eligible to be elected to the position of Chairperson or Co-Chairperson.
- 4.9.4 An individual may not serve more than two (2) consecutive terms as Chairperson or Co-Chairperson.
- 4.9.5 An individual who has served one (1) term or two (2) consecutive terms as Chairperson or Co-Chairperson may be re-elected as Chairperson or Co-Chairperson of the committee provided at least one (1) two (2) year term has elapsed since his or her last term as Chairperson or Co-Chairperson.
- 4.9.6 The Chairperson or Co-Chairperson shall act as spokespersons for the committee in communicating with the Director of Education of the Board and the Board.
- 4.9.7 The Niagara Catholic Parent Involvement Committee shall have such other officers as are provided for in the By-Laws of the committee.
- 4.9.8 A vacancy in the office of Chairperson, Co-Chairperson or any office provided for in the By-Laws shall be filled in accordance with the By-Laws of the committee.

#### 4.10 ELECTIONS

- 4.10.1 Elections of parent/~~guardian~~ representatives to the Niagara Catholic Parent Involvement Committee are to be held ~~in the Fall of~~ each school year before November 15 and before the first meeting of the Committee in the school year.
- 4.10.2 Election Forms will be sent to individual Catholic School Councils one (1) month prior to the ~~elections. Annual Catholic School Councils' Convention. Self-nominations will also be accepted.~~
- 4.10.3 ~~Nomination forms and self-nomination forms must be submitted and received by the nomination date before 4:00 p.m. EST. Nomination forms will be date stamped for receipt. Nomination forms that are incomplete by the nomination submission deadline will not be accepted. Nominees should shall apply to their one (1) geographic residential jurisdiction to ensure parent representation of their all geographic areas.~~
- 4.10.4 ~~If an election is to be held, notification will be given to all candidates as to the date/time of the election which will occur at the Niagara Catholic Parent Involvement Committee Annual Catholic School Council Chairpersons and Members' Meeting in the Fall of each school year.~~
- 4.10.5 ~~To be eligible to vote a parent/guardian must be a resident of the geographic area. Residency may be verified through a request for official documentation such as a tax bill. A parent/guardian of the geographic area must be in attendance at the Niagara Catholic Parent Involvement Committee Annual Catholic School Councils Chairpersons and Members' Meeting to vote. Nominees will be invited to make a brief two (2) minute presentation to parents/guardians present in the geographic area before the vote. The vote will be by secret ballot and tabulated by the Election sub-committee of the Niagara Catholic Parent Involvement Committee.~~
- 4.10.6 ~~An (election) sub-committee, comprised of the previous year's Niagara Catholic Parent Involvement Committee Chairperson, (if not seeking re-election) or at least (1) Co-Chairperson, the Superintendent of Education and up to four (4) additional members will oversee the election process. (Niagara Catholic Parent Involvement Committee By-Laws)~~
- 4.10.7 ~~The person elected Chairperson shall be Chairperson until the next organizational meeting. The person elected Vice Chairperson shall be Vice Chairperson until the next organizational meeting of the NCPIC.~~
- 4.10.7 Names and addresses of members of the Niagara Catholic Parent Involvement Committee will be forwarded to the Director of Education within thirty (30) days of the election.
- 4.10.8 Names of the Niagara Catholic Parent Involvement Committee members will be published to the Niagara Catholic District School Board school communities.



4.10.9 Where a Niagara Catholic Parent Involvement Committee member **submits a letter of resignation** ~~resigns~~ or is absent from three (3) consecutive Niagara Catholic Parent Involvement Committee meetings, the Niagara Catholic Parent Involvement Committee may appoint a replacement to serve until the next election as per Section 4.4 Vacancies.

## **5.ROLE OF THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE CHAIRPERSON**

- 5.1 Determine the Niagara Catholic Parent Involvement Committee meetings, in consultation with the appointed Superintendent of Education.
- 5.2 Plan the agenda with the appointed Superintendent of Education.
- 5.3 Chair the Niagara Catholic Parent Involvement Committee meetings.
- 5.4 Communicate regularly with the appointed Superintendent of Education and Catholic School Councils.
- 5.5 The Chairperson must be diligent in ensuring that any views presented in the capacity of Chairperson represent fairly the position of the Niagara Catholic Parent Involvement Committee.

## **6.ROLE OF COUNCIL MEMBERS**

- 6.1 Participate in Niagara Catholic Parent Involvement Committee meetings on a regular basis.
- 6.2 Participate in information and training sessions.
- 6.3 All members of the Niagara Catholic Parent Involvement Committee shall have the primary responsibility to work with the committee to facilitate the approved mandate.

## **7.ROLE OF THE APPOINTED SUPERINTENDENT OF EDUCATION**

- 7.1 Facilitate and assist in the operation of the Niagara Catholic Parent Involvement Committee and assist in its operation.
- 7.2 Support and promote the approved activities of the Niagara Catholic Parent Involvement Committee.
- 7.3 Seek input from the council Niagara Catholic Parent Involvement Committee.
- 7.4 Act as a resource on laws, regulations, Board policies and collective agreements.
- 7.5 Communicate with the Chairperson of the Niagara Catholic Parent Involvement Committee as required.
- 7.6 Plan the agenda with the Chairperson of the Niagara Catholic Parent Involvement Committee.
- 7.7 Assist the Niagara Catholic Parent Involvement Committee in encouraging increased parent/**guardian** involvement.
- 7.8 Ensure that the minutes of the meetings are recorded, maintained, and posted on the Board website.
- 7.9 Facilitate all communication between the Niagara Catholic Parent Involvement Committee and the Catholic School Councils.
- 7.10 Act as the secretary/treasurer to the Niagara Catholic Parent Involvement Committee.
- 7.11 Prepare and present a report at each meeting, including a financial statement.

## **8.MEETING PROCEDURES**

- 8.1 Meetings will open and close with a prayer.
- 8.2 Meetings should be held on a bi-monthly basis between September to June. Special meetings may also be called by the appointed Superintendent of Education or by three (3) parent/**guardian** members by written request to the appointed Superintendent of Education.
- 8.3 Meetings will commence on time and not last more than two (2) hours, unless the Niagara Catholic Parent Involvement Committee members unanimously agree to a longer meeting of no more than thirty (30) minutes beyond the two (2) hour time limit.
- 8.4 All meetings are open to members of the public and Catholic School Councils within the Board's jurisdiction and will be held at the Catholic Education Centre.

- 8.5 Niagara Catholic Parent Involvement Committee meetings shall not proceed unless there is a quorum in attendance. A quorum is fifty percent plus one (50% + 1) of **voting** members, but at all times there must be a majority of parents/**guardians** at the meeting. A member who participates through electronic means shall be deemed to be present at the meeting.
- 8.6 A meeting cannot be held unless,
- a majority of the members present at the meeting are parent/**guardian** members;
  - the Director of Education, or designated Superintendent of Education is present, and at least one (1) of the appointed Trustees to the committee is present
- 8.7 Every effort will be made to distribute the agenda to members of the Niagara Catholic Parent Involvement Committee at least five (5) calendar days prior to the meeting by delivering a notice by e-mail or regular mail and post a notice on the Board website.
- 8.8 Approved minutes of the meetings are to be recorded, maintained and posted on the Board website.
- 8.9 The Niagara Catholic Parent Involvement Committee may establish committees to carry out specific tasks or projects in accordance with the overall mandate and one (1) parent/**guardian** member from the **Niagara Catholic Parent Involvement Committee** must be a part of the committee.
- 8.10 The Niagara Catholic Parent Involvement Committee shall use consensus as the usual method for developing recommendations and plans. If voting becomes necessary, a simple majority will be sufficient for a vote on any issue.
- 8.11 The Niagara Catholic Parent Involvement Committee will inform Catholic School Councils and parent/**guardian** communities of their activities through newsletters, special meetings, the Board website, and through liaison with Catholic School Councils. Information to Catholic School Councils shall flow through the school Principal and/or the Chairperson of the Catholic School Council.

## 9. SUBCOMMITTEES

- 9.1 The Niagara Catholic Parent Involvement Committee may establish subcommittees to make recommendations to the Niagara Catholic Parent Involvement Committee.
- 9.2 A subcommittee of the Niagara Catholic Parent Involvement Committee must have at least one (1) parent/**guardian** member of the Niagara Catholic Parent Involvement Committee.
- 9.3 A subcommittee of the Niagara Catholic Parent Involvement Committee may include persons who are not members of the committee.

## 10. BY-LAWS

In accordance with the Niagara Catholic Parent Involvement Committee Policy (800.7) the Niagara Catholic Parent Involvement Committee, shall recommend to the Niagara Catholic District School Board its By-Laws for approval.

- a. shall make By-Laws governing the conduct of the committee's affairs; subject to the approval of the Board.
- b. shall make By-Laws,
  - specifying the number of parent/**guardian** members to be appointed or elected to the committee, governing the process of appointment or election of parent/**guardian** members and governing the filling of vacancies in parent/**guardian** membership,
  - specifying the number of community representatives, up to three (3), to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,
  - governing the election of members of the committee to the offices of Chairperson or Co-Chairperson, and any offices provided for in the By-Laws, and governing the filling of vacancies in the offices of the committee,
  - specifying the number of parent/**guardian** members of the Niagara Catholic Parent Involvement Committee that will hold office for one (1) year and the number of parent/**guardian** members that will hold office for two (2) years,
  - specifying the length of the term of office for the community representative member(s),



- establishing rules respecting conflicts of interest of the members of the Niagara Catholic Parent Involvement Committee, and
- establishing a process for resolving conflicts internal to the committee, consistent with the Board Complaint Resolution Policy. (See Policy 800.3)

## **11.MINUTES AND FINANCIAL RECORDS**

- 11.1The Niagara Catholic Parent Involvement Committee shall keep minutes of all of its meetings and records of all of its financial transactions.
- 11.2The Niagara Catholic Parent Involvement Committee shall retain the minutes of its meetings and the records of its financial transactions in accordance with the policies of the Board respecting the retention of documents by committees of the Board.
- 11.3The minutes of the Niagara Catholic Parent Involvement Committee shall be,
- posted on the website of the Board; and
  - sent electronically to the Chairperson or Co-Chairperson of the Catholic School Council of each school of the Board.
- 11.4The minutes and the records of its financial transactions shall be available for examination at the Board by any person without charge for four (4) years.
- 11.5Minutes shall be posted on the website of the Board and shall remain on the website for four (4) years.

## **12.INCORPORATION**

The Niagara Catholic Parent Involvement Committee shall not be incorporated.

## **13.CONSULTATION WITH THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD, AND THE MINISTRY OF EDUCATION**

- 13.1The Niagara Catholic District School Board may solicit and take into consideration the advice of the Niagara Catholic Parent Involvement Committee with regards to matters that relate to improving student achievement and well-being.
- 13.2The Niagara Catholic District School Board shall inform the Niagara Catholic Parent Involvement Committee of its response to advice provided to it by the committee.
- 13.3The Ministry of Education may solicit and take into consideration the advice of Niagara Catholic Parent Involvement Committee with regard to matters that relate to improving student achievement and well-being.

## **14.CONSULTATION BY THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE**

The Niagara Catholic Parent Involvement Committee may solicit and take into consideration the advice of parents/guardians of students enrolled in schools of the Board with regard to matters that relate to improving student achievement and well-being.

## **15.SUMMARY OF ACTIVITIES**

- 15.1The Niagara Catholic Parent Involvement Committee shall annually submit a written summary of the committee's activities to the Chairperson of the Board and to the Director of Education of the Board.
- 15.2The summary of activities shall include a report on how funding, if any, provided under the Education Act for the Niagara Catholic Parent Involvement Committee was spent.
- 15.3The Director of Education or designate shall,
- provide the summary of activities to the Catholic School Councils of the schools of the Board; and
  - post the summary of activities on the website of the Board.

## **16.DELEGATIONS**

- 16.1Individuals may approach the Chairperson of the Niagara Catholic Parent Involvement Committee or the appointed Superintendent of Education to be placed on the agenda. This request must be in writing and received at least two (2) weeks before the meeting. The Chairperson, in consultation with the appointed Superintendent of Education, may approve or reject such requests.

16.2 Delegations will be limited to ten (10) minutes.

16.3 Following a presentation, the Niagara Catholic Parent Involvement Committee will decide whether to amend the agenda at that point, refer it to a future meeting, or take no action.

## **17. RESOLUTION OF CONFLICTS**

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

Conflict Resolution Process (adapted from School Councils-A Guide for Members)

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

## **18. CODE OF ETHICS**

A member shall:

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

**19.FUNDRAISING**

19.1 Any funds/or assets generated through activities assisted by the Niagara Catholic Parent Involvement Committee are the property of the Board.

**20.REMUNERATION**

20.1 A person shall not receive any remuneration for serving as a member of the Niagara Catholic Parent Involvement Committee.

20.2 Subsection (1) does not preclude payment of an honorarium under section 191 of the Act that takes into account the attendance of a Board member at the Niagara Catholic Parent Involvement Committee meeting.

20.3 The Board shall reimburse members of the Niagara Catholic Parent Involvement Committee for pre-approved travel expenses through the Superintendent of Education in accordance with Board policies.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: POLICY COMMITTEE  
CATHOLIC LEADERSHIP: PRINCIPAL & VICE-PRINCIPAL  
SELECTION (#202.2)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board approval of the Catholic Leadership: Principal & Vice-Principal Selection (#202.2), as presented.

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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: February 14, 2012



Niagara Catholic District School Board

## **CATHOLIC LEADERSHIP: PRINCIPAL AND VICE-PRINCIPAL SELECTION**

Adopted: April 28, 1998  
Revised: January 25, 2011

Policy No. 202.2

### **STATEMENT OF POLICY**

**In keeping with its Mission, Vision and Values**, the Niagara Catholic District School Board believes that the realization of the goals of Catholic education requires leadership founded on faith, inspired by the Gospel, and committed to service.

For appointments to all positions of Principal and Vice-Principal with the Niagara Catholic District School Board, a candidate shall have a demonstrated record of promoting Catholic Education as evidenced in one's personal faith journey, as well as an understanding of and a genuine commitment to the Board's mission and shared vision.

Individuals aspiring to Catholic leadership positions within the Niagara Catholic District School Board shall possess the qualifications required by Education Statutes and Regulations of Ontario, as well as those established by the Board. The Board will ensure that individuals appointed to positions of responsibility as Principals and Vice-Principals possess all of the qualifications, experience and necessary skills to perform this role.

Prior to the commencement of the Principal and Vice-Principal Selection process, the Director of Education will review and seek input from the Board of Trustees on the selection process, skill set and profile of a Catholic Principal and Vice-Principal within the Niagara Catholic District School Board.

The Director of Education will issue Administrative Guidelines in support of this policy.

#### ***References:***

- *Education Act and Regulations*
- *Policy/Program Memorandum (PPM) No. 152 Terms and Conditions of the Employment of Principals and Vice-Principals, 2010*
- *Ontario Leadership Strategy*
- *Reach Every Student: Energizing Ontario Education, 2008*
- *Effective Practices Guide for Principal/Vice-Principal Terms and Conditions of Employment*
- **Bill 177—School Board Governance Act 2011**



Niagara Catholic District School Board

## **CATHOLIC LEADERSHIP: PRINCIPAL AND VICE-PRINCIPAL SELECTION**

Adopted: April 28, 1998  
Revised: January 8, 2002  
October 23, 2002  
January 25, 2011

Policy No. 202.2

### **ADMINISTRATIVE GUIDELINES**

#### **PREAMBLE**

The major objectives of the role description and the procedures outlined herein are to provide a set of clear expectations of the most competent and knowledgeable candidates aspiring to the position of Catholic Leadership, i.e. Principal and Vice-Principal, while providing a clear set of procedures to be followed from application to appointment.

#### **ROLE OF THE PRINCIPAL/VICE-PRINCIPAL**

Catholic Principals and Vice-Principals are the central figures within the leadership of the Niagara Catholic District School Board representing the mission and vision on a daily basis within each school community and on a system-wide basis.

The Principal is key to a quality Catholic school. The quality of a Principal's leadership is affected by the vision, knowledge, competence and personal qualities of the person who holds that position. The principal's leadership is a blend of educational skill, management skill and relationship-building, which is able to move others to perform well and to grow spiritually and professionally. Foremost among the attributes required must be a commitment and dedication to the mission and vision of Catholic education, and a willingness to accept responsibility from the Catholic community and to exercise Catholic leadership within this community.

Personal faith commitment is a fundamental criterion for leadership in Catholic education. This commitment will be evident in the candidate's involvement within their community and/or parish.

The Principal and Vice-Principal in the Catholic system demands a qualified educator who is a person of faith, vision, commitment and leadership. Throughout the stages of the selection process, evidence of strength in the following areas will be sought.

**The Vice Principal supports the Principal in the leadership of the school community.**

#### **LEADERSHIP FRAMEWORK FOR CATHOLIC PRINCIPALS AND VICE-PRINCIPALS**

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

**QUALIFICATIONS REQUIRED AT THE TIME OF APPLICATION  
- EFFECTIVE SEPTEMBER 1<sup>st</sup>, 2011 \***

**SELECTION OF PRINCIPALS**

1. Religious Education Qualifications  
Part III Specialist of the O.E.C.T.A./O.C.S.T.A. Religion course  
OR  
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.  
OR  
Part II of the O.E.C.T.A./O.C.S.T.A. Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part II of the Special Education qualifications as per the Ontario College of Teacher Qualifications.
4. A minimum of seven years of successful teaching and/or administrative experience in Catholic education – five years as a teacher and two years in some position of responsibility in education (i.e. Vice-Principal).
5. A participating member of a Catholic community as attested by a parish priest.
6. A positive recommendation from the candidate's Principal and an appropriate Superintendent of Education.
7. Successful Vice-Principal Performance Appraisal (if applicable).
8. Successful participation in the Board's Administrative Internship Program or an equivalent leadership program.

**SELECTION OF VICE-PRINCIPALS**

1. Part II of the O.E.C.T.A./O.C.S.T.A. Religion course  
OR  
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.  
OR  
Part I of the O.E.C.T.A./O.C.S.T.A. Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part I of the Special Education Course will be required prior to assuming the position.
4. Vice-Principal candidates are required to have:  
A minimum of five/ year's successful teaching and/or acceptable related experience in at least two different divisions (Primary, Junior, Intermediate, or Senior)
5. A positive recommendation from candidate's principal and an appropriate Superintendent of Education.
6. A participating member of a Catholic community as attested by a parish priest.
7. Successful participation in the Leadership Identification Program or an equivalent leadership program.

**\* EFFECTIVE SEPTEMBER 1<sup>st</sup>, 2011**

- Those currently in the position of Vice Principal and/or in the Principal and Vice-Principal Administrative Pools with the Niagara Catholic District School Board will be grandfathered *in the application and assignment process only* and will be required to obtain the necessary qualifications as per revised Administrative Guidelines, within 2 years (no later than September 2013).
- The Administrative pools will run from the time of entry to the end of the school year in which it expires.

## **NIAGARA CATHOLIC DISTRICT SCHOOL BOARD: APPLICATION PROCESS**

1. A completed **application form**.
2. A written pastoral reference (within the current school year).
3. A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism.
4. The names addresses and telephone numbers of five references from the applicant's current or previous work environment.
5. A current written professional reference from the applicant's immediate supervisor or supervisor from the previous year as requested on the application form.
6. Evidence of preferred qualities/experiences relating to leadership experiences and professional growth initiatives as requested on the application form.
7. A current copy of the candidate's Ontario Certificate of Qualification (O.C.T.).
8. A copy of the most recent Performance Appraisal.
9. A copy of the Annual Growth Plan.

### **ADVERTISING AND APPLICATIONS**

Applications will be invited from qualified internal candidates and may be invited from qualified external candidates.

Application information provided to candidates will stipulate the qualifications and all additional requirements involved in the selection process.

### **SELECTION PROCESS**

The following process will establish a pool of potential Principals and Vice-Principals for each of the Elementary and Secondary School Panels:

1. Applications will be invited from qualified candidates for the positions of Principal and Vice-Principal as required.
2. The Superintendent of Human Resources, in consultation with Senior Administrative Council, shall review all applications to determine which applicants shall be invited to proceed in the selection process.
3. Those applicants not selected to proceed in the selection process shall be so notified and given reasons.
4. The Catholic Leadership Identification Process (C.L.I.P.) will be used in the selection of potential school leaders and in the creation of a "pool" from which appointments shall be made.
5. Vice-Principal applicants invited to proceed in the selection process will participate in a Skills Assessment Program prior to the interview.
6. Applicants who have not previously participated in a Skills Assessment Program may be required to do so prior to the interview.
7. The Interview Committee(s) shall consist of the following:
  - o a maximum of two Superintendents of Education
  - o Chair of the Committee: Superintendent of Human Resources
  - o two Principals
  - o one Vice-Principal
    - a. Members of the Interview Committee shall be present for all interviews.
    - b. Members of the Interview Committee will be provided with copies of the applicants' resumes and applications.



8. The scoring system for the selection process will be as follows:
 

Principal	70% Track record 30 % Interview
Vice-Principal	70% Track Record and Skills Assessment 30 % Interview
Track Record will include:	qualification, experience and professional growth supervisor(s) recommendations
Principal Site Visit: <i>(as part of Track Record)</i>	Tangible evidence of Leadership Framework Criteria, and Annual Growth Plan
9. Senior Administrative Council will review the results of the Interview Process, Skills Assessment and Track Record information in the formulation of a recommendation to be submitted to the Director of Education. After consideration, the Director of Education will determine the final ~~report~~ **selection** and inform the Board of placement in the Principal and/or Vice-Principal Pool.
10. The Superintendent of Human Resources who is the chairperson for the process shall co-ordinate the debriefing of each candidate upon request.

**Conflict of Interest**

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

**FORMATION OF POTENTIAL PRINCIPAL AND VICE-PRINCIPAL POOLS**

Assignments to the Principal or Vice-Principal Pool will be for up to two years renewable for a second two year term ~~at the recommendation of the~~ **by the** Director of Education who will inform the Board.

**APPOINTMENT AND ASSIGNMENT OF PRINCIPALS AND VICE-PRINCIPALS**

1. Appointments as Principal or Vice-Principal will be made by the Director of Education. Assignments as Principal or Vice-Principal will be made by the Director of Education with consideration of the Principal Profile as submitted by the Catholic School Council and will inform the local Trustee(s). Appointments and assignments will be reported to the Board.
2. Initial appointments to the position of Principal and Vice-Principal shall be for up to a two (2) year probationary term. Subsequent to a successful Performance Appraisal at the conclusion of this term, he/she may be confirmed in that role.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: POLICY COMMITTEE  
EMPLOYEE WORKPLACE HARASSMENT POLICY (#201.7)**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend to the Niagara Catholic District School Board approval of the Employee Workplace Harassment Policy (#201.7), as presented.

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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: February 14, 2012



Niagara Catholic District School Board

## EMPLOYEE WORKPLACE HARASSMENT

Adopted: March 26, 2002

Policy No. 201.7

Revised: February 23, 2010

Reviewed: November 22, 2011

### STATEMENT OF POLICY

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board will endeavour to provide a work environment that promotes the treatment of every employee with dignity, respect and equity.

The Board believes that the eradication of harassment in the school/workplace is the joint responsibility of the employer and the employee. Therefore, any employee who becomes aware of a harassment situation has a responsibility to draw appropriate attention to it.

Where the occasion of a complaint of harassment arises, the Board may achieve resolution through a formal or informal process. During the process all information gathered is to be kept confidential.

It is the intention of the policy and the resulting guidelines to attempt to protect both the complainant and the accused. Therefore, each party has equal rights at all steps throughout the process.

The Director of Education will issue administrative guidelines in support of this policy.

#### *Reference:*

- *Ontario Human Rights Code 1990*
- *Teaching Profession Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Occupational Health & Safety Act (December 2009)*
- *Workplace Violence Policy 201.11*



Niagara Catholic District School Board

**EMPLOYEE WORKPLACE HARASSMENT**

Adopted: March 26, 2002

Policy No. 201.7

Revised: February 23, 2010

Reviewed: November 22, 2011

**ADMINISTRATIVE GUIDELINES**

**1. DEFINITIONS**

Definitions are subject to changes from time to time as the appropriate legislation is reviewed and amended.

a. **Harassment** (~~Section 10 [1] of the Human Rights Code R.S.O. 1990 C.H. 19~~) is a course of vexatious comments or conduct based on a prohibited ground of discrimination that is known or ought reasonably to be known as unwelcome. **“workplace harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to reasonably to be known to be unwelcome.”**

b. **Ethnocultural Harassment** is one or a series of unwanted, unsolicited remarks, behaviours or communications, in any form, directed toward an individual or members of an identifiable group because of a prohibited ground of discrimination, which has the effect of:

- creating an intimidating, hostile, or offensive psychological or emotional climate for work or study, and/or
- undermining work/academic performance, and/or
- preventing or impairing full and equal enjoyment of employment/educational services, benefits, and/or opportunities.

c. **Sexual Harassment is:**

- unwanted sexual attention of a persistent or abusive nature made by a person who knows, or ought to know, that such attention is unwanted;
- implied or expressed threat or reprisal in the form either of actual reprisal or the denial of opportunity for refusal to comply with a sexually oriented request; and
- sexually oriented remarks, gestures and/or behaviour which may reasonably be perceived to cause humiliation or a negative psychological and/or emotional environment for work or study.

i. **Sexual Harassment may include:**

- the display or distributing of offensive material such as pictures, cartoons, e-mails and graffiti in schools, or in other Board premises,
- unwanted and unnecessary physical contact,
- unwelcome remarks, jokes or other gestures of a sexual nature.
- unwelcome sexual innuendo, sexual advances, inappropriate body contact, request for sexual favours and the display of exploitive material

ii. **Sexual Harassment is not:**

- conduct which both parties find acceptable such as an occasional compliment,
- an occasional or appropriate comment which a reasonable person, in his / her circumstances, would not take to have an unwelcome sexual connotation.
- relationships between consenting adults which are voluntary. However, when such a relationship ends, continued unwanted attention may constitute sexual harassment.

**GENERAL:**

The normal and proper exercise of supervisory responsibilities including, but not limited to training, evaluating, counseling and disciplining when warranted, does not in itself constitute harassment.

**2. COMPLAINT RESOLUTION PROCEDURES - INFORMAL RESOLUTION (VERBAL PROCESS)**

- a. Complainants are encouraged to attempt to resolve concerns at the Informal Resolution Stage. However, if the complainant believes circumstances make this difficult to do, the complainant may follow the Formal Resolution procedures.
- b. The complainant may speak directly to the accused, in order to:
  - i. identify the specific conduct, action or attitudes which are alleged to be harassing
  - ii. demand that the conduct, action or attitudes cease
- c. The complainant may choose to speak to his/her Immediate Supervisor, or another supervisor, in an attempt to resolve the complaint.
- d. This supervisor may arrange informal meetings to resolve the issue and the parties concerned may be accompanied by an advocate to attend the meetings if they so choose.
- e. No formal written records are necessary at this stage. It is strongly suggested, however, that the parties should keep personal documentation of the meeting(s).

**3. COMPLAINT RESOLUTION PROCEDURES—FORMAL RESOLUTION**

- a. This complaint procedure is not intended to affect the employee's rights and duties as outlined in relevant legislation and/or Collective Agreements or Terms of Employment.
- b. If the complainant is not satisfied that the informal resolution procedure has produced acceptable results, or if circumstances warrant further action, then the complainant may initiate the formal resolution procedure.
- c. The complainant has the right to bring forward a formal complaint and to obtain a review of her/his complaint in an atmosphere of respect and confidentiality without fear of embarrassment or reprisals.
- d. The formal complaint shall be in written form.
- e. The formal complaint should be brought to the attention of the Immediate Supervisor with copies to the appropriate Superintendent and the Senior Administrator of Human Resources.
- f. Resolution to the formal complaint process shall be initiated through the Immediate Supervisor or Senior Administrator of Human Resources.
- g. When the accused is the Immediate Supervisor the complaint shall be directed to the appropriate Superintendent, with a copy to the Senior Administrator of Human Resources.
- h. When the accused person is a Superintendent or Senior Administrator of Human Resources the complaint shall be directed to the Director of Education.
- i. When allegations are made against the Director the complaint shall be directed to the Chairperson of the Board.
- j. The complaint shall be forwarded to the Director if the accused is a Trustee.
- k. The formal written complaint shall include:
  - i. identification of the accused individual(s) involved
  - ii. identification of the specific conduct, action, or attitudes which the complainant considers harassing
  - iii. identification of any witnesses to the conduct, action or attitudes
  - iv. a suggested resolution
- l. A copy of this complaint must be sent by the complainant to the accused within 3 working days of the registration of the complaint.
- m. If the complaint is directed at another member of the College of Teachers, teachers are required to comply with section 18 1(b) of the regulation made under the **Teaching Profession Act**.

#### 4. INVESTIGATIVE PROCEDURE OF THE COMPLAINT BY THE SUPERVISOR

- a. Upon receipt of a formal complaint the Supervisor shall ascertain that a copy of the complaint has been provided to the accused and to the appropriate Superintendent and the Senior Administrator of Human Resources.
  - b. The Supervisor shall arrange a meeting within ten (10) working days, under ordinary circumstances, of the written complaint being sent to the accused. Each party to this meeting may have an "advocate" present during the meeting. This advocate may be a principal, vice principal, supervisor, trusted staff member, friend, association or union representative.
  - c. During this meeting the Supervisor shall review the complaint, allow each party to present their position relative to the complaint, and question the parties for clarification.
- No Merit**
- d. A written report is expected if the Supervisor concludes after an internal investigation that the complainant's allegations have no merit. This report shall be completed with a rationale for ending the investigation. The report shall be communicated to the parties within ten (10) working days of the meeting (refer to 4 b). A copy of this report shall be forwarded to the appropriate Superintendent and to the Senior Administrator of Human Resources.
- With Merit**
- e. An internal investigation is expected if the Supervisor concludes that the allegations have merit. After internal investigation,
    - i. If it is clear that the respondent's behaviour did constitute harassment/discrimination, the respondent will be required to provide a written plan that outlines what will be done to prevent any reoccurrence of the harassing behaviour(s).
    - ii. The plan will also address future interactions with the complainant to ensure that there will be no overt or subtle intimidation or retaliation. The plan may include specific action regarding harassment/discrimination prevention education or counseling provided in the community.
    - iii. The complainant's wishes regarding future interactions with the respondent may be considered in the development and the final approval of the plan.
    - iv. The Superintendent of Human Resources will determine the appropriate disciplinary action to be taken.
  - f. If either party is not accepting of the findings the matter may be referred to the Director. The Director may select to proceed with an investigation through his / her office or refer the matter to an independent third party. Selection of the third party shall be the exclusive decision of the Director.
  - g. Should the Director choose to investigate the matter through his / her office the Director may request, in writing a meeting with either party for the purpose of reviewing the decision reached by the Supervisor. This request must be made within fourteen (14) fifteen (15) working days of the decision by the Supervisor. The Director will hold a meeting with both parties.
  - h. After a meeting with the Director a written final decision will be presented to both parties. A copy of this final decision including any prescribed action and discipline will be filed with the Senior Administrator of Human Resources.
  - i. The final decision of the Director may be appealed to the Committee of the Whole/ or the Board by either party not to exceed sixty (60) school days.
  - j. If the complaint is against the Director of Education the Chairperson of the Board will refer the issue to the Board after conducting an informal investigation in order to assess merit.
  - k. If the complaint is against a Trustee, the Director will refer the issue to Chair of the Board after conducting an informal investigation in order to assess merit.

## 5. RECORDS

- a. All records for cases determined to have merit, shall be sealed and placed in the accused person's electronic personnel file and are accessible only to authorized Board personnel, the accused and any representative of the accused with the appropriate written permission. If there are no further complaints that are deemed to have merit, within a three (3) year period this individual may request, in writing, that their record be removed and destroyed.
- b. At the written request of the accused, the Director and / or delegate may review the appropriate harassment file after a three (3) year period provided the individual has fully complied with the Board's Employee Workplace Harassment policy during that time period.
- c. The Director may, at his/her discretion, determine that the harassment file be retained or destroyed following the review.

## 6. OTHER CONSIDERATIONS

- a. All investigations, accusations and all matters dealing with the Employee Workplace Harassment complaint will be conducted with regard to due process and confidentiality.
- b. Any breach of confidentiality by those parties involved may result in disciplinary action.
- c. The process does not abrogate or deny the rights of any employee granted or contained in any other provincial acts or regulations, federal legislation or collective agreements.
- d. If the most recent incident giving rise to the complaint occurred prior to the current school year or prior to six months before initiation of the complaint, the complaint must have a reasonable explanation of why the complaint was not promptly made and the supervisor must be satisfied that the delay was incurred in good faith and no substantial prejudice will result to any individual affected by the delay.
- e. If the complaint is made by a student or a parent against an employee of the Board the appropriate supervisor will exercise the relevant guidelines or regulations as set out in the Police Protocol section of the **Safe Schools Policy**.
- f. All principals/supervisors shall make all employees aware of this policy.
- g. Failure to take measures to address harassment in the workplace has legal implications for the employer (Board) under the Ontario Human Rights Code.
- h. This policy will be implemented in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- i. Timelines to the investigation and the process listed in this policy may be extended with the approval and agreement of the parties.
- j. Copies of this policy will be submitted to the complainant and harasser upon receipt of the complaint.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: POLICY SCHEDULE**

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The Policy Schedule  
is presented for information.

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Prepared by: John Crocco, Director of Education  
Presented by: John Crocco, Director of Education  
Date: February 14, 2012





POLICY SCHEDULE

UPDATED JANUARY 31, 2012 (Sorted by Policy Name)

Legend	
	Policy/Administrative Guidelines Adopted
	Policy/Administrative Guidelines Reviewed ( <b>NO REVISIONS</b> )
	Policy/Administrative Guidelines Reviewed ( <b>REVISIONS</b> )

Policy #	POLICY NAME	Policy Issued	Reviewed	PC	CW	BD	AG	Reviewed	Resp
			Revised					Projected Presentation Timelines	
400.5	Acceleration Retention	2003					2003		ML
302.6.3	Access to School Premises - <i>Safe Schools</i>	2001	2008				2001	2008	FI
701.4	Accessibility Customer Service	2009					2009		LAFS
302.2	Administration of Oral Medication To Students Under the Age of 18 During School Hours	1998	2009				1998	2009	LAFS
301.1	Admission of Students	1998	2010				1998	2010	FI
400.1	Adult and Continuing Education	1998					N/A	N/A	FI
600.5	Advertising Expenditures	2007					2007		LR
100.9	Advocacy Expenditures	2007					2007		LR
302.1	Anaphylaxis	1998	2010				1998	2010	YB
701.1	Architect Selection	1998	2007				1998	2007	JW
301.10	Assessment, Evaluation And Reporting ( <i>Interim</i> )	2011					2011		LAFS
202.1	Assignment of Principals and Vice-Principals	1998		Mar. 2012	Apr. 2012	Apr. 2012	N/A	N/A	FI
301.3	Attendance Areas	1998	2009	Feb. 2012	May 2012	May 2012	1998	2009	JW
NEW	Attendance Support Program	NEW		May 2012	June 2012	June 2012	NEW		FI
100.1	Board By-Laws	1997	2010				N/A	N/A	JC
NEW	Bottled Water	NEW		Feb. 2012	Apr. 2012	Apr. 2012	NEW		LAFS
302.6.8	Bullying Prevention & Intervention - <i>Safe Schools</i>	2003	2010	Mar. 2012	May 2012	May 2012	2003	2010	FI
202.2	Catholic Leadership: Principal & Vice-Principal Selection	1998	2011	Jan. 2012**			1998	2011	FI
800.1	Catholic School Councils	1998	2011				1998	2011	LAFS
400.3	Christian Community Service	2001		Feb. 2012	Apr. 2012	Apr. 2012	2001		ML
302.6.2	Code of Conduct - <i>Safe Schools</i>	2001	2009				2008	2009	FI
800.2	Community Use of Facilities	1998	2003	Nov. 2011	Feb. 2012	Feb. 2012	1998	2006	JW
800.3	Complaint Resolution	1998	2011				1998	2011	JC
600.4	Corporate Cards, Purchasing Cards & Petty Cash	2007					2007		LR
302.6.7	Criminal Background Check - <i>Safe Schools</i>	2001	2003				2001	2003	FI
201.5	Death Benefit	2002					N/A	N/A	FI
201.10	Deferred Salary Plan (X/Y)	2002					2002		FI
NEW	Diabetes Management	NEW		Feb. 2012	Apr. 2012	Apr. 2012	NEW		YB
302.6.6	Dress Code - <i>Safe Schools</i>	2001	2002	Feb. 2012	May 2012	May 2012	2001	2002	FI
400.2	Educational Field Trips	1998	2008	Feb. 2012	Mar. 2012	Mar. 2012	1998	2008	ML

Policy #	POLICY NAME	Policy Issued	Reviewed	PC	CW	BD	AG	Reviewed	Resp
			Revised	Projected Presentation Timelines			Issued	Revised	
301.2	Education-Based Research	1998	2011				1998	2011	LAFS
201.12	Electronic Communications Systems (Employees)	2006	2006	Feb. 2012	May 2012	May 2012	2006	2006	MC
301.3	Electronic Communications Systems (Students)	2006		Feb. 2012	May 2012	May 2012	2006		MC
100.8	Electronic Meetings (Board and Committees)	2005					N/A	N/A	JC
201.9	Employee Attendance During Inclement Weather & Workplace Closure	2002		Nov. 2011	Mar. 2012	Mar. 2012	2002		FI
<b>NEW</b>	Employee Code of Conduct & Ethics	<b>NEW</b>		Feb. 2012	Apr. 2012	Apr. 2012	<b>NEW</b>		FI
201.15	Employee Conferences, Workshops & Meetings	2007					2007		LR
<b>NEW</b>	Employee Hiring and Selection	<b>NEW</b>		Feb. 2012	Apr. 2012	Apr. 2012	<b>NEW</b>		FI
201.1	Employee Leaves of Absence	1998	2001				1998	2001	FI
201.14	Employee Meals & Hospitality	2007					2007		LR
201.7	Employee Workplace Harassment *	2002	2010				2002	2010	FI
201.11	Employee Workplace Violence *	2002	2010				2002	2010	FI
400.6	Environmental Stewardship	2011					2011		JW
100.10	Equity and Inclusive Education	2010	2010				2010	2010	YB
100.5	Establishment and Cyclical Review of Policies	1998	2010				1998	2010	JC
800.6	Facility Partnerships	2010					2010		JW
301.4	Fundraising	2002		Feb. 2012	May 2012	May 2012	2002		LR
<b>NEW</b>	Leadership Succession Plan	<b>NEW</b>		Mar. 2012	June 2012	June 2012	<b>NEW</b>		FI
600.3	Monthly Financial Reports	1998	2010				N/A	N/A	LR
100.7	Niagara Catholic Education Award of Distinction	2004	2005				2004	2005	FI
800.7	Niagara Catholic Parent Involvement Committee	2011	2011	Nov. 2011	Feb. 2012	Feb. 2012	2011	2011	LAFS
302.7	Nutrition	2005	2011				2005	2011	YB
201.6	Occupational Health & Safety *	2002					2002		FI
301.7	Ontario Student Record (OSR)	2006					2006		ML
302.6.1	Opening or Closing Exercises - <i>Safe Schools</i>	2001	2002				2001	2002	FI
702.1	Playground Equipment	1998	2004	Oct. 2011	Feb. 2012	Feb. 2012	1998	2004	JW
400.4	Prior Learning Assessment & Recognition (PLAR)	2003					2003		ML
302.6.9	Progressive Student Discipline - <i>Safe Schools</i>	2008	2010				2008	2010	FI
701.2	Pupil Accommodation Review	1998	2010				1998	2010	JW
600.1	Purchasing/Supply Chain Management (previously Purchasing of Goods & Services)	1998	2011				1998	2011	LR
600.2	Records Management	1998	2011				1998	2011	JC
201.4	Reimbursement of Travel Expenses	1998	2008				1998	2008	LR
100.10	Religious Accommodation	2010	2010				2010	2010	YB
201.3	Religious Education Courses for Staff	1998	2002				1998	2002	FI
201.2	Retirement & Service Recognition Celebration	1998	2010				1998	2010	FI
302.3	Safe Arrival	1999	2010				1999	2010	FI
302.8	Safe Physical Intervention with Students	2009					2009		LAFS
302.6	Safe Schools	2001	2008	Feb. 2012	May 2012	May 2012	N/A	N/A	FI

Policy #	POLICY NAME	Policy Issued	Reviewed	PC	CW	BD	AG	Reviewed	Resp
			Revised	Projected Presentation Timelines			Issued	Revised	
301.6	School Generated Funds	2006		Mar. 2012	May 2012	May 2012	2006		LR
201.13	Sexual Misconduct	2006					2006		FI
302.6.5	Student Expulsion- <i>Safe Schools</i>	2001	2009				2001	2009	FI
301.11	Student Fees	2011	2011				2011	2011	YB
302.5	Student Parenting	2001		Feb. 2012	Mar. 2012	Mar. 2012	2001		ML
100.6	Student Senate	2000	2001				2000	2001	JC
302.6.4	Student Suspension- <i>Safe Schools</i>	2001	2009				2001	2009	FI
500.2	Student Transportation	2007	2010	Mar. 2012	May 2012	May 2012	2007	2010	LR
100.4	Student Trustees	1998	2007				1998	2007	JC
500.1	Transportation Inclement Weather	1998	2004				1998	2004	LR
100.12	Trustee Code of Conduct	2010					N/A	N/A	JC
100.13	Trustee Expenses & Reimbursement ( <i>Interim</i> )	2011					N/A	N/A	JC
100.11	Trustee Honorarium	2010					N/A	N/A	JC
701.3	Video Security Surveillance	2002	2004				2002	2004	JW
301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	2011					2011		YB
302.4	Volunteer Driver	2001	2009				2001	2009	YB
800.4	Volunteer Recognition	2007	2008				2008		JC

### POLICIES RESCINDED

Policy #	POLICY NAME	Policy Issued	AG Issued	Policy Rescinded	Policy Replaced With
100.2	Trustee Conference & Travel Expenses	1998	1998	2011	Trustee Expenses and Reimbursement Policy (100.13)
100.3	Trustee Travel Expenses	1998	1998	2011	

\* MINISTRY OF LABOUR COMPLIANCE ANNUAL REVIEW

\*\* POLICY COMMITTEE REVIEW

POLICY & GUIDELINES REVIEW REPORTS TO SENIOR ADMINISTRATIVE COUNCIL AGENDA ONE WEEK PRIOR TO A REGULARLY SCHEDULED POLICY COMMITTEE MEETING

*PC MEETING DATES - 4:30 PRIOR TO SEPT, OCT, NOV, JAN, FEB, MAR, APR & MAY BD MEETINGS*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: POLICY UPDATE**

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The Policy Update  
is presented for information.

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Prepared by: John Crocco, Director of Education  
Presented by: John Crocco, Director of Education  
Date: February 14, 2012



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING FOR THE MONTH OF FEBRUARY 2012

### POLICY UPDATE

#### BACKGROUND INFORMATION

The Policy Update for the month of January 2012 is submitted for the information of Trustees.

A copy of the Policy and Administrative Guidelines - The Establishment and Cyclical Review of Policies Policy (Appendix A) is included for ease of reference.

POLICIES BEING DEVELOPED/REVIEWED		PC	CW	BD	APPENDIX
		Projected Presentation Timelines			
<b>POLICIES BEING DEVELOPED</b>					
1	Bottled Water	Feb. 2012	Apr. 2012	Apr. 2012	B
2	Diabetes Management	Feb. 2012	Apr. 2012	Apr. 2012	C
3	Employee Code of Conduct & Ethics	Feb. 2012	Apr. 2012	Apr. 2012	D
4	Employee Hiring and Selection	Feb. 2012	Apr. 2012	Apr. 2012	E
5	Leadership Succession Plan	Mar. 2012	June 2012	June 2012	F
6	Attendance Support Program	May 2012	June 2012	June 2012	G
<b>POLICIES BEING REVIEWED</b>					
1	Community Use of Facilities (800.2)	Nov. 2011	Feb. 2012	Feb. 2012	H
2	Niagara Catholic Parent Involvement Committee (Interim) (800.7)	Nov. 2011	Feb. 2012	Feb. 2012	I
3	Playground Equipment (702.1)	Oct. 2011	Feb. 2012	Feb. 2012	J
4	Educational Field Trips (400.2)	Feb. 2012	Mar. 2012	Mar. 2012	K
5	Employee Attendance During Inclement Weather & Workplace Closure (200.9)	Nov. 2011	Mar. 2012	Mar. 2012	L
6	Student Parenting (302.5)	Feb. 2012	Mar. 2012	Mar. 2012	M
7	Assignment of Principals & Vice-Principals (202.1)	Mar. 2012	Apr. 2012	Apr. 2012	N
8	Christian Community Service (400.3)	Feb. 2012	Apr. 2012	Apr. 2012	O
9	Bullying Prevention & Intervention-Safe Schools (302.6.8)	Mar. 2012	May 2012	May 2012	P
10	Dress Code - Safe Schools (302.6.6)	Feb. 2012	May 2012	May 2012	Q
11	Electronic Communications Systems (Employees) (201.12)	Feb. 2012	May 2012	May 2012	R
12	Electronic Communications Systems (Students) (301.3)	Feb. 2012	May 2012	May 2012	S
13	Fundraising (301.4)	Feb. 2012	May 2012	May 2012	T
14	Safe Schools (302.6)	Feb. 2012	May 2012	May 2012	U
15	School Generated Funds (301.6)	Mar. 2012	May 2012	May 2012	V
16	Student Transportation (500.2)	Mar. 2012	May 2012	May 2012	W

<b>POLICIES/VETTED AND BEING VETTED</b>			
1	Employee Attendance During Inclement Weather and Workplace Closure Policy (#201.9)		
<b>POLICIES BEING PRESENTED TO THE BOARD</b>			

Trustees are reminded that the Policies are published on the Board's website [www.niagaracatholic.ca](http://www.niagaracatholic.ca).

The Policy Update is presented for information.

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Prepared by: John Crocco, Director of Education  
Presented by: John Crocco, Director of Education  
Date: January 31, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING FOR THE MONTH OF JANUARY 2012

### POLICY UPDATE

#### STATEMENT OF POLICY

The Niagara Catholic District School Board, in order to fulfill its duties and responsibilities, reserves to itself the function of establishing guides for the discretionary action of those to whom it delegates authority. These guides for action will constitute the policies governing the operation of the school system and the internal operations of the Board. The policies pertaining to the internal operations of the Board shall be called bylaws.

The Director of Education, as C.E.O., is accountable to the Board for the implementation of policy and shall issue Administrative Guidelines in support of policy.

The policies of the Board shall be congruent with and supportive of the Mission Statement of the Board.

The process of establishing and reviewing policy will include timely consultation with individuals and groups as deemed appropriate to a particular policy.

The policy shall be based on and supportive of the Catholic Mission Statement of the Board.

#### ADMINISTRATIVE GUIDELINES

The development and review of all policies shall be initiated by the Board or the Director of Education.

The Director of Education may delegate the development or revision of Policy Statements and Administrative Guidelines to appropriate members of Senior Administrative Council and staff.

The establishment of new Policies and Administrative Guidelines as well as the cyclical review of existing Policies and Administrative Guidelines will adhere to the following process:

1. The draft Policy will be reviewed by Senior Administrative Council for input.
2. Once approved by the Director of Education, the draft Policy will then be forwarded to the Policy Committee for input and information.
3. The Policy Committee may recommend that the draft Policy be vetted to various stakeholder groups or that it be returned to staff for further study.
4. Once approved by the Policy Committee for vetting, the draft Policy will then be distributed to stakeholder groups as identified in the Policy Development Update Form.
5. Once the vetting process has been completed, the final draft Policy will then be presented to Senior Administrative Council for review.
6. Once approved by the Director of Education, the final draft Policy will then be submitted to the Policy Committee for recommendation to the Committee of the Whole.
7. Once reviewed by the Committee of the Whole, the final draft will then be forwarded to the Board for consideration at its next meeting.
8. The Director of Education will issue Administrative Guidelines if necessary in support of the policy, and will distribute the policy to the system.
9. Policies and Administrative Guidelines will be reviewed with the appropriate staff, who will in turn review with school staff to begin the implementation process.

## **VETTING**

A draft policy may be vetted with all or any of the following individuals or groups:

Trustees	O.E.C.T.A. Occasionals	Niagara Catholic Parent Involvement
Director of Education	C.U.P.E.	Committee
Superintendents	Managers'/Supervisors' Group	Special Education Advisory Committee
Principals/Vice-Principals	Student Services	The Bishop
Curriculum Support Staff	Principals'/Vice-Principals' Council	Pastors
O.E.C.T.A. Elementary	Non-Unionized Staff	Board Solicitor
O.E.C.T.A. Secondary	Catholic School Council Chairs	Student Senate
		Others





# POLICY UPDATE

For the Month of January 2012

NEW

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE						
<b>Name of Policy</b>	Bottled Water			<b>Policy #</b> N/A	<b>Initiated by</b>	
<b>Intent of Policy</b>	To develop a Bottled Water Policy and Administrative Guidelines for implementation in the Niagara Catholic District School Board.			<b>Issued</b> N/A	Board	
<b>Resource</b>	Lee Ann Forstyth-Sells, Superintendent of Education			<b>Revised</b> N/A	Director	✓
					Sr. Admin. Council	
					Ministry of Education	
Distribution of Vetting						
Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee		✓
Principals/V-Principals	✓	Student Services	✓	Pastors		✓
Director	✓	CUPE	✓	S.E.A.C.		✓
Superintendents	✓	Managers/Supervisors	✓	Bishop		✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor		✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate		✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others		✓
STEP 2 – DRAFT POLICY REVIEW						
	Date of Notification to Committee of the Whole		February 2012			
Senior Administrative Council	Date of Draft Policy Reviewed		February 2012			
Trustees	Date Draft Policy Sent to Trustees		February 2012			
Stakeholders	Date of Draft Policy Reviewed		February 2012			
Policy Committee	Date of Draft Policy Reviewed		February 2012			
Committee of the Whole	Date of Draft Policy Reviewed		April 2012			
Board	Date of Draft Policy Reviewed		April 2012			
COMMENTS						
A Bottled Water Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.						
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)						



# POLICY UPDATE

For the Month of January 2012

NEW

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE						
<b>Name of Policy</b>	Diabetes Management			<b>Policy #</b> N/A	<b>Initiated by</b>	
<b>Intent of Policy</b>	To design a Diabetes Management Policy and practical procedures for students prior to January 2012.			<b>Issued</b> N/A	Board	
<b>Resource</b>	Yolanda Baldasaro, Superintendent of Education			<b>Revised</b> N/A	Director	✓
					Sr. Admin. Council	
					Ministry of Education	
Distribution of Vetting						
Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee		✓
Principals/V-Principals	✓	Student Services	✓	Pastors		✓
Director	✓	CUPE	✓	S.E.A.C.		✓
Superintendents	✓	Managers/Supervisors	✓	Bishop		✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor		✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate		✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others		✓
STEP 2 – DRAFT POLICY REVIEW						
	Date of Notification to Committee of the Whole			November 2011		
Senior Administrative Council	Date of Draft Policy Reviewed			January 2012		
Trustees	Date Draft Policy Sent to Trustees			January 2012		
Stakeholders	Date of Draft Policy Reviewed			January 2012		
Policy Committee	Date of Draft Policy Reviewed			February 2012		
Committee of the Whole	Date of Draft Policy Reviewed			April 2012		
Board	Date of Draft Policy Reviewed			April 2012		
COMMENTS						
A Diabetes Management Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.						
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)						



# POLICY UPDATE

For the Month of January 2012

**NEW**

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE						
<b>Name of Policy</b>	Employee Code of Conduct & Ethics			<b>Policy #</b> N/A	<b>Initiated by</b>	
<b>Intent of Policy</b>	To comply with the recommendation of the Operational Review Team.			<b>Issued</b> N/A	Board	
<b>Resource</b>	Frank Iannantuono, Superintendent of Education/ Human Resources			<b>Revised</b> N/A	Director	
					Sr. Admin. Council	
					Ministry of Education	✓
Distribution of Vetting						
Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee		✓
Principals/V-Principals	✓	Student Services	✓	Pastors		✓
Director	✓	CUPE	✓	S.E.A.C.		✓
Superintendents	✓	Managers/Supervisors	✓	Bishop		✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor		✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate		✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others		✓
STEP 2 – DRAFT POLICY REVIEW						
	Date of Notification to Committee of the Whole		June 7, 2011			
Senior Administrative Council	Date of Draft Policy Reviewed		January 2012			
Trustees	Date Draft Policy Sent to Trustees		January 2012			
Stakeholders	Date of Draft Policy Reviewed		January 2012			
Policy Committee	Date of Draft Policy Reviewed		February 2012			
Committee of the Whole	Date of Draft Policy Reviewed		April 2012			
Board	Date of Draft Policy Reviewed		April 2012			
COMMENTS						
<p>An Employee Code of Conduct Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>						
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)						



# POLICY UPDATE

For the Month of January 2012

**NEW**

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE						
<b>Name of Policy</b>	Employee Hiring and Selection			<b>Policy #</b> N/A	<b>Initiated by</b>	
<b>Intent of Policy</b>	To design an Employee Hiring and Selection Policy and procedure for the selection of staff by March 2012.			<b>Issued</b> N/A	Board	
<b>Resource</b>	Frank Iannantuono, Superintendent of Education/ Human Resources			<b>Revised</b> N/A	Director	✓
					Sr. Admin. Council	
					Ministry of Education	
Distribution of Vetting						
Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓	
Principals/V-Principals	✓	Student Services	✓	Pastors	✓	
Director	✓	CUPE	✓	S.E.A.C.	✓	
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓	
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓	
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate		
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others		
STEP 2 – DRAFT POLICY REVIEW						
	Date of Notification to Committee of the Whole			September 2011		
Senior Administrative Council	Date of Draft Policy Reviewed			January 2012		
Trustees	Date Draft Policy Sent to Trustees			January 2012		
Stakeholders	Date of Draft Policy Reviewed			January 2012		
Policy Committee	Date of Draft Policy Reviewed			February 2012		
Committee of the Whole	Date of Draft Policy Reviewed			April 2012		
Board	Date of Draft Policy Reviewed			April 2012		
COMMENTS						
An Employee Hiring and Selection Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.						
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)						



# POLICY UPDATE

For the Month of January 2012

**NEW**

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE						
<b>Name of Policy</b>	Leadership Succession Plan			<b>Policy #</b> N/A	<b>Initiated by</b>	
<b>Intent of Policy</b>	To design a Niagara Catholic Leadership Succession Planning Policy and process for the selection to all positions of leadership within Niagara Catholic by March 2012.			<b>Issued</b> N/A	Board	
<b>Resource</b>	Frank Iannantuono, Superintendent of Education/ Human Resources			<b>Revised</b> N/A	Director	✓
					Sr. Admin. Council	
					Ministry of Education	
Distribution of Vetting						
Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓	
Principals/V-Principals	✓	Student Services	✓	Pastors	✓	
Director	✓	CUPE	✓	S.E.A.C.	✓	
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓	
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓	
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate		
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others		
STEP 2 – DRAFT POLICY REVIEW						
	Date of Notification to Committee of the Whole		September 2011			
Senior Administrative Council	Date of Draft Policy Reviewed		January 2012			
Trustees	Date Draft Policy Sent to Trustees		January 2012			
Stakeholders	Date of Draft Policy Reviewed		January 2012			
Policy Committee	Date of Draft Policy Reviewed		March 2012			
Committee of the Whole	Date of Draft Policy Reviewed		June 2012			
Board	Date of Draft Policy Reviewed		June 2012			
COMMENTS						
A Leadership Succession Planning Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.						
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)						



# POLICY UPDATE

For the Month of January 2012

**NEW**

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE						
<b>Name of Policy</b>	Attendance Support Program			<b>Policy #</b> N/A	<b>Initiated by</b>	
<b>Intent of Policy</b>	To design a Niagara Catholic Attendance Support Program Policy and practical procedures for employee attendance support by January 2012.			<b>Issued</b> N/A	Board	
<b>Resource</b>	Frank Iannantuono, Superintendent of Education/ Human Resources			<b>Revised</b> N/A	Director	✓
					Sr. Admin. Council	
					Ministry of Education	
Distribution of Vetting						
Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓	
Principals/V-Principals	✓	Student Services	✓	Pastors	✓	
Director	✓	CUPE	✓	S.E.A.C.	✓	
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓	
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓	
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓	
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓	
STEP 2 – DRAFT POLICY REVIEW						
	Date of Notification to Committee of the Whole		October 2011			
Senior Administrative Council	Date of Draft Policy Reviewed		January 2012			
Trustees	Date Draft Policy Sent to Trustees		May 2012			
Stakeholders	Date of Draft Policy Reviewed		May 2012			
Policy Committee	Date of Draft Policy Reviewed		May 2012			
Committee of the Whole	Date of Draft Policy Reviewed		June 2012			
Board	Date of Draft Policy Reviewed		June 2012			
COMMENTS						
<p>An Attendance Support Program Policy is being developed to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>						
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)						



## POLICY UPDATE

For the Month of November 2011

**REVIEW**

### STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy**                      Community Use of Facilities Policy (800.2)

**Resource**                              James Woods, Controller of Plant

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

### STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	May 2010
Senior Administrative Council	Date of Draft Policy Reviewed	November 2011
Trustees	Date Draft Policy Sent to Trustees	November 2011
Stakeholders	Date of Draft Policy Reviewed	November 2011
Policy Committee	Date of Draft Policy Reviewed	November 2011
Committee of the Whole	Date of Draft Policy Reviewed	February 2012
Board	Date of Draft Policy Reviewed	February 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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## POLICY UPDATE

For the Month of November 2011

**REVIEW**

### STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy**

Niagara Catholic Parent Involvement Committee Policy  
(Interim) (800.7)

**Resource**

Lee Ann Forsyth-Sells, Superintendent of Education

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

### STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	November 2011
Trustees	Date Draft Policy Sent to Trustees	November 2011
Stakeholders	Date of Draft Policy Reviewed	November 2011
Policy Committee	Date of Draft Policy Reviewed	November 2011
Committee of the Whole	Date of Draft Policy Reviewed	February 2012
Board	Date of Draft Policy Reviewed	February 2012

### COMMENTS

The current interim policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of November 2011

**REVIEW**

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Playground Equipment (702.1)

**Resource** James Woods, Controller of Plant

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	September 2011
Senior Administrative Council	Date of Draft Policy Reviewed	October 2011
Trustees	Date Draft Policy Sent to Trustees	October 2011
Stakeholders	Date of Draft Policy Reviewed	October 2011
Policy Committee	Date of Draft Policy Reviewed	October 2011
Committee of the Whole	Date of Draft Policy Reviewed	February 2012
Board	Date of Draft Policy Reviewed	February 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of November 2011

**REVIEW**

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Educational Field Trips Policy (400.2)

**Resource** Mark Lefebvre, Superintendent of Education

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	June 2010
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	February 2012
Stakeholders	Date of Draft Policy Reviewed	February 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	March 2012
Board	Date of Draft Policy Reviewed	March 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of November 2011

**REVIEW**

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy**

Employee Attendance During Inclement Weather  
& Workplace Closure (201.9)

**Resource**

Frank Iannantuono, Superintendent of Education/Human Resources

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	November 2011
Senior Administrative Council	Date of Draft Policy Reviewed	November 2011
Trustees	Date Draft Policy Sent to Trustees	November 2011
Stakeholders	Date of Draft Policy Reviewed	November 2011
Policy Committee	Date of Draft Policy Reviewed	November 2011
Committee of the Whole	Date of Draft Policy Reviewed	March 2012
Board	Date of Draft Policy Reviewed	March 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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## POLICY UPDATE

For the Month of November 2011

**REVIEW**

### STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Student Parenting Policy (302.5)

**Resource** Mark Lefebvre, Superintendent of Education

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

### STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	February 2012
Stakeholders	Date of Draft Policy Reviewed	February 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	March 2012
Board	Date of Draft Policy Reviewed	March 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of November 2011

**REVIEW**

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Assignment of Principals and Vice-Principals (202.1)

**Resource** Frank Iannantuono, Superintendent of Education/Human Resource

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	May 2010
Senior Administrative Council	Date of Draft Policy Reviewed	March 2012
Trustees	Date Draft Policy Sent to Trustees	March 2012
Stakeholders	Date of Draft Policy Reviewed	March 2012
Policy Committee	Date of Draft Policy Reviewed	March 2012
Committee of the Whole	Date of Draft Policy Reviewed	April 2012
Board	Date of Draft Policy Reviewed	April 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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## POLICY UPDATE

For the Month of November 2011

**REVIEW**

### STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Christian Community Service (400.3)

**Resource** Mark Lefebvre, Superintendent of Education

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

### STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	September 2012
Senior Administrative Council	Date of Draft Policy Reviewed	January 2012
Trustees	Date Draft Policy Sent to Trustees	January 2012
Stakeholders	Date of Draft Policy Reviewed	January 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	April 2012
Board	Date of Draft Policy Reviewed	April 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of November 2011

**REVIEW**

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Bullying Prevention & Intervention-Safe Schools (302.6.8)

**Resource** Frank Iannantuono, Superintendent of Education/Human Resource

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	March 2012
Trustees	Date Draft Policy Sent to Trustees	March 2012
Stakeholders	Date of Draft Policy Reviewed	March 2012
Policy Committee	Date of Draft Policy Reviewed	March 2012
Committee of the Whole	Date of Draft Policy Reviewed	May 2012
Board	Date of Draft Policy Reviewed	May 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of November 2011

**REVIEW**

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Dress Code - Safe Schools Policy (302.6.6)

**Resource** Frank Iannantuono, Superintendent of Education/Human Resource

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	November 2010
Senior Administrative Council	Date of Draft Policy Reviewed	January 2012
Trustees	Date Draft Policy Sent to Trustees	February 2012
Stakeholders	Date of Draft Policy Reviewed	February 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	May 2012
Board	Date of Draft Policy Reviewed	May 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of November 2011

**REVIEW**

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy**                      Electronic Communications Systems (Employees) (201.12)

**Resource**                              Mario Ciccarelli, Superintendent of Education

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	February 2012
Stakeholders	Date of Draft Policy Reviewed	February 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	May 2012
Board	Date of Draft Policy Reviewed	May 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of November 2011

**REVIEW**

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Electronic Communications Systems (Students) (301.3)

**Resource** Mario Ciccarelli, Superintendent of Education

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	February 2012
Stakeholders	Date of Draft Policy Reviewed	February 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	May 2012
Board	Date of Draft Policy Reviewed	May 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of November 2011

**REVIEW**

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Fundraising Policy (301.4)

**Resource** Larry Reich, Superintendent of Business & Financial Services

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	June 2010
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	February 2012
Stakeholders	Date of Draft Policy Reviewed	February 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	May 2012
Board	Date of Draft Policy Reviewed	May 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of November 2011

**REVIEW**

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Safe Schools Policy (302.6)

**Resource** Frank Iannantuono, Superintendent of Education/Human Resource

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	February 2012
Trustees	Date Draft Policy Sent to Trustees	February 2012
Stakeholders	Date of Draft Policy Reviewed	February 2012
Policy Committee	Date of Draft Policy Reviewed	February 2012
Committee of the Whole	Date of Draft Policy Reviewed	May 2012
Board	Date of Draft Policy Reviewed	May 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of November 2011

**REVIEW**

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** School Generated Funds Policy (301.6)

**Resource** Larry Reich, Superintendent of Business & Financial Services

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	March 2012
Trustees	Date Draft Policy Sent to Trustees	March 2012
Stakeholders	Date of Draft Policy Reviewed	March 2012
Policy Committee	Date of Draft Policy Reviewed	March 2012
Committee of the Whole	Date of Draft Policy Reviewed	May 2012
Board	Date of Draft Policy Reviewed	May 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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# POLICY UPDATE

For the Month of November 2011

**REVIEW**

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

**Name of Policy** Student Transportation Policy (500.2)

**Resource** Larry Reich, Superintendent of Business & Financial Services

### Distribution of Vetting

Trustees	✓	OECTA Occasional	✓	NC Parent Involvement Committee	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Director	✓	CUPE	✓	S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors	✓	Bishop	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff	✓	Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

	Date of Notification to Committee of the Whole	October 2011
Senior Administrative Council	Date of Draft Policy Reviewed	March 2012
Trustees	Date Draft Policy Sent to Trustees	March 2012
Stakeholders	Date of Draft Policy Reviewed	March 2012
Policy Committee	Date of Draft Policy Reviewed	March 2012
Committee of the Whole	Date of Draft Policy Reviewed	May 2012
Board	Date of Draft Policy Reviewed	May 2012

### COMMENTS

The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.

### STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: HOLY CHILDHOOD ASSOCIATION WALK 2011-2012**

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The report on the  
Holy Childhood Association Walk 2011-2012  
is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education  
Mary Lou Vescio, Acting Principal, Alexander Kuska Catholic Elementary School

Presented by: Mark Lefebvre, Superintendent of Education  
Mary Lou Vescio, Acting Principal, Alexander Kuska Catholic Elementary School

Approved by: John Crocco, Director of Education

Date: February 14, 2012



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING FEBRUARY 14, 2012

### HOLY CHILDHOOD ASSOCIATION WALK 2011-2012

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#### BACKGROUND INFORMATION

Each school year the Niagara Catholic District School Board coordinates a board wide effort in support of the Holy Childhood Association. The Holy Childhood Association is a Mission Club for Elementary School Children. The goal of the Holy Childhood Association is to awaken missionary consciousness in children. Their motto is: *Children Helping Children*. This motto helps us to encourage children to pray for, learn more about, and share our material resources with children around the world.

Niagara Catholic District School Board elementary schools have supported the Holy Childhood Association for the last 27 years. This year, 35 elementary schools participated in the Holy Childhood Walkathons in an effort to raise money for various countries in *Africa, South America and Asia*. The walkathons were conducted through October and early November and raised \$15,000.

Our message to the students is that any contribution is meaningful – all of our small contributions as children, when added together, make a difference for children in the countries that we are helping.

*The schools of the Niagara Catholic District School Board have raised over \$599,000, since commencing involvement in 1984.*

The types of projects that will be funded in aforementioned countries include: nursery schools; childcare centres and orphanages; literacy programs; feeding programs; skills development (e.g. sewing, carpentry, cooking); scholarships/bursaries for needy children (e.g. tuition, school supplies, uniform); medical assistance; nutrition programs; catechetical programs; child catechetical leadership training seminars and retreats; construction of schools and/or classrooms.

The Niagara Catholic District School Board and the Holy Childhood Association would like to thank all students, staff and families who supported the Walkathons in our local school communities.

The Report from Program Department: Holy Childhood Association is presented for information.

Prepared By: Mark Lefebvre, Superintendent of Education  
Mary Lou Vescio, Acting Principal, Alexander Kuska Catholic Elementary School

Presented By: Mark Lefebvre, Superintendent of Education  
Mary Lou Vescio, Acting Principal, Alexander Kuska Catholic Elementary School

Approved By: John Crocco, Director of Education

Date: February 14, 2012



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: STUDENT VOICE INITIATIVE - SPEAKUP PROJECTS**

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The report on the  
Student Voice Initiative - Speakup Projects  
is presented for information.

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Prepared by: Mark Lefebvre, Superintendent of Education  
David Pihach, Administrator of Student Success

Presented by: Mark Lefebvre, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: February 14, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING FEBRUARY 14, 2012

### STUDENT VOICE INITIATIVE SPEAKUP PROJECTS

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#### **BACKGROUND INFORMATION:**

The Student Voice initiative is part of the Ministry of Education's engagement strategy to seek student input on what helps strengthen their engagement in learning and ensures all voices are heard. Student engagement leads to higher student achievement, reduced gaps in student achievement and increased public confidence in publicly funded education.

There are three components of the Student Voice initiative:

1. SpeakUp Projects – Student-led projects that focus on strengthening engagement in the under-engaged are the priority. The Ministry of Education has allocated over a million dollars in funding to support student-led projects up to \$1000 (Grades 7 -12) designed to strengthen engagement in their learning environment.
2. Minister's Student Advisory Council (MSAC) – applications are still being accepted on-line from all school boards until February 29<sup>th</sup>, 2012. Sixty students (Grades 7 – 12) from across the province will meet twice a year with the Minister of Education to share ideas and to provide the student perspective on school issues.
3. Regional Student Forums – There will be Student Forums in 2012. The format and content of the forums will be provided to school boards in the very near future.

#### *SpeakUp Submissions from the Niagara Catholic District School Board 2011-2012*

All schools in the Niagara Catholic District School Board had the opportunity to submit SpeakUp projects to the Ministry of Education. The deadline for submissions was November 4<sup>th</sup>, 2011. A total of twenty four submissions were sent from seventeen different schools (elementary and secondary).

#### *SpeakUp Approvals for the Niagara Catholic District School Board*

The Niagara Catholic District School Board received funding approval totaling \$16,000.00 for sixteen proposals at fifteen different schools (elementary and secondary). All SpeakUp grant dollars are to be spent before September 30<sup>th</sup>, 2012. The following chart sets out all the applications submitted together with the projects that have been approved.

Congratulations to the schools who were successful in their application to the Ministry of Education for the 21021 SpeakUp grant.

	School	Name of Project	Approved Amount
1	Blessed Trinity	Grade 9 Thunderstruck Night	\$1,000.00
2	Blessed Trinity	iStand Project	\$1,000.00
3	Denis Morris	Positive Communication and Facebook	\$1,000.00
4	Monsignor Clancy	Pride and Beautification of Our Hallways	\$1,000.00
5	Notre Dame College	Creating a Community of Care	\$1,000.00
6	Notre Dame Elementary	Music Mania 2011-12	\$1,000.00
7	Our Lady of Fatima (St. Catharines)	Fatima Lunch Heros	\$1,000.00
8	Our Lady of Victory	Victory Voice - Student Voice Magazine	\$1,000.00
9	Saint Michael High School	International Culture & Food Fest	\$1,000.00
10	Saint Paul	School Climate Committee	\$1,000.00
11	St. Alfred	(GET) Club - Get Everyone Together Club	\$1,000.00
12	St. Anthony	Reading Clubs for ELLs	\$1,000.00
13	St. Kevin	Catholic Leadership Week	\$1,000.00
14	St. Patrick, Niagara Falls	Fitness for All	\$1,000.00
15	St. Patrick, Port Colborne	Speaker's Corner	\$1,000.00
16	St. Philomena	Go Green	\$1,000.00
TOTAL			\$16,000.00

The report on the Program Department - Student Voice Initiative  
SpeakUp Projects is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education  
David Pihach, Administrator of Student Success

Presented by: Mark Lefebvre, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: February 14, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: MID-YEAR PROGRESS REVIEW OF THE NIAGARA  
CATHOLIC SYSTEM PRIORITIES 2011-2012**

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The report on the Mid-Year Progress Review of the Niagara Catholic System Priorities 2011-2012, is presented for information.

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Prepared by: Senior Administrative Council  
Presented by: John Crocco, Director of Education  
Approved by: John Crocco, Director of Education  
Date: February 14, 2012



## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING FEBRUARY 14, 2012**

### **MID-YEAR PROGRESS REVIEW OF THE NIAGARA CATHOLIC SYSTEM PRIORITIES 2011-2012**

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#### **BACKGROUND INFORMATION**

At the May 24<sup>th</sup>, 2011 meeting of the Niagara Catholic District School Board, the following motion was approved;

*THAT the Niagara Catholic District School Board approve the Niagara Catholic Strategic Directions Priority Indicators 2011-2012, as presented. (Appendix A)*

The Niagara Catholic Strategic Directions Priority Indicators 2011-2012 are designed to provide the annual focus for the system towards achieving the outcomes of the Niagara Catholic Vision 2020 Strategic Plan. Within the two (2) Strategic Directions and the seven (7) Enabling Strategies are the approved system priority indicators which provide the specific framework to measure the achievement of each direction and strategy within our multi-year strategic plan.

The Board approved Strategic Directions Priority Indicators 2011-2012 were posted on the Niagara Catholic website and copies were provided to Bishop Bergie, the Diocese of St. Catharines, Special Education Advisory Committee (SEAC), Catholic School Council Chairs and the Niagara Catholic Parent Involvement Committee (NCPIC). In addition, a poster size copy of the Niagara Catholic Strategic Direction Priority Indicators 2011-2012 were displayed in public locations in all schools, Board sites and the Catholic Education Centre for review by students, staff, parents and guests to Niagara Catholic.

As we reach the approximate mid-point of the 2011-2012 academic year, Senior Administrative Council conducted its annual mid-year review of the progress in achieving the indicators of success within each Strategic Direction and Enabling Strategy. The results of the mid-year review were collated and reviewed by Senior Administrative Council, administrators and Board staff as a measurement of our success to date in achieving each priority indicator by the conclusion of the academic year. Principals will conduct similar discussions with staff on the implementation of system priorities and the measurements of success following a presentation to Principals at the February Director's Meeting.

Attached to this report (Appendix B) is a copy of the redesigned Mid-Year Progress Review of the Niagara Catholic System Priorities for 2011-2012. Within each Strategic Direction and Enabling Strategy is the indicator of success and comments on the measurables to determine the achievement of either *Action Required, On Target or Completed.*

With the majority of indicators directly linked to final achievement results at the conclusion of the 2011-2012 school year, members of Senior Administrative Council, administrators and Board staff will collate, analyze and review all data gathered for the 2011-2012 school year and present a final report to the Board and to all stakeholders at the September 2012 Board Meeting.

The annual final report will provide evidenced based information on the achievement of the Board's annual system priorities and the achievement of specific expectations within Niagara Catholic's multi-year strategic plan, Vision 2020.

The Mid-Year Progress Review of the Niagara Catholic System Priorities 2011-2012  
is presented for information.

PREPARED BY: Senior Administrative Council  
PRESENTED BY: John Crocco, Director of Education  
APPROVED BY: John Crocco, Director of Education  
DATE: February 14, 2012

**Attached**

*Appendix A - Niagara Catholic Strategic Directions Priority Indicators 2011-2012*

*Appendix B - Mid-Year Progress Review of the Niagara Catholic System Priorities 2011-2012  
(under separate cover)*



## NIAGARA CATHOLIC

### STRATEGIC DIRECTIONS PRIORITY INDICATORS 2011-2012

#### ***STRATEGIC DIRECTIONS***

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

- To enhance our distinctive Catholic educational system by designing and implementing a Niagara Catholic Faith Formation program, rooted in the Board's Vision 2020 Strategic Plan, and integrating into programs and services for students, parents and the community served by the Board by June 2012.
- To conduct a Niagara Catholic elementary and secondary Student Conference 2012 focused on the theme of "Nurturing the Distinctiveness of Catholic Education" by March 2012.

##### ***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 expand and enhance e-Learning initiatives in Niagara Catholic by June 2012.
- To continue with system implementation of the Ministry of Education Policy "Growing Success" – Assessment, Evaluation and Reporting in Ontario Schools" and the Niagara Catholic Assessment, Evaluation and Reporting K-12 Policy and Guidelines for all schools in the Board 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.

#### ***ENABLING STRATEGIES***

##### ***Provide Supports for Success***

- To design a Niagara Catholic Mental Health Support Plan to address the need for increased supports for mental health by June 2012.
- Enhance Technology for Optimal Learning
- To design a comprehensive Niagara Catholic Teaching and Learning through Technology Blueprint by March 2012.
- To continue the implementation of the Niagara Catholic Data Warehouse with elementary and secondary staff by June 2012.
- To initiate the implementation of a hardware platform for all school-based computer technology by September 2012.
- Building Partnerships and Schools as Hubs
- To continue to expand educational research in the Board to include Board research projects, the sharing of current research, and an extension of research partnerships with outside agencies by June 2012.

- To continue to build capacity with Trustees, the Diocese of St. Catharines, Parishes, administrators, staff and parents by providing information and opportunities for dialogue on Catholic education.
- To develop and implement programs through the engagement of community groups and the community use of schools program to address the needs of children and families including nutrition, physical activity and literacy by June 2012.

### ***Strengthen Human Resource Practices and Develop Transformational Leadership***

- To develop a Niagara Catholic Hiring Policy and process for the selection of staff by March 2012.
- To develop a Niagara Catholic Leadership Succession Planning Policy and process for the selection to all positions of leadership within Niagara Catholic by March 2012.
- To design and implement an annual Niagara Catholic Human Resources Certificate Program for all administrators by October 2011 for the 2011-2012 school year.

### ***Create Equity and Accessibility of Resources***

- To consolidate the implementation of the Teaching Learning Critical Pathway initiative in all elementary and secondary schools by June 2012.
- To expand the secondary Math TLCP process to all Academic and Applied Mathematics courses by June 2012.
- To expand the Collaborative Inquiry for Learning in Mathematics process in all elementary schools by June 2012.
- To implement a plan to identify and remove barriers to individuals with disabilities in Board facilities as identified in the 2011-2012 Niagara Catholic Accessibility Plan by August 31, 2012.

### ***Ensure Responsible Fiscal and Operational Management***

- To ensure that all Catholic Education Centre departments develop annual Operational Plans and review cycles, which align with the Vision 2020 Strategic Plan by October 2011.
- To comply with Ministry of Education requirements for fiscal financial management with a balanced budget.
- To consolidate key risks and mitigate budget factors into a single risk plan by June 2012.
- To ensure that the Internal Audit Plans are presented to the Audit Committee as required throughout 2011-2012.
- To ensure that the External Audit Plans are presented to the Audit Committee as required throughout 2011-2012.
- In compliance with Ministry directives, to ensure that the Board Purchasing Policy is monitored for compliance by June 2012.
- To implement a plan to generate savings on electrical energy through the installation of solar photovoltaic systems at Our Lady of Fatima Catholic and St. Joseph Catholic Elementary Schools in Grimsby by September 2011.
- To develop, implement and monitor the day cleaning program in all school facilities by June 2012.
- To enhance the Niagara Catholic Green Niagara program to continue the reduction of total energy consumption within Niagara Catholic facilities over the average consumption in previous years.

### ***Address Changing Demographics***

- To develop a report on school capacities, enrolment, attendance area boundaries and accommodation utilization with recommendations to address the changing demographics in Niagara Catholic to meet the timelines of Board motions, by October 2011.



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

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

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

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
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: February 14, 2012



## REPORT TO THE COMMITTEE OF THE WHOLE MEETING FEBRUARY 14, 2012

### STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

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#### BACKGROUND INFORMATION

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

The following is a listing of activities that will be occurring during the period February 14, 2012 through March 6, 2012.

#### Wednesday, February 15, 2012

##### *Gr. 9 English Teachers- Ontario Comprehension Assessment (OCA)*

- A workshop created to assist this group of Holy Cross Catholic Secondary School teachers in analyzing the OCA program which is directly linked to the Gr. 9 Ontario Curriculum expectations as well as Literacy expectations assessed in the Ontario Secondary School Literacy test (OSSLT) in Grade 10.

##### *Junior Teachers of Mathematics and Elementary Principals- Collaborative Inquiry in Mathematics*

- The second in a series of four workshops for this group of teachers and their principals from St. Therese, St. John Bosco and Holy Name Catholic Elementary Schools, that will assist them in delivering mathematics curriculum collaboratively through co-planning, problem solving and the three-part lesson as well as joint moderation of student work.

##### *Elementary Educational Resource Teachers (ERTs), Secondary Special Education Program Chairs and Secondary Child and Youth Workers (CYWs) – Kids mental Health Project*

- A workshop designed by the Ministry of Children and Youth Services to assist support staff named above to become more effective and comfortable in identifying and responding to early indicators of mental needs in children and youth.

## **Thursday, February 16, 2012**

### *Secondary Educational Resource Teachers (ERTs), Secondary Special Education Program Chairs and Secondary Child and Youth Workers (CYWs) – Kids Mental Health Project*

- A workshop designed by the Ministry of Children and Youth Services to assist support staff named above to become more effective and comfortable in identifying and responding to early indicators of mental needs in children and youth.

### *Gr. 9 English Teachers- Ontario Comprehension Assessment (OCA)*

- A second and final workshop created to assist this group of Holy Cross Catholic Secondary teachers in analyzing the OCA program which is directly linked to the Gr. 9 Ontario Curriculum expectations as well as Literacy expectations assessed in the Ontario Secondary School Literacy test (OSSLT) in Grade 10.

### *Junior Teachers of Mathematics and Elementary Principals- Collaborative Inquiry in Mathematics*

- The second in a series of four workshops for this group of teachers and their principals from St. Therese, St. Mary (Niagara Falls) and Notre Dame Catholic Elementary Schools, that will assist them in delivering mathematics curriculum collaboratively through co-planning, problem solving and the three-part lesson as well as joint moderation of student work.

## **Friday, February 17, 2012**

### *Gr. 9 English Teachers- Ontario Comprehension Assessment (OCA)*

- A workshop created to assist this group of Saint Paul Catholic High School teachers in analyzing the OCA program which is directly linked to the Gr. 9 Ontario Curriculum expectations as well as Literacy expectations assessed in the Ontario Secondary School Literacy test (OSSLT) in Grade 10.

### *Early Childhood Educators (ECEs) and Child and Youth Workers (CYWS) – Roots of Empathy*

- A final workshop created to provide these groups of support staff in the early Years' classroom certification to administer the Roots of Empathy program and early anti-bullying strategies to students.

## **Tuesday, February 21, 2012**

### *Gr. 9 English Teachers- Ontario Comprehension Assessment (OCA)*

- A second and final workshop created to assist this group of Saint Paul Catholic High School teachers in analyzing the OCA program which is directly linked to the Gr. 9 Ontario Curriculum expectations as well as Literacy expectations assessed in the Ontario Secondary School Literacy test (OSSLT) in Grade 10.

## **Thursday, February 23, 2012**

### *Secondary Educational Resource Teachers (ERTs), Secondary Special Education Program Chairs and Secondary Child and Youth Workers (CYWs) – Kids Mental Health Project*

- A second and final workshop designed by the Ministry of Children and Youth Services to assist support staff named above to become more effective and comfortable in identifying and responding to early indicators of mental needs in children and youth.

*Junior Teachers of Mathematics and Elementary Principals- Collaborative Inquiry in Mathematics*

- The third in a series of four workshops for this group of teachers and their principals from
- Our Lady of Fatima (Grimsby) and St. Martin Catholic Elementary Schools, that will assist them in delivering mathematics curriculum collaboratively through co-planning, problem solving and the three-part lesson as well as joint moderation of student work.

*Primary Teachers and Elementary Principals- Collaborative Inquiry in Numeracy*

- The third in a series of four workshops for this group of teachers and their principals from St. Charles and St. Thomas More Catholic Elementary Schools, that will assist them in delivering numeracy curriculum collaboratively through co-planning, problem solving and the three-part lesson as well as joint moderation of student work.

**Friday, February 24, 2012**

*Junior and Senior Success Teachers – eLearning Ontario*

- A workshop for this group of teachers created for them to begin the transition from “Class Campus” to the Ministry of Ontario’s on-line Learning Management System (LMS) as a way of delivering curriculum for the purpose of credit recovery.

*Junior and Intermediate Teachers of Mathematics and Elementary Principals- Collaborative Inquiry in Mathematics*

- The second in a series of four workshops for this group of teachers and their principals from
- St. Joseph (Grimsby) and St. Mark Catholic Elementary Schools, that will assist them in delivering mathematics curriculum collaboratively through co-planning, problem solving and the three-part lesson as well as joint moderation of student work.

*Grade 8 and Gr. 9 Mathematics Teachers – Cross-Panel Numeracy*

- The first of four workshops for this group of teachers from Lakeshore, Denis Morris and Saint Michael Catholic High Schools and their Families of Schools created to familiarize them with both the Gr. 8 and Gr. 9 Mathematics Curricula. The goal is to develop strategies that will make the transition from the Elementary to the Secondary mathematics classroom even smoother.

**Monday, February 27, 2012**

*Elementary French as a Second Language (FSL) Teachers – Writing Competencies*

- A workshop for this group of teachers from the South schools which will consist of presentations of Intensive French strategies to develop writing competencies in all elementary FSL classrooms

*Primary Teachers and Elementary Principals - Collaborative Inquiry in Numeracy*

- The final in a series of four workshops for this group of teachers and their principals from St. Charles and St. Thomas More Catholic Elementary Schools, that will assist them in delivering numeracy curriculum collaboratively through co-planning, problem solving and the three-part lesson as well as joint moderation of student work.

**Tuesday, February 28, 2012**

*Elementary French as a Second Language (FSL) Teachers – Writing Competencies*

- A workshop for this group of teachers from the North schools which will consist of presentations of Intensive French strategies to develop writing competencies in all elementary FSL classrooms

*Grade 8 and Gr. 9 Mathematics Teachers – Cross-Panel Numeracy*

- The second of four workshops for this group of teachers from Lakeshore, Denis Morris and Saint Michael Catholic High Schools and their Families of Schools created to familiarize them with both the Gr. 8 and Gr. 9 Mathematics Curricula. The goal is to develop strategies that will make the transition from the Elementary to the Secondary mathematics classroom even smoother.

**Wednesday, February 29, 2012**

*Secondary Student Success, Co-operative Education and Guidance Teacher, Child and Youth Worker (CYW), Credit Recovery Assistants (CRA), Chaplain - Understanding Mental Illness*

- A workshop designed in conjunction with Community Mental Health Departments for this group of teachers and support staff to assist them in becoming more adept at noticing signs and symptoms of various mental conditions requiring early intervention in adolescents.

*Junior Mathematics Teachers (Gr. 3-6) - Junior Mathematics Intervention Project*

- The second of six workshops to train this group of teachers from St. John, and St. Philomena Catholic Elementary Schools on the implementation and support of successful intervention practices designed to close the gap in students' achievement in mathematics.

*Primary Teachers – Mathematics Scope and Sequence*

- A workshop designed for this group of teachers to work collaboratively in teams to examine and deconstruct the Scope and Sequence curriculum. The outcome will be individual and manageable lessons that could be used throughout the system.

**Friday, March 2, 2012**

*Junior Teachers – Mathematics Scope and Sequence*

A workshop designed for this group of teachers to work collaboratively in teams to examine and deconstruct the Scope and Sequence curriculum. The outcome will be individual and manageable lessons that could be used throughout the system.

*Junior Teachers of Mathematics and Elementary Principals- Collaborative Inquiry in Mathematics*

- The third in a series of four workshops for this group of teachers and their principals from Msgr. Clancy and Assumption Catholic Elementary Schools, that will assist the in delivering mathematics curriculum collaboratively through co-planning, problem solving and the three-part lesson as well as joint moderation of student work.

*Elementary and Secondary Teachers of French (FSL) – Teacher Learning Critical Pathway (TLCP)*

- The second of two workshops designed to assist this group of teachers in developing more effective ways in day to day assessment of students' work such as moderated marking and to create precise and highly personalized instruction to ensure achievement for *all* students.

**Monday, March 5, 2012**

*Junior Teachers of Mathematics and Elementary Principals- Collaborative Inquiry in Mathematics*

- The final in a series of four workshops for this group of teachers and their principals from, St. Vincent de Paul and Mary Ward Catholic Elementary Schools, that will assist them in delivering mathematics curriculum collaboratively through co-planning, problem solving and the three-part lesson as well as joint moderation of student work.

*Junior Teachers of Mathematics and Elementary Principals- Collaborative Inquiry in Mathematics*

- The final in a series of four workshops for this group of teachers and their principals from, Our Lady of Fatima (Grimsby) and St. Martin Catholic Elementary Schools, that will assist them in delivering mathematics curriculum collaboratively through co-planning, problem solving and the three-part lesson as well as joint moderation of student work.

*Junior Mathematics Teachers (Gr. 3-6) - Junior Mathematics Intervention Project*

- The second of six workshops to train this group of teachers from St. Philomena Catholic Elementary School on the implementation and support of successful intervention practices designed to close the gap in students' achievement in mathematics.

**Tuesday, March 6, 2012**

*Grade 8 and Gr. 9 Mathematics Teachers – Cross-Panel Numeracy*

- The third of four workshops for this group of teachers from Lakeshore, Denis Morris and Saint Michael Catholic High Schools and their Families of Schools created to familiarize them with both the Gr. 8 and Gr. 9 Mathematics Curricula. The goal is to develop strategies that will make the transition from the Elementary to the Secondary mathematics classroom even smoother.

*Junior Teachers of Mathematics and Elementary Principals- Collaborative Inquiry in Mathematics*

- The third in a series of four workshops for this group of teachers and their principals from, Our St. Andrew and St. Patrick (Niagara Falls) Catholic Elementary Schools, that will assist the in delivering mathematics curriculum collaboratively through co-planning, problem solving and the three-part lesson as well as joint moderation of student work.

The Report on Staff Development: 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: February 14, 2012

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: CATHOLIC LEADERSHIP: PRINCIPAL AND VICE-PRINCIPAL  
SELECTION 2012**

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The report on the  
Catholic Leadership: Principal and Vice-Principal Selection 2012  
is presented for information.

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

Presented by: John Crocco, Director of Education  
Frank Iannantuono, Superintendent of Education – Human Resources

Approved by: John Crocco, Director of Education

Date: February 14, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING FEBRUARY 14<sup>th</sup>, 2012

### CATHOLIC LEADERSHIP: PRINCIPAL AND VICE-PRINCIPAL SELECTION 2012

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#### BACKGROUND INFORMATION

In compliance with the Niagara Catholic District School Board Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2), *“Prior to the commencement of the Principal and Vice-Principal Selection process, the Director of Education will review and seek input from the Board of Trustees on the selection process, skill set and profile of a Catholic Principal and Vice-Principal within the Niagara Catholic District School Board.”*

As stated within the Administrative Guidelines, Principals and Vice-Principals within Niagara Catholic “are the central figures within the leadership of the Niagara Catholic District School Board representing the mission and vision on a daily basis within each school community and on a system-wide basis. The Principal is key to a quality Catholic school. The quality of a Principal’s leadership is affected by the vision, knowledge, competence and personal qualities of the person who holds that position. The principal’s leadership is a blend of educational skill, management skill and relationship-building, which is able to move others to perform well and to grow spiritually and professionally. Foremost among the attributes required must be a commitment and dedication to the mission and vision of Catholic education, and a willingness to accept responsibility from the Catholic community and to exercise Catholic leadership within this community. Personal faith commitment is a fundamental criterion for leadership in Catholic education. This commitment will be evident in the candidate’s involvement within their community and/or parish.”

A Principal and Vice Principal in Niagara Catholic demand a qualified educator who is a person of faith, vision, commitment and leadership. Throughout the stages of the selection process, evidence of strength in the following areas will be sought as stated within the Leadership Framework for Catholic Principals and Vice Principals as developed by the Catholic Principals Council of Ontario (CPCO) and the Institute for Educational Leadership;

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

#### Selection Process 2012

In compliance with the Administrative Guidelines of the Principal and Vice-Principal Selection Policy, the following are the qualifications required at the time of application; excluding those currently in the position of Vice-Principal and those in the Principal and/or Vice-Principal pool.



### ***Principals***

1. Religious Education Qualifications Part III Specialist of the O.E.C.T.A./O.C.S.T.A. Religion course or  
OR  
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.  
OR  
Part II of the O.E.C.T.A./O.C.S.T.A. Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part II of the Special Education qualifications as per the Ontario College of Teacher Qualifications.
4. A minimum of seven years of successful teaching and/or administrative experience in Catholic education – five years as a teacher and two years in some position of responsibility in education (i.e. Vice-Principal).
5. A participating member of a Catholic community as attested by a parish priest.
6. A positive recommendation from the candidate's Principal and an appropriate Superintendent of Education.
7. Successful Vice-Principal Performance Appraisal (if applicable).
8. Successful participation in the Board's Administrative Internship Program or an equivalent leadership program.

### ***Vice-Principals***

1. Part II of the O.E.C.T.A./O.C.S.T.A. Religion course  
OR  
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.  
OR  
Part I of the O.E.C.T.A./O.C.S.T.A. Religion course and two graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic university.
2. Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario College of Teachers' Act.
3. Part I of the Special Education Course will be required prior to assuming the position.
4. Vice-Principal candidates are required to have:  
  
A minimum of five/ year's successful teaching and/or acceptable related experience in at least two different divisions (Primary, Junior, Intermediate, or Senior)
5. A positive recommendation from candidate's principal and an appropriate Superintendent of Education.
6. A participating member of a Catholic community as attested by a parish priest.
7. Successful participation in the Leadership Identification Program or an equivalent leadership program.

As noted within the Administrative Guidelines, those currently in the position of Vice Principal and/or in the Principal and Vice-Principal Administrative Pools with the Niagara Catholic District School Board will be grandfathered in the application and assignment process only and will be required to obtain the necessary qualifications as per revised Administrative Guidelines, no later than September 2013. Further, the Administrative pools will run from the time of entry to the end of the school year in which it expires.

### **Interim Qualifications for current Vice-Principals and Administrative Pool Candidates**

Current Vice-Principals and candidates in an Administrative Pools will be required to have the following qualifications in this interim period:

#### ***Principals: Elementary and Secondary***

- Principals' Qualifications-Part 1 and II of the Principal's Qualification Program.
- 5 years successful teaching experience or acceptable related experience at two different divisions (Primary, Junior, Intermediate, Senior).
- Part II of the OECTA/OCSTA Religion course
- Part I Special Education

#### ***Vice-Principals: Elementary and Secondary***

- Principals' Qualifications-Part 1 and II of the Principal's Qualification Program.
- 5 years successful teaching experience or acceptable related experience at two different divisions (Primary, Junior, Intermediate, Senior).
- Part II of the OECTA/OCSTA Religion course
- Part I Special Education

### **Niagara Catholic District School Board Application Process**

Interested applicants will be required to provide;

1. A completed Niagara Catholic Application for Administrative Position
2. A written pastoral reference (within the current school year).
3. A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism.
4. The names addresses and telephone numbers of five references from the applicant's current or previous work environment.
5. A current written professional reference from the applicant's immediate supervisor or supervisor from the previous year as requested on the application form.
6. Evidence of preferred qualities/experiences relating to leadership experiences and professional growth initiatives as requested on the application form.
7. A current copy of the candidate's Ontario Certificate of Qualification (O.C.T.).
8. A copy of the most recent Performance Appraisal.
9. A copy of the Annual Growth Plan.

## Timelines

The following timelines for the selection of Elementary and Secondary Principal and Vice-Principal Pool candidates is as follows;

Date	Event
<b>February 14<sup>th</sup>, 2012</b>	Information report to the Board on the process, skill set and profile of Catholic Principals and Vice Principals
<b>February 15<sup>th</sup>, 2012</b>	The Niagara Catholic Human Resources Department will advertise the Elementary and Secondary Principal and Vice Principal Posting (Appendix A) through a Communications Notice to all staff; posting on the Board website; the Board's Intranet " <i>My Niagara Catholic</i> " advertising in the Globe and Mail and Jobs in Education.
<b>March 8<sup>th</sup>, 2012</b>	Completed applications are due to Human Resources Department by 4:00 p.m.
<b>March 19<sup>th</sup>, 2011</b>	The Superintendent of Human Resources, in consultation with Senior Administrative Council, shall review all qualified applications to determine which applicants shall proceed in the selection process
<b>March 30<sup>th</sup>, 2012</b>	Applicants who have not previously participated in a Skills Assessment Program may be required to do so prior to the interview.
<b>April 3<sup>rd</sup> to 13<sup>th</sup>, 2012</b>	Interviews for Principals and Vice-Principal Candidates
<b>April 23<sup>rd</sup>, 2012</b>	Senior Administrative Council will review the results of the Interview Process, Skills Assessment and Track Record information in the formulation of a recommendation to be submitted to the Director of Education.
<b>April 24<sup>th</sup>, 2012</b>	Information Report to April Board Meeting on Placement of successful candidates in Principal and Vice Principal Pool.
<b>May 22<sup>nd</sup>, 2012</b>	Information Report to May Board Meeting on Elementary and Secondary Principal and Vice-Principal Appointments and Assignments for 2011-2012

## Skill Set and Profile

As confirmed in the preamble of this information report, in accordance with the Policy and Administrative Guidelines, we will seek the following Skill Set and Profile for Niagara Catholic Elementary and Secondary Principal and Vice-Principals.

- Commitment and dedication to the mission and vision of Catholic education
- Willingness to accept responsibility from the Catholic community and to exercise Catholic leadership within this community
- Personal faith commitment
- Involvement within their community and/or parish
- Catholic vision
- Catholic leadership
- Knowledge
- Competence
- Personal qualities
- Educational skill
- Management skill
- Relationship-building

A Principal and Vice Principal in Niagara Catholic require a qualified educator who is a person of faith, vision, commitment and leadership. Throughout the stages of the Principal and Vice-Principal Selection Process, evidence of strength in the following areas will be sought in accordance with the provincial Leadership Framework for Catholic Principals and Vice Principals.

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

The Board of Trustees is invited to provide the Director of Education with input on the timeline process, skill set and profile of a Catholic Principal and Vice Principal Selection 2012 as provided within this information report.

The Report on Catholic Leadership Selection: Principal and Vice Principal Selection 2012  
is presented for information.

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

Presented by: John Crocco, Director of Education  
Frank Iannantuono, Superintendent of Education – Human Resources

Approved by: John Crocco, Director of Education

Date: February 14<sup>th</sup>, 2012

*Appendix A: Posting for Niagara Catholic Elementary Principals and Secondary Vice-Principals*



## ***PRINCIPALS – ELEMENTARY***

The Niagara Catholic District School Board is establishing a pool of Principals at the elementary level and invites applications from qualified candidates.

In accordance with the Catholic Leadership: Principal and Vice-Principal Selection Policy and Administrative Guidelines, we will seek the following Skill Set and Profile for Niagara Catholic Elementary and Secondary Principal and Vice-Principals.

- Commitment and dedication to the mission and vision of Catholic education
- Willingness to accept responsibility from the Catholic community and to exercise Catholic leadership within this community
- Personal faith commitment
- Involvement within their community and/or parish
- Catholic vision
- Catholic leadership
- Knowledge
- Competence
- Personal qualities
- Educational skill
- Management skill
- Relationship-building

In compliance with the Administrative Guidelines of the Catholic Leadership: Principal and Vice-Principal Selection Policy, the following are the qualifications required at the time of application; excluding those currently in the position of Vice-Principal with the Niagara Catholic District School Board and those in the Principal Pool with the Niagara Catholic District School Board.

### **QUALIFICATIONS**

The following qualifications are required at the time of application:

- Religious Education Qualifications  
Part III Specialist of the OECTA/OCSTA Religion course  
OR  
Four (4) full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic University.  
OR  
Part II of the OECTA/OCSTA Religion course and two (2) graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic University.
- Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the Ontario college of Teachers' Act.
- Part II of the Special Education qualifications as per the Ontario College of Teacher Qualifications.
- A minimum of seven (7) years of successful teaching and/or administrative experience in Catholic education – five (5) years as a teacher and two (2) years in some position of responsibility in education; i.e., Vice-Principal.
- A participating member of a Catholic community as attested by a parish priest.

- A positive recommendation form the candidate's Principal and an appropriate Superintendent of Education.
- Successful Vice-Principal Performance Appraisal (if applicable).
- Successful participation in the Board's Administrative Internship Program or an equivalent leadership program.

As noted within the Administrative Guidelines, those currently in the position of Vice Principal and/or in the Principal Administrative Pools with the Niagara Catholic District School Board will be grandfathered in the application and assignment process only and will be required to obtain the necessary qualifications no later than September 2013. Further, the Administrative Pools will run from the time of entry to the end of the school year in which it expires.

### **Interim qualifications for current Niagara Catholic Vice-Principals Applying to Principal Pool**

Current Vice-Principals will be required to have the following qualifications in this interim period:

#### **Principals – Elementary and Secondary**

- Principals' Qualifications – Part I and II of the Principal's Qualification Program.
- Five (5) years successful teaching experience or acceptable related experience at two (2) different divisions (Primary, Junior, Intermediate, Senior).
- Part II of the OECTA/OCSTA Religion course
- Part I Special Education

Interested applicants will be required to provide:

- A completed Niagara Catholic Application for Administrative Position.
- A written pastoral reference (within the current school year).
- A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism.
- The names, addresses and telephone numbers of five (5) references from the applicant's current or previous work environment.
- A current written professional reference from the applicant's immediate supervisor or supervisor from the previous year as requested on the application form.
- Evidence of preferred qualities/experiences relating to leadership experiences and professional growth initiatives as requested on the application form.
- A current copy of the Ontario Certificate of Qualification (OCT).
- A copy of the most recent Performance Appraisal.
- A copy of the Annual Growth Plan.

Candidates are invited to apply by submitting the Application for an Administrative Position. The Application and the Board Policy 202.2 "Catholic Leadership: Principal and Vice-Principal Selection" are linked on the Board's website, [www.niagaracatholic.com](http://www.niagaracatholic.com). Completed applications are due by **4:00 p.m. on Thursday, March 8<sup>th</sup>, 2012**, to:

Frank Iannantuono, Superintendent of Human Resources  
 Niagara Catholic District School Board  
 427 Rice Road, Welland, ON L3C 7C1  
 Tel. (905) 735-0240 Fax (905) 735-9710

KATHY BURTNIK  
 CHAIRPERSON

JOHN CROCCO  
 DIRECTOR OF EDUCATION



## ***VICE -PRINCIPALS –SECONDARY***

The Niagara Catholic District School Board is establishing a pool of Vice-Principals at the elementary and secondary level and invites applications from qualified candidates.

In accordance with the Catholic Leadership: Principal and Vice-Principal Selection Policy and Administrative Guidelines, we will seek the following Skill Set and Profile for Niagara Catholic Elementary and Secondary Principal and Vice-Principals.

- Commitment and dedication to the mission and vision of Catholic education
- Willingness to accept responsibility from the Catholic community and to exercise Catholic leadership within this community
- Personal faith commitment
- Involvement within their community and/or parish
- Catholic vision
- Catholic leadership
- Knowledge
- Competence
- Personal qualities
- Educational skill
- Management skill
- Relationship-building

In compliance with the Administrative Guidelines of the Catholic Leadership: Principal and Vice-Principal Selection Policy, the following are the qualifications required at the time of application; excluding those currently in the position of Vice-Principal with the Niagara Catholic District School Board and those in the Principal Pool with the Niagara Catholic District School Board.

### **QUALIFICATIONS**

The following qualifications are required at the time of application:

- Religious Education Qualifications  
Part II of the OECTA/OCSTA Religion course  
OR  
Four full graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic University  
OR  
Part I of the OECTA/OCSTA Religion course and two (2) graduate courses in Theology/Christian Education toward a degree or diploma in Theology from a Catholic University.
- Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulations 184/96 under the Ontario College of Teachers' Act.
- Part I of the Special Education Course will be required prior to assuming the position.
- Vice-Principal candidates are required to have:  
A minimum of five (5) years successful teaching and/or acceptable related experience in at least two (2) different divisions (Primary, Junior, Intermediate, or Senior).
- A positive recommendation from candidate's principal and an appropriate Superintendent of Education.
- A participating member of a Catholic community as attested by a parish priest.

- Successful participation in the Leadership Identification Program or an equivalent leadership program.
- A copy of the most recent Performance Appraisal.
- A copy of the Annual Growth Plan.

As noted within the Administrative Guidelines, those currently in Vice-Principal Administrative Pools with the Niagara Catholic District School Board will be grandfathered in the application and assignment process only and will be required to obtain the necessary qualifications as per revised Administrative Guidelines, no later than September 2013. Further, the Administrative Pools will run from the time of entry to the end of the school year in which it expires.

### **Interim Qualifications for current Niagara Catholic District School Board Vice-Principal Pool Candidates**

Current candidates in the Vice-Principal Administrative Pool will be required to have the following qualifications in this interim period.

#### **Vice Principal – Elementary and Secondary**

- Principal's Qualifications – Part I and II of the Principal's Qualification Program.
- Five (5) years successful teaching experience or acceptable related experience at two (2) different divisions (Primary, Junior, Intermediate, Senior)
- Part II of the OECTA/OCSTA Religion course
- Part I Special Education

Interested applicants will be required to provide:

- A completed Niagara Catholic Application for Administrative Position.
- A written pastoral reference (within the current school year).
- A one-page statement of philosophy of Catholic Education which outlines past experiences and examples of personal commitment to Catholicism.
- The names, addresses and telephone numbers of five (5) references from the applicant's current or previous work environment.
- A current written professional reference from the applicant's immediate supervisor or supervisor from the previous year as requested on the application form.
- Evidence of preferred qualities/experiences relating to leadership experiences and professional growth initiatives as requested on the application form.
- A current copy of the Ontario Certificate of Qualification (OCT).
- A copy of the most recent Performance Appraisal.
- A copy of the Annual Growth Plan.

Candidates are invited to apply by submitting the Application for an Administrative Position. The Application and the Board Policy 202.2 "Catholic Leadership: Principal and Vice-Principal Selection" are linked on the Board's website, [www.niagaracatholic.com](http://www.niagaracatholic.com). Completed applications are due by **4:00 p.m. on Thursday, March 8<sup>th</sup>, 2012**, to:

Frank Iannantuono, Superintendent of Human Resources  
 Niagara Catholic District School Board  
 427 Rice Road, Welland, ON L3C 7C1  
 Tel. (905) 735-0240 Fax (905) 735-9710

KATHY BURTNIK  
 CHAIRPERSON

JOHN CROCCO  
 DIRECTOR OF EDUCATION



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: LONG TERM FINANCING OF CAPITAL PROJECTS  
APPROVED BY THE MINISTRY OF EDUCATION**

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**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Borrowing By-Law #A1-2012 in the amount of \$4,538,461 and the related documents, as presented in the report.

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Prepared by: Larry Reich, Superintendent of Business & Financial Services  
Presented by: Larry Reich, Superintendent of Business & Financial Services  
Recommended by: John Crocco, Director of Education  
Date: February 14, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING FEBRUARY 14, 2012

### LONG TERM FINANCING OF CAPITAL PROJECTS APPROVED BY THE MINISTRY OF EDUCATION

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#### BACKGROUND INFORMATION

On November 22, 2011, the Ministry of Education issued MEMO 2011:SB32 to inform all school boards that the Ministry was planning to issue Long Term Financing for Approved Capital Projects, which were substantially completed in 2011.

In accordance with the instructions outlined in the MEMO, Niagara Catholic requested the Long Term Financing in the amount of \$4,538,461 for the following Approved Capital Projects:

\$ 1,304,854	Good Places to Learn Program (Various Capital Projects Program)
\$ 1,077,869	St. Andrew Catholic Elementary (Primary Class Size Program)
\$ 718,579	St. Augustine Catholic Elementary (Primary Class Size Program)
\$ 1,437,159	St. Mark Catholic Elementary (Primary Class Size Program)

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.

The legal Firm of BORDEN LADNER GERVAIS, LLP will prepare the Borrowing By-Law in the amount of \$4,538,461 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 Feb 24, 2012:

- A--- By-Law # A1-2012
- B--- NCDSB Loan Agreement
- C--- Schedule A to Loan Agreement
- D ---Schedule B to Loan Agreement
- E--- Schedule C to Loan Agreement
- 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 #A1-2012 in the amount of \$4,538,461 and the related documents, as presented in the report.

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

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

Approved by: John Crocco, Director of Education

Date: February 14, 2012

Niagara Catholic District School Board

**BY-LAW NUMBER A1-2012**

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$4,538,461 pursuant to a loan agreement under section 7 of Ontario Regulation 41/10

**WHEREAS** subsection 247 (1) of the *Education Act* R.S.O. 1990, c. E.2, as amended (the "*Education Act*") and the regulations made thereunder, provides that, subject to any other provision of the *Education Act* and, specifically, the regulations made under subsection 247 (3) of the *Education Act*, a district school board may by by-law borrow money or incur debt for permanent improvements and may issue or execute any instrument prescribed under clause 247 (3) (f) of the *Education Act* in respect of the money borrowed or the debt incurred;

**AND WHEREAS** section 7 of Ontario Regulation 41/10 (the "Regulation"), provides that (1) a board may by by-law borrow money for permanent improvements by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority and that (2) a board that obtains a loan described in section 7 of the Regulation shall ensure that the proceeds of it are used for permanent improvements;

**AND WHEREAS** the Niagara Catholic District School Board, which under the *Education Act* constitutes a district school board (the "Board") has undertaken urgent and high priority renewal projects at schools of the Board listed in any one or more of: (i) Appendix B of the document entitled "Good Places to Learn: Stage 1 Funding Allocation"; (ii) Appendix C of the document entitled "Good Places to Learn: Stage 2 Funding Allocation"; (iii) Appendix B of the document entitled "Good Places to Learn: Stage 3 Funding Allocation"; and (iv) Appendix B of the document entitled "Good Places to Learn: Stage 4 Funding Allocation", in accordance with the maximum allocations listed in columns 2, 3, 4 and 5, respectively, opposite the name of the Board in Table 26 of Ontario Regulation 160/11, some of which projects are described in Schedule "A" attached to the Loan Agreement, as hereinafter defined (individually a "GPL Eligible Project", collectively the "GPL Eligible Projects") and pursuant to Ontario Regulation

160/11, each GPL Eligible Project constitutes a "permanent improvement" as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single GPL Eligible Project, the term "GPL Eligible Projects" means that GPL Eligible Project;

**AND WHEREAS** the Board, has participated in one or more programs referred to as the Consolidated Capital Programs (as described below) (the "Consolidated Capital Programs") involving capital projects that are described in the Schedule(s) referred to in recital (d) of the Loan Agreement, as hereinafter defined (individually a "Consolidated Capital Eligible Project", collectively the "Consolidated Capital Eligible Projects") and each Consolidated Capital Eligible Project constitutes a "permanent improvement" as defined in subsection 1(1) of the *Education Act*, R.S.O. 1990, c.E2, as amended (the "*Education Act*"). In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single Consolidated Capital Eligible Project, the term "Consolidated Capital Eligible Projects" means that Consolidated Capital Eligible Project;

**AND WHEREAS** the Consolidated Capital Programs include capital projects required for primary class size reduction (the "PCS Program") for the purpose of addressing the reduction in primary class size to 20 or fewer students and under the PCS Program the Board has undertaken projects, some of which projects are described in Schedule "A-2" attached to the said Loan Agreement;

**AND WHEREAS** the GPL Eligible Projects and the Consolidated Capital Eligible Projects are collectively referred to as the "Eligible Projects". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single Eligible Project, the term "Eligible Projects" means that Eligible Project. The GPL Program and the Consolidated Capital Programs are collectively referred to as the "Programs". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single Program, the term "Programs" means that Program;

**AND WHEREAS** the Board has in part financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account of the Board and the Board intends to borrow money from the Ontario Financing Authority for the purpose of financing the Eligible Projects on a long-term basis, and in this connection the Board intends to

borrow by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority the principal amount of \$4,538,461 (the "Loan") pursuant to a loan agreement in the form attached hereto as Schedule "A" (the "Loan Agreement") which Loan Agreement constitutes an instrument prescribed under clause 247 (3) (f) of the *Education Act* and which sets out the terms and conditions on which the Ontario Financing Authority will make the Loan available to the Board;

**NOW THEREFORE THE NIAGARA CATHOLIC DISTRICT SCHOOL BOARD ENACTS AS FOLLOWS:**

1. The Board hereby authorizes the Loan on the basis that it constitutes a loan under section 7 of the Regulation and authorizes the entering into of the Loan Agreement that is prescribed for the purposes of clause 247(3)(f) of the *Education Act*.
2. The Board is hereby authorized to enter into the Loan Agreement pursuant to which the Loan will be made available to the Board and the Chair of the Board and the Treasurer of the Board are hereby authorized to execute for and on behalf of the Board the Loan Agreement which provides for instalments of interest only and of combined (blended) principal and interest as hereinafter set forth, substantially in the form of Schedule "A", with such changes thereto as may be suggested by the Ontario Financing Authority and as such authorized officials of the Board shall approve.
3. The Director of Education of the Board, the Treasurer of the Board and any other financial officer of the Board are hereby each individually authorized generally to do all things and execute all other documents, instruments and agreements in the name of the Board in order to give effect to the Loan Agreement.
4. The Loan shall be paid in instalments of interest only and of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in Schedule "B" to the Loan Agreement with the first interest only payment on May 15, 2012 and thereafter instalments of combined (blended) principal and interest to November 15, 2036 in each of the years during the currency of the Loan as set forth in such schedule with the final payment on March 9, 2037. The Loan shall bear interest at the rate of 3.564% on the outstanding principal amount owing thereunder from time to time from the date thereof, which interest shall be payable in arrears as part of the instalments of interest only and of combined (blended)

principal and interest payable on such days in each year of the currency of the Loan as are set out in Schedule "B" to the Loan Agreement.

5. In accordance with the provisions of the *Education Act* and the regulations made thereunder, during the currency of the Loan, the Board shall provide in its estimates for each fiscal year for the setting aside out of its general revenue in the fiscal year the amount necessary to pay the principal and interest coming due on the Loan in the fiscal year and, on or before each due date in each such year, the Board shall pay out of its general revenue the principal and interest coming due on the Loan in the year. Such sums of principal and interest payable on the Loan shall be provided for in accordance with subsection 247(5) of the *Education Act*. Subject to the foregoing, on or before each due date in each year during the currency of the Loan, the Board shall pay out of its general revenue the amount necessary to pay the specific sums of principal and interest payable on the Loan shown for the respective year as set forth in Schedule "B" to the Loan Agreement; but such amount shall be paid out of the Board's general revenue only to the extent required after taking into account funds available from other sources.

6. Any amounts payable by the Board in respect of the Loan including interest on overdue principal and interest in respect of the Loan together with fees and other amounts payable by the Board under the Loan Agreement, if applicable, shall be paid out of the Board's general revenue or any other available funds.

7. The proceeds of the Loan shall be used to finance the Eligible Expenditures, as defined in the Loan Agreement, in respect of the Eligible Projects on a long-term basis and for no other purpose except as permitted by the *Education Act* and the regulations made thereunder.

**READ AND FINALLY PASSED** this 14th day of February, 2012.

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**CHAIR**

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**DIRECTOR OF EDUCATION**

This Loan Agreement made in duplicate dated and effective as of the 9th day of March, 2012.

BETWEEN: ONTARIO FINANCING AUTHORITY, a corporation established under the *Capital Investment Plan Act, 1993*, (hereinafter the "OFA")

OF THE FIRST PART

AND: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD, a district school board continued under the *Education Act* (hereinafter the "Board")

OF THE SECOND PART

WHEREAS:

- (a) the Board has participated in a program referred to as the Good Places to Learn Program (the "GPL Program") involving urgent and high priority renewal projects at schools of the Board listed in any one or more of: (i) Appendix B of the document entitled "Good Places to Learn: Stage 1 Funding Allocation"; (ii) Appendix C of the document entitled "Good Places to Learn: Stage 2 Funding Allocation"; (iii) Appendix B of the document entitled "Good Places to Learn: Stage 3 Funding Allocation"; and (iv) Appendix B of the document entitled "Good Places to Learn: Stage 4 Funding Allocation", in accordance with the maximum allocations listed in columns 2, 3, 4 and 5, respectively, opposite the name of the Board in Table 26 of Ontario Regulation 160/11, and under the GPL Program has undertaken projects, some of which projects are described in Schedule "A" attached hereto (individually a "GPL Eligible Project", collectively the "GPL Eligible Projects") and pursuant to Ontario Regulation 160/11, each GPL Eligible Project constitutes a "permanent improvement" as defined in subsection 1(1) of the *Education Act*, R.S.O. 1990, c.E2, as amended (the "*Education Act*"). In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single GPL Eligible Project, the term "GPL Eligible Projects" means that GPL Eligible Project;
- (b) the Board has participated in one or more programs referred to as the Consolidated Capital Programs (as described below) (the "Consolidated Capital Programs") involving capital projects that are described in the Schedule(s) referred to in recital (d) of this Agreement (individually a "Consolidated

Capital Eligible Project”, collectively the “Consolidated Capital Eligible Projects”) and each Consolidated Capital Eligible Project constitutes a “permanent improvement” as defined in subsection 1(1) of the *Education Act*, R.S.O. 1990, c.E2, as amended (the “*Education Act*”). In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single Consolidated Capital Eligible Project, the term “Consolidated Capital Eligible Projects” means that Consolidated Capital Eligible Project;

- (c) the Consolidated Capital Programs include:
  - (i) capital projects required for primary class size reduction (the “PCS Program”) for the purpose of addressing the reduction in primary class size to 20 or fewer students and under the PCS Program the Board has undertaken projects, some of which projects are described in Schedule “A-2” attached hereto;
- (d) the GPL Eligible Projects, and the Consolidated Capital Eligible Projects are collectively referred to as the “Eligible Projects”. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single Eligible Project, the term “Eligible Projects” means that Eligible Project. The GPL Program, and Consolidated Capital Program are collectively referred to as the “Programs”. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under this Agreement in respect of a single Program, the term “Programs” means that Program;
- (e) the Board has financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account and is entitled to receive grants in respect of the Eligible Projects from the Minister of Education pursuant to various regulations under the *Education Act* for the Board’s fiscal year 2011-2012 for the payment of interest;
- (f) the Board has requested and the OFA has agreed to lend the aggregate principal amount specified in paragraph 2.1 to the Board for the purpose of financing the Eligible Projects under the specified Programs on a long-term basis which will include the repayment of temporary borrowing, if any;
- (g) the Board is authorized to borrow money for permanent improvements from the Ontario Financing Authority by way of a loan pursuant to Ontario Regulation 41/10 and is authorized to receive grants for the repayment of such a loan from the Minister of Education pursuant to Ontario Regulation 160/11; and
- (h) the Board has agreed to enter into this Agreement to evidence its indebtedness and provide for the repayment of the loan to the OFA on the terms and conditions set forth herein.



NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained in it and subject to the terms and conditions set out in it, the parties agree as follows:

1.0 DEFINITIONS

1.1 In this Loan Agreement, unless the context or the subject matter otherwise requires:

- (a) "Advance Date" means March 9, 2012;
- (b) "Agreement" means this Agreement as it may be amended or extended from time to time by the parties in writing, including all schedules hereto and any document which the parties may at a future time mutually designate as a schedule to this Agreement, by so marking such document in writing as a schedule hereto and part hereof;
- (c) "Aggregate Principal Amount" means the total of the Program Principal Amounts, as hereinafter defined, to be advanced to the Board pursuant to paragraph 2.1 of this Agreement and is equal to the total principal amount set out in Column 2 opposite the reference to "Aggregate Principal Amount";
- (d) "business day" means any day that is not a Saturday or Sunday and that, in the City of Toronto, is not a day on which banking institutions are generally authorized or obligated by law or executive order to close;
- (e) "dollars" or "\$" means Canadian dollars;
- (f) "Material Adverse Change" means any change or event which (i) materially impairs the ability of the Board to timely and fully perform its obligations under this Agreement, or (ii) could materially impair the ability of the OFA to enforce its rights and remedies under this Agreement; or (iii) has a material adverse effect on the operations, properties, assets, liabilities or financial condition of the Board;
- (g) "Program" means a program undertaken by the Board that is specified in paragraph 2.1 of this Agreement;
- (h) "Program Principal Amount" means the total principal amount of monies to be advanced to the Board for Eligible Projects undertaken in connection with a Program pursuant to paragraph 2.1 of this Agreement;
- (i) "Rate" means 3.564% per annum, including an administrative fee of 0.025% per annum; and

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(j) "Repayment Date" means March 9, 2037.

2.0 PRINCIPAL AMOUNT

2.1 The OFA agrees to lend to the Board and the Board agrees to borrow from the OFA the Aggregate Principal Amount being the aggregate of the respective total principal amount specified below for each of the Programs in lawful money of Canada with interest thereon at the relevant Rate on the terms and conditions set forth in this Agreement:

1	2	3	4
PROGRAMS	PROGRAM PRINCIPAL AMOUNTS	PURPOSE FOR WHICH FUNDS WILL BE USED	STATUS OF ELIGIBLE PROJECT BY AUGUST 31, 2011
GPL Program Stage 3:	\$1,304,854.00	Funds will only be used for the GPL Eligible Projects	Substantially completed by August 31, 2011
Consolidated Capital Programs - PCS Program	\$3,233,607.00	Funds will only be used for the Consolidated Capital Eligible Projects	Substantially completed by August 31, 2011
Aggregate Principal Amount	\$4,538,461.00		

2.2 The Board acknowledges that the relevant Rate includes an administrative fee payable to the OFA in the amount of 0.025% of the Aggregate Principal Amount outstanding per annum as specified in paragraph 1.1(i).

2.3 Except as otherwise agreed in writing between the Board and the OFA, the monies to be advanced by the OFA shall be advanced by the OFA to the Board by electronic funds transfer directly into the bank account designated by the Board.

2.4 The Board authorizes the OFA to open and maintain records evidencing the Board's obligations under this Agreement and to record therein all advances, interest rates, accrued interest, payments of principal and interest and the aggregate principal and

accrued interest outstanding from time to time under this Agreement. The Board agrees that the records kept by the OFA, in the absence of manifest error, shall be prima facie evidence of the indebtedness of the Board and the matters recorded provided that the failure of the OFA to record or correctly record any amount or date shall not affect the obligation of the Board to repay the Aggregate Principal Amount and pay accrued interest thereon owing under this Agreement.

3.0 REPAYMENT

3.1 The Board agrees to repay the Aggregate Principal Amount together with interest thereon as follows:

(i) the Aggregate Principal Amount and interest thereon at the Rate accrued from and including the Advance Date to but excluding the Repayment Date shall be paid in instalments of interest only and of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in the amortization schedules attached to this Agreement as Schedule "B" with the first and only interest only payment on May 15, 2012 and thereafter instalments of combined (blended) principal and interest to November 15, 2036 in each of the years during the currency of the loan as set forth in such Schedule with the final payment on March 9, 2037; and

(ii) the loan shall be fully repaid on the relevant Repayment Date.

3.2 If the Board fails to make any payment of principal or interest payable by it under this Agreement on the relevant due date, the overdue amount shall bear interest at the Rate (before as well as after judgment) calculated from the due date until the date of actual payment to the OFA.

3.3 Interest, other than interest in respect of the combined (blended) principal and interest instalments, shall be computed under this Agreement on the basis of a year of 365 days and the actual number of days elapsed.

3.4 If any day on which a payment is due and payable under this Agreement would otherwise fall on a day that is not a business day, such due date shall instead fall on the next succeeding business day.

3.5 Except as otherwise agreed in writing between the Board and the OFA and without affecting the liability of the Board under this Agreement, the monies to be repaid under this Agreement shall be repaid by the Board in immediately available funds to the OFA on the due date by pre-authorized debit from an account of the Board, such account to be designated to the OFA by the execution and delivery of the Payor Pre-Authorized Debit Agreement in a form satisfactory to the OFA ("PAD Agreement") attached to this Agreement as Schedule C, together with such other authorizations, voided cheques and other documentation as the deposit-taking institution and the

rules of the Canadian Payments Association may require for such pre-authorized debit. The Board undertakes to notify the OFA and the Ministry of Education, immediately and not later than five business days prior to any instalment date or the relevant Repayment Date, in writing of any changes in its designated account for the purposes of the pre-authorized debits and agrees to execute and deliver a revised PAD Agreement.

3.6 The Board is not entitled to prepay the Aggregate Principal Amount and accrued interest thereon outstanding under this Agreement except with the prior written consent of the OFA.

4.0 CONDITIONS PRECEDENT

4.1 The obligation of the OFA to advance the Program Principal Amounts pursuant to paragraph 2.1 of this Agreement is subject to the following conditions being met to the OFA's satisfaction on the Advance Date:

- (a) that the representations and warranties of the Board contained in this Agreement continue to be true and correct as at the Advance Date;
- (b) that there shall, in the reasonable opinion of the OFA, have been no Material Adverse Change with respect to the Board;
- (c) that this Agreement shall have been duly executed and delivered; and
- (d) that the OFA shall have received such other documentation in form and substance satisfactory to the OFA which it has reasonably requested to ensure that the Board is in compliance with the terms and conditions of this Agreement including (i) a certified true copy of the necessary by-law authorizing the borrowing of the Program Principal Amounts and the execution of this Agreement, (ii) a favourable legal opinion from external legal counsel to the Board as to due authorization, execution, validity and enforceability of this Agreement and such other matters as the OFA considers necessary or appropriate, and (iii) a certificate or certificates executed by an authorized officer or officers of the Board as to the continued truth and correctness of the representations and warranties, the due authorization and execution of this Agreement and other documents, compliance with the *Education Act* and regulations made thereunder and such other matters as the OFA may reasonably request.

5.0 REPRESENTATIONS AND WARRANTIES OF BOARD

5.1 The Board represents and warrants to the OFA that:

- (a) the Board is a district school board under the *Education Act*;
- (b) each Eligible Project has been duly authorized by the Board at a duly called meeting of the Board at which a quorum was present by a resolution or resolutions passed by the Board (the "Resolutions"). In the event that the Board will borrow a Program Principal Amount under this Agreement in respect of a single Eligible Project and the Board has passed a single resolution in respect of the Eligible Project, the term "Resolutions" means that resolution. No application has been made or action brought to quash, set aside or declare invalid the Resolutions nor have the Resolutions been repealed, altered and amended and the Resolutions are in full force and effect;
- (c) copies of the Resolution(s) mentioned in paragraph 5.1(b) have been forwarded to the Capital Programs Branch of the Ministry of Education, if applicable;
- (d) each of the GPL Eligible Projects, and the Consolidated Capital Eligible Projects constitutes an Eligible Project under the relevant Program and has been undertaken at a school of the Board (which school may constitute a shared facility) or involves the construction of a new school for the Board;
- (e) each Eligible Project constitutes a permanent improvement within the meaning of subsection 1(1) of the *Education Act*; and the Board has obtained all necessary approvals to authorize the carrying out of the Eligible Projects by the Board and the long-term financing thereof;
- (f) the status of each Eligible Project as at August 31, 2011 is accurately set out in paragraph 2.1, the Board has incurred expenditures in respect of the relevant Programs for the Eligible Projects (the "Eligible Expenditures") and the total amount of the Eligible Expenditures in respect of the Eligible Projects undertaken at an individual school of the Board does not exceed the respective aggregate amount of expenditures authorized by the Board in respect of such school of the Board nor does such total amount exceed the expenditures authorized by the Board pursuant to the authorizations referred to in paragraph 5.1(b);
- (g) the Program Principal Amount to be borrowed by the Board under this Agreement in respect of each Program will be borrowed by the Board in respect of the Eligible Projects undertaken by the Board pursuant to that specified Program and will not be borrowed by the Board in respect of any Eligible Projects undertaken pursuant to any other Program;
- (h) the information provided by the Board to the OFA or Her Majesty the Queen in right of Ontario, to the extent that it relates to the Board or the Eligible Projects is true and correct in all material respects when provided and remains true and correct as of the Advance Date;

- (i) the borrowing of the Aggregate Principal Amount to be advanced under this Agreement and the execution, delivery and performance of this Agreement are within the powers and capacities of the Board and have been duly authorized by all necessary legal action and proper proceedings, including a by-law passed by the Board;
- (j) the borrowing of the Aggregate Principal Amount to be advanced under this Agreement, the execution and delivery of this Agreement, and the compliance with the terms and conditions of this Agreement will not conflict with or result in a breach of any of the terms or provisions of the by-laws of the Board, laws of Ontario, including laws of Canada applicable therein, applicable to the Board or any contractual or other obligation binding on the Board and does not require the consent or approval of any other person;
- (k) this Agreement will, when executed and delivered, constitute a legal, valid and binding obligation of the Board enforceable against it in accordance with its terms;
- (l) the Board is not currently in default under any debentures or other long-term debts of any kind and undertakes to immediately inform the OFA if it is in default under any such long-term financial obligations at any time during the term of this Agreement;
- (m) the obligations of the Board under this Agreement are direct, unsecured and unsubordinated debt obligations and rank concurrently and equally in respect of payment of principal and interest with all other debentures and prescribed debt instruments of the Board, except as to the availability of any sinking fund, retirement fund or other prescribed fund applicable to any issue of debentures or such prescribed debt instruments;
- (n) the Board is not now subject to an order under the *Education Act* vesting in the Ministry of Education control and charge over the administration of the affairs of the Board;
- (o) the Aggregate Principal Amount to be borrowed under this Agreement shall be used only for the Eligible Projects, including the repayment of temporary borrowing for the Eligible Projects from a financial institution and from a reserve account of the Board, if any, and will not be used for any other purpose except as permitted by the *Education Act* and the regulations made thereunder;
- (p) no litigation or proceedings of any nature are now pending or threatened, attacking or in any way attempting to restrain or enjoin the execution and delivery of this Agreement or in any manner questioning the proceedings and the authority under which this Agreement is authorized, or affecting the

validity thereof, or contesting the capacity of the authorized officers of the Board to sign and no authority or proceeding under which the Board is authorized to execute this Agreement has been repealed, revoked or rescinded in whole or in part; and

- (q) there are no actions, suits or proceedings threatened or pending against the Board in any court except actions, suits or proceedings which would not result in a Material Adverse Change if determined against the Board.

5.2 The representations and warranties set out in paragraph 5.1 herein shall survive the execution and delivery of this Agreement, notwithstanding any investigations or examinations which may be made by counsel for the OFA.

5.3 For greater certainty, the OFA is not responsible for ensuring that the proceeds advanced to the Board are in fact used in the manner specified in paragraph 5.1(o).

6.0 COVENANTS

6.1 The Board will duly and punctually pay or cause to be paid all principal, interest, fees and other amounts payable by it under this Agreement in accordance with the terms and subject to the conditions of this Agreement.

6.2 The Board will provide prompt notice to the OFA of the occurrence of any Event of Default, as hereinafter defined, or Material Adverse Change.

6.3 The Board complied at all times with all of the Board's obligations in respect of the debt and financial obligation and liability limits for the projects, if applicable, under the *Education Act* and the regulations made thereunder which were then in force.

6.4 The Board shall allocate all grants received by it from the Ministry of Education relating to Eligible Expenditures in respect of the Eligible Projects in accordance with the applicable legislation and shall apply such grants to the payment of its obligations under this Agreement.

6.5 The Board will obtain all licences, permits, consents, approvals and other authorizations which are necessary or desirable to carry out the Eligible Projects.

6.6 The Board will provide to the Ministry of Education reports respecting the status of the Eligible Projects as requested from time to time.

7.0 DEFAULT

7.1 Failure by the Board to pay any principal, interest, fees or other amount payable by it under this Agreement, unless such default is cured within three business days after the

date such payment was due, shall constitute an event of default (each, an "Event of Default") and each Event of Default shall be deemed to exist and continue so long as it shall not have been remedied.

8.0 INTERCEPT AND REMEDIES ON THE OCCURRENCE OF DEFAULT

- 8.1 (a) The Board agrees that the Minister of Finance is entitled to deduct from monies appropriated by the Legislature for payment to the Board amounts equal to any amounts that the Board fails to pay under this Agreement. On the occurrence of an Event of Default, the Minister of Finance and such other Minister of the Crown as appropriate is irrevocably authorized to deduct from money appropriated by the Legislature for payment to the Board amounts equal to any amounts that the Board fails to pay to the OFA in accordance with the provisions of this Agreement and to pay such amounts directly to the OFA (the "Intercept").
- (b) The Board agrees that any notice from the OFA to the Minister of Finance in relation to this paragraph may be relied upon by such Minister without further inquiry or verification by such Minister and, upon receipt of such notice, an amount equal to the amount that the Board fails to pay to the OFA shall be deducted from money appropriated by the Legislature for payment to the Board and paid to the OFA.
- 8.2 On the occurrence of any Event of Default and at any time thereafter, so long as the same shall be continuing, the OFA may, in addition to any other remedy available to the OFA at law, at its option, by notice to the Board, invoke the Intercept mechanism to require payment of any amount due and payable under this Agreement.
- 8.3 No delay or omission of the OFA to exercise any right or remedy accruing upon any Event of Default shall impair any such right or remedy or constitute a waiver of any such Event of Default or an acquiescence therein. Every right and remedy given by this Agreement or by law to the OFA may be exercised from time to time, and as often as may be deemed expedient by the OFA.
- 8.4 No right or remedy herein conferred upon or reserved to the OFA is intended to be exclusive of any other such right or remedy, and every such right and remedy shall, to the extent permitted by law, be cumulative and in addition to every other right and remedy given hereunder or now or hereafter existing at law or in equity or otherwise. The assertion or employment of any right or remedy hereunder, or otherwise, shall not prevent the concurrent assertion or employment of any other appropriate right or remedy.



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9.0 ADMISSIBILITY OF EVIDENCE

9.1 Where communications between the parties are provided on an electronic basis under this Agreement, printouts or other tangible reproductions of any electronic record maintained by a party in relation to such communications shall be considered business records in any legal, administrative or other proceedings that may arise in relation to this Agreement.

10.0 INTEREST ACT DISCLOSURE

10.1 For the purposes of disclosure pursuant to the *Interest Act* (Canada), the yearly rate of interest to which any rate of interest payable under this Agreement that is calculated on any basis other than a full calendar year is equivalent may be determined by multiplying such rate by a fraction, the numerator of which is the actual number of days in the calendar year in which such yearly rate of interest is to be ascertained and the denominator of which is the number of days comprising such other basis.

11.0 NOTICES

11.1 A notice or other communication pursuant to this Agreement shall be in writing and delivered in person or sent by first class prepaid post or by facsimile transmission (subject, in the case of communication by facsimile transmission, to confirmation by telephone) to the party for which it is intended at the following addresses:

The OFA	Ontario Financing Authority One Dundas St. West, Suite 1400 Toronto, Ontario M7A 1Y7
Attention:	Executive Director Capital Markets Division
Tel. No:	(416) 325-8125
Fax No:	(416) 325-8111
The Board	Niagara Catholic District School Board
Attention:	Superintendent of Business & Financial Services
Tel. No:	(905) 735-0240
Fax No.	(905) 735-9710

- 11.2 Either party may change its address for the purposes of receipt of any such communication by giving five business days' prior written notice of such change to the other party in the manner prescribed above.
- 11.3 Any notice so given takes effect, in the case of delivery in person, at the time of delivery, in the case of delivery by first class prepaid post, seven business days after dispatch and, in the case of delivery by facsimile transmission, at the time of confirmation by telephone.
- 12.0 GENERAL
- 12.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 12.2 This Agreement shall be binding on and enure to the benefit of the OFA, and the Board and their respective successors and permitted assigns, except that the Board shall not, without the prior written consent of the OFA assign, pledge or hypothecate any rights or obligations with respect to this Agreement.
- 12.3 If any of the provisions of this Agreement are held to be invalid, illegal or unenforceable by a court or tribunal of competent jurisdiction, the remaining provisions shall remain in full force and effect.
- 12.4 A party, by waiving the breach of any provision of this Agreement, does not waive any further breach of the same provision or any breach of any other provision of this Agreement. A waiver is binding on the waiving party only if it is in writing.
- 12.5 Subject to the provisions herein, this Agreement may not be altered or amended, except by the mutual agreement of the parties evidenced in writing.
- 12.6 Time shall in all respects be of the essence of this Agreement.
- 12.7 All references to time in this Agreement are references to Toronto time, unless otherwise indicated.
- 12.8 If any date on which an act is required to be taken under this Agreement is not a business day, such act shall be taken on the next following business day.
- 12.9 Each party shall, upon request of the other, acting reasonably, use its best efforts to make, do, execute or cause to be made, done or executed all further and other lawful acts, deeds, things, devices, documents, instruments and assurances whatever for the performance of the terms and conditions of this Agreement.

12.10 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, oral and written, between the parties.

12.11 This Agreement may be executed in counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

ONTARIO FINANCING AUTHORITY

BY: \_\_\_\_\_

Michael D. Manning  
Executive Director  
Capital Markets Division

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

BY: \_\_\_\_\_

Name:  
Title: Chair

BY: \_\_\_\_\_

Name:  
Title: Treasurer

C1

**SCHEDULE "A-1"**

**GOOD PLACES TO LEARN ELIGIBLE PROJECTS DESCRIPTION  
STAGE 3 GPL ELIGIBLE PROJECTS**

Please provide a list of all the GPL Eligible Projects which were substantially completed by August 31, 2011 (and in respect of which the Eligible Expenditures have not been previously financed on a long-term basis) in respect of which a total of \$1,304,854 will be borrowed hereunder pursuant to the Good Places to Learn Stage 3 Program through allocations under that program or through unspent allocations pursuant to the Good Places to Learn Stage 1 Program or pursuant to the Good Places to Learn Stage 2 Program.

Please provide the name of the school, the SFIS number, a project description and the amount to be borrowed hereunder.

Please specify the total amount that the Board has previously financed on a long-term basis from the OFA under the Good Places to Learn Stage 3 Program: \$4,683,110.

**Stage 3**

<b>SFIS #</b>	<b>School Name</b>	<b>Description of GPL Eligible Project</b>	<b>Amount to be Borrowed Hereunder</b>
3447	Monsignor Clancy School	Update Ventilation	19,556
4159	St. Kevin School	Replace Air Conditioner	1,083
7957	St. Alfred School	Replace Windows	70,003
7963	St. Christopher School	Upgrade Washrooms	22,985
7971	St. James School	Upgrade Parking Lot	236
7971	St. James	Upgrade Fences	965
7971	St. James	Upgrade Interior Lay-out	238269
3380	Lakeshore Catholic High School	Transformer Replacement	3,251
3380	Lakeshore Catholic High School	Replace Ventilation	448,307
3484	Notre Dame College School	Upgrade Parking	474
7966	Denis Morris Secondary School	Building Automation	158,269
7966	Denis Morris Secondary School	Upgrade Auditorium	5,560
7970	Holy Cross High School	Upgrade Interior Lay-out	335,896

C2

**SCHEDULE "A-2"**

**PRIMARY CLASS SIZE REDUCTION ELIGIBLE PROJECTS DESCRIPTION**

Please provide a list of the PCS Eligible Projects which were substantially completed by August 31, 2011 (and in respect of which the Eligible Expenditures have not been previously financed on a long-term basis) in respect of which a total of \$3,233,607 will be borrowed hereunder.

Please include the name of the school, the SFIS number, a project description and the amount to be borrowed hereunder.

SFIS #	School Name	Description of GPL Eligible Project	Amount to be Borrowed Hereunder
6195	St. Andrew School	3 Classroom Addition	1,077,869
3776	St. Augustine School	2 Classroom Addition	718,579
10019	St. Mark School	4 Classroom Addition	1,437,159

D1

### SCHEDULE "B" Consolidated Amortization Schedule

Borrower Type(s): School Board

Borrower Name(s): Niagara Catholic District School Board

Program(s): GPL Stage 3 - Mar 2012, PCS Stage 1 - Mar 2012

Loan Settlement Date: All

Principal Amount (\$): 4,538,461.00

Annual Interest Rate (%): 3.564%

includes Annual Admin Fee (%): 0.025%

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
09-Mar-2012	\$0.00	\$0.00	\$0.00	\$0.00	\$4,538,461.00
15-May-2012	\$21,154.70	\$0.00	\$21,006.31	\$148.39	\$4,538,461.00
10-Sep-2012	\$39,644.62	\$16,392.13	\$23,089.39	\$163.11	\$4,522,068.87
15-Nov-2012	\$98,707.67	\$41,084.80	\$57,218.68	\$404.20	\$4,480,984.08
11-Mar-2013	\$39,644.62	\$16,684.23	\$22,799.33	\$161.06	\$4,464,299.84
15-May-2013	\$98,707.67	\$41,816.93	\$56,491.68	\$399.07	\$4,422,482.92
09-Sep-2013	\$39,644.62	\$16,981.55	\$22,504.11	\$158.97	\$4,406,501.37
15-Nov-2013	\$98,707.67	\$42,562.10	\$56,751.73	\$393.84	\$4,362,939.27
10-Mar-2014	\$39,644.62	\$17,284.16	\$22,203.62	\$156.85	\$4,346,655.11
15-May-2014	\$98,707.67	\$43,320.56	\$54,998.59	\$388.52	\$4,302,334.55
09-Sep-2014	\$39,644.62	\$17,592.16	\$21,897.77	\$154.69	\$4,284,742.38
17-Nov-2014	\$98,707.67	\$44,092.53	\$54,232.04	\$383.10	\$4,240,649.85
09-Mar-2015	\$39,644.62	\$17,905.65	\$21,586.48	\$152.49	\$4,222,744.20
15-May-2015	\$98,707.67	\$44,878.26	\$53,451.82	\$377.59	\$4,177,865.93
09-Sep-2015	\$39,644.62	\$18,224.73	\$21,269.64	\$150.25	\$4,159,641.20
16-Nov-2015	\$98,707.67	\$45,677.99	\$52,657.70	\$371.98	\$4,113,963.21
09-Mar-2016	\$39,644.62	\$18,549.50	\$20,947.15	\$147.97	\$4,096,413.71
16-May-2016	\$98,707.67	\$46,491.98	\$51,849.43	\$366.27	\$4,048,921.73
09-Sep-2016	\$39,644.62	\$18,880.05	\$20,618.92	\$145.66	\$4,030,041.69
15-Nov-2016	\$98,707.67	\$47,320.46	\$51,026.75	\$360.46	\$3,982,721.22
09-Mar-2017	\$39,644.62	\$19,216.49	\$20,284.84	\$143.30	\$3,963,504.73
15-May-2017	\$98,707.67	\$48,163.71	\$50,189.41	\$354.55	\$3,916,341.02
11-Sep-2017	\$39,644.62	\$19,558.93	\$19,944.80	\$140.89	\$3,896,782.09
15-Nov-2017	\$98,707.67	\$49,021.99	\$49,337.16	\$348.52	\$3,846,760.10
09-Mar-2018	\$39,644.62	\$19,907.47	\$19,598.71	\$138.45	\$3,826,852.63
15-May-2018	\$98,707.67	\$49,895.56	\$48,469.71	\$342.40	\$3,776,957.07
10-Sep-2018	\$39,644.62	\$20,262.22	\$19,246.44	\$135.96	\$3,756,694.84
15-Nov-2018	\$98,707.67	\$50,784.70	\$47,586.81	\$336.16	\$3,706,910.14
11-Mar-2019	\$39,644.62	\$20,623.29	\$18,887.90	\$133.43	\$3,686,286.85
15-May-2019	\$98,707.67	\$51,689.68	\$46,688.18	\$329.81	\$3,633,597.17
09-Sep-2019	\$39,644.62	\$20,990.80	\$18,522.97	\$130.85	\$3,612,606.36
15-Nov-2019	\$98,707.67	\$52,610.79	\$45,773.53	\$323.35	\$3,559,995.57
09-Mar-2020	\$39,644.62	\$21,364.86	\$18,151.54	\$128.23	\$3,538,630.71
15-May-2020	\$98,707.67	\$53,648.32	\$44,842.58	\$316.77	\$3,485,082.39
09-Sep-2020	\$39,644.62	\$21,746.58	\$17,773.49	\$125.55	\$3,463,336.81
16-Nov-2020	\$98,707.67	\$54,502.55	\$43,895.04	\$310.08	\$3,408,834.26

D2

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
09-Mar-2021	\$39,644.62	\$22,133.09	\$17,388.70	\$122.84	\$3,386,701.18
17-May-2021	\$98,707.67	\$55,473.79	\$42,930.62	\$303.27	\$3,331,227.39
09-Sep-2021	\$39,644.62	\$22,527.50	\$16,997.06	\$120.07	\$3,308,699.90
15-Nov-2021	\$98,707.67	\$56,462.33	\$41,949.01	\$296.33	\$3,252,237.57
09-Mar-2022	\$39,644.62	\$22,928.94	\$16,598.43	\$117.25	\$3,229,308.63
16-May-2022	\$98,707.67	\$57,468.49	\$40,949.91	\$289.28	\$3,171,840.15
09-Sep-2022	\$39,644.62	\$23,337.53	\$16,192.71	\$114.39	\$3,148,502.62
15-Nov-2022	\$98,707.67	\$58,492.58	\$39,933.00	\$282.09	\$3,090,010.04
09-Mar-2023	\$39,644.62	\$23,753.41	\$15,779.75	\$111.47	\$3,066,256.63
15-May-2023	\$98,707.67	\$59,534.91	\$38,897.98	\$274.78	\$3,006,721.72
11-Sep-2023	\$39,644.62	\$24,176.69	\$15,359.43	\$108.50	\$2,982,545.03
15-Nov-2023	\$98,707.67	\$60,595.83	\$37,844.51	\$267.34	\$2,921,949.21
11-Mar-2024	\$39,644.62	\$24,607.52	\$14,931.63	\$105.48	\$2,897,341.69
15-May-2024	\$98,707.67	\$61,675.64	\$36,772.27	\$259.76	\$2,835,666.04
09-Sep-2024	\$39,644.62	\$25,046.03	\$14,496.20	\$102.40	\$2,810,620.02
15-Nov-2024	\$98,707.67	\$62,774.70	\$35,680.91	\$252.06	\$2,747,845.31
10-Mar-2025	\$39,644.62	\$25,492.35	\$14,053.01	\$99.27	\$2,722,352.97
15-May-2025	\$98,707.67	\$63,893.35	\$34,570.12	\$244.21	\$2,658,459.62
09-Sep-2025	\$39,644.62	\$25,946.62	\$13,601.92	\$96.09	\$2,632,513.00
17-Nov-2025	\$98,707.67	\$65,031.93	\$33,439.52	\$236.22	\$2,567,481.07
09-Mar-2026	\$39,644.62	\$26,408.99	\$13,142.79	\$92.84	\$2,541,072.09
15-May-2026	\$98,707.67	\$66,190.80	\$32,288.78	\$228.09	\$2,474,881.29
09-Sep-2026	\$39,644.62	\$26,879.60	\$12,675.49	\$89.54	\$2,448,001.69
16-Nov-2026	\$98,707.67	\$67,370.32	\$31,117.54	\$219.82	\$2,380,631.38
09-Mar-2027	\$39,644.62	\$27,358.59	\$12,199.85	\$86.18	\$2,353,272.79
17-May-2027	\$98,707.67	\$68,570.86	\$29,925.42	\$211.40	\$2,284,701.93
09-Sep-2027	\$39,644.62	\$27,846.12	\$11,715.74	\$82.76	\$2,256,855.81
15-Nov-2027	\$98,707.67	\$69,792.79	\$28,712.06	\$202.83	\$2,187,063.02
09-Mar-2028	\$39,644.62	\$28,342.34	\$11,223.01	\$79.28	\$2,158,720.68
15-May-2028	\$98,707.67	\$71,036.50	\$27,477.08	\$194.10	\$2,087,684.19
11-Sep-2028	\$39,644.62	\$28,847.40	\$10,721.49	\$75.74	\$2,058,836.79
15-Nov-2028	\$98,707.67	\$72,302.37	\$26,220.08	\$185.22	\$1,986,534.42
09-Mar-2029	\$39,644.62	\$29,361.46	\$10,211.03	\$72.13	\$1,957,172.96
15-May-2029	\$98,707.67	\$73,590.79	\$24,940.69	\$176.18	\$1,883,582.17
10-Sep-2029	\$39,644.62	\$29,884.68	\$9,691.48	\$68.46	\$1,853,697.49
15-Nov-2029	\$98,707.67	\$74,902.18	\$23,638.50	\$166.99	\$1,778,795.31
11-Mar-2030	\$39,644.62	\$30,417.23	\$9,162.67	\$64.73	\$1,748,378.08
15-May-2030	\$98,707.67	\$76,236.94	\$22,313.11	\$157.62	\$1,672,141.14
09-Sep-2030	\$39,644.62	\$30,959.26	\$8,624.44	\$60.92	\$1,641,181.88
15-Nov-2030	\$98,707.67	\$77,595.48	\$20,964.10	\$148.09	\$1,563,586.40
10-Mar-2031	\$39,644.62	\$31,510.95	\$8,076.62	\$57.05	\$1,532,075.45
15-May-2031	\$98,707.67	\$78,978.23	\$19,591.05	\$138.39	\$1,453,097.21
09-Sep-2031	\$39,644.62	\$32,072.48	\$7,519.03	\$53.12	\$1,421,024.73
17-Nov-2031	\$98,707.67	\$80,385.62	\$18,193.53	\$128.52	\$1,340,639.11
09-Mar-2032	\$39,644.62	\$32,644.01	\$6,951.51	\$49.11	\$1,307,995.10
17-May-2032	\$98,707.67	\$81,818.10	\$16,771.10	\$118.47	\$1,226,177.00

D3

Payment Date	Total Payment	Principal Amount	Interest Amount	Admin Fee	Principal Balance
09-Sep-2032	\$39,644.62	\$33,225.73	\$6,373.87	\$45.03	\$1,192,951.27
15-Nov-2032	\$98,707.67	\$83,276.10	\$15,323.33	\$108.25	\$1,109,675.18
09-Mar-2033	\$39,644.62	\$33,817.81	\$5,785.94	\$40.87	\$1,075,857.37
16-May-2033	\$98,707.67	\$84,760.08	\$13,849.76	\$97.84	\$991,097.29
09-Sep-2033	\$39,644.62	\$34,420.44	\$5,187.54	\$36.65	\$956,676.85
15-Nov-2033	\$98,707.67	\$86,270.50	\$12,349.93	\$87.24	\$870,406.35
09-Mar-2034	\$39,644.62	\$35,033.82	\$4,578.47	\$32.34	\$836,372.63
15-May-2034	\$98,707.67	\$87,807.84	\$10,823.37	\$76.46	\$747,564.69
11-Sep-2034	\$39,644.62	\$35,658.12	\$3,958.54	\$27.96	\$711,906.57
15-Nov-2034	\$98,707.67	\$89,372.58	\$9,269.62	\$65.48	\$622,634.00
09-Mar-2035	\$39,644.62	\$36,293.55	\$3,327.57	\$23.51	\$586,240.45
15-May-2035	\$98,707.67	\$90,965.20	\$7,688.17	\$54.31	\$495,275.26
10-Sep-2035	\$39,644.62	\$36,940.30	\$2,685.36	\$18.97	\$458,334.96
15-Nov-2035	\$98,707.67	\$92,586.19	\$6,078.54	\$42.94	\$366,748.76
10-Mar-2036	\$39,644.62	\$37,598.57	\$2,031.70	\$14.35	\$328,150.19
15-May-2036	\$98,707.67	\$94,236.08	\$4,440.23	\$31.37	\$233,914.11
09-Sep-2036	\$39,644.62	\$38,268.58	\$1,366.39	\$9.65	\$196,645.53
17-Nov-2036	\$98,707.67	\$95,915.37	\$2,772.72	\$19.59	\$99,730.16
09-Mar-2037	\$101,100.82	\$99,730.16	\$1,361.05	\$9.61	\$0.00
Total:	\$6,901,518.08	\$4,538,461.00	\$2,346,481.20	\$16,575.88	



E1

SCHEDULE "C"

PAYOR PRE-AUTHORIZED DEBIT AGREEMENT  
(this "PAD Agreement")

TO: Ontario Financing Authority (the "OFA")

Payor (the "Board"):

Niagara Catholic District School Board  
Full Legal Name

Niagara Catholic District School Board  
Exact Name in which Account is Held

427 Rice Road  
Address

1-905-735-0240  
Telephone Number

Welland  
City

Ontario L3C 7C1  
Province Postal Code

Payor's Financial Institution (the "Bank"):

CIBC  
Name of Bank

22 King St.  
Address

Welland  
City

Ontario L3B 3H9  
Province Postal Code

95-11512  
Bank Account No.

00872 10  
Branch No. Institution No.

1. Scope

The Board acknowledges that this PAD Agreement is provided for the benefit of the OFA and the Bank, and is provided in consideration of the Bank agreeing to process pre-authorized debits (each, a "PAD") against the Board's account specified above (the "Account") in accordance with the rules of the Canadian Payments Association (the "CPA").

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The Board represents that all information provided with respect to the Account is complete and accurate. A specimen cheque if available for the Account has been marked "VOID" and is attached to this PAD Agreement.

The Board undertakes to inform the OFA in writing of any change in the Account information provided in this PAD Agreement at least 5 business days prior to the next following PAD.

## **2. Valid Authority**

The Board warrants and guarantees that all persons whose signatures are required to sign on the Account have signed this PAD Agreement.

## **3. Purpose of Debits, Amount and Timing**

### **Business PAD**

The Board authorizes the OFA to debit or cause to be debited a fixed amount from the Account which amount will be debited with set frequency determined by the Board in its sole discretion. The Board and the OFA agree that the fixed amount of each such debit is for payment due and owing by the Board to the OFA in respect of a loan agreement dated as of October 14, 2011.

## **4. Cancellation of Agreement**

This PAD Agreement may be cancelled at any time upon notice being provided by the Board, in writing at least 5 business days prior to the next following PAD. The Board acknowledges that, in order to revoke this authorization, the Board must provide notice of revocation to the OFA. This PAD Agreement applies only to the method of payment and does not otherwise have any bearing on the payment obligations of the Board to the OFA.

## **5. Acceptance of Delivery of Authorization**

The Board acknowledges that providing and delivering this agreement to the OFA constitutes delivery by the Board to the Bank. Any delivery of this authorization to the OFA constitutes delivery by the Board.

## **6. Waiver of Pre-Notification**

The Board understands that no pre-notification shall be required prior to a PAD being exchanged or cleared provided the authorization occurs in compliance with this PAD Agreement.

The Board authorizes and instructs the OFA to issue, without pre-notification, a new PAD for a dishonoured PAD amount in accordance with this Agreement.

## **7. Validation by the Bank**

The Board acknowledges that the Bank is not required to verify that a PAD has been issued in accordance with the particulars of the PAD Agreement including, but not limited to, the amount.

E3

The Board acknowledges that the Bank is not required to verify that any purpose of payment for which the PAD was issued has been fulfilled by the OFA as a condition to honouring a PAD issued or caused to be issued by the OFA on the Account.

**8. Payor's Rights of Dispute**

The Board may dispute a pre-authorized debit under the following conditions:

- (i) the debit was not drawn in accordance with this PAD Agreement; or
- (ii) this PAD Agreement was revoked or cancelled.

In order to be reimbursed, the Board must complete a declaration form to the effect that either (i) or (ii) took place at the above indicated branch of the Bank up to and including 10 calendar days, after the date on which the PAD in dispute was posted to the Account.

The Board acknowledges that disputes after the above noted time limitation are matters to be resolved solely between the OFA and the Board.

**9. Contact Information**

All notices sent by the Board to the OFA under Sections 1., 4. and 8. of this PAD Agreement shall be made in writing by letter and delivered to the OFA by registered mail or fax at the following address:

**Ontario Financing Authority**  
**1 Dundas Street West**  
**Suite 1400**  
**Toronto, Ontario M7A 1Y7**  
**Fax: (416) 204-6659**

Inquiries, concerns or errors regarding PADs may be directed to Mr. Joe Pedota, Coordinator, Settlements, Payments & Fiscal Agency, Finance and Reporting Division at the above address or by telephone at (416) 325-3851.

**10. Board Acceptance**

The Board acknowledges receipt of a signed copy of this PAD Agreement. The Board acknowledges that it has read, understands, and accepts the terms and conditions of this PAD Agreement.

\_\_\_\_\_  
**Signature of Treasurer**

**(Date)**

\_\_\_\_\_  
**Signature of Chair**

**(Date)**



F,

CERTIFICATE OF THE DIRECTOR OF EDUCATION

**TO: Ontario Financing Authority**  
**AND TO: Borden Ladner Gervais LLP**

IN THE MATTER OF a loan agreement dated March 9, 2012 between the Ontario Financing Authority, as lender, and the Niagara Catholic District School Board (the "Board"), as borrower, for a loan in the principal amount of \$4,538,461 repayable by March 9, 2037 (the "Loan Agreement"), authorized by By-law Number A1-2012 (the "By-law")

I, **John Crocco**, in my capacity as Director of Education of the Board and without personal liability do hereby certify as follows (capitalized terms not otherwise defined herein shall have their respective meanings specified in the Loan Agreement):

1. The representations and warranties of the Board in the Loan Agreement are true and correct in all material respects on and as of the date hereof with the same effect as if made on the date hereof and the Board has complied with all the agreements and satisfied all the conditions on its part to be performed or satisfied under the Loan Agreement at or prior to the date hereof;
2. There has been no Material Adverse Change with respect to the Board as indicated in the Loan Agreement;
3. The By-law was finally passed and enacted by the Board on the **14th day of February, 2012** in full compliance with the *Education Act*, as amended (the "Act") at a duly called meeting at which a quorum was present. Forthwith after the passage of the By-law, the same was signed by the Chair of the Board, being the head of the Board, and the Director of Education of the Board. Attached as Schedule "A" hereto is a duplicate original or a certified true copy of the By-law, as the case may be;
4. No application has been made or action brought to quash, set aside or declare invalid the By-law nor has the same been in any way repealed, altered or amended and the By-law is now in full force and effect;

F<sub>2</sub>

5. All of the recitals contained in the By-law are true in substance and fact;
6. The Loan Agreement authorized pursuant to the By-law has been duly signed by **Kathy Burtnyk**, the duly elected Chair of the Board, and by me, the duly appointed Treasurer of the Board, in accordance with the By-law. As at the date hereof, the respective office set forth in this paragraph is held by each of the relevant signatories to the Loan Agreement set forth in this paragraph.
7. The Loan Agreement is in all respects in accordance with the By-law and in signing the Loan Agreement and borrowing money under the Loan Agreement, the Board is not exceeding its borrowing powers;
8. The By-law, the execution and delivery of the Loan Agreement and the transactions contemplated thereby do not conflict with, or result in a breach or violation of any statutory provisions which apply to the Board or any agreement to which the Board is a party or under which the Board or any of its property is or may be bound, or, to the best of my knowledge, violate any order, award, judgment, determination, writ, injunction or decree applicable to the Board of any regulatory, administrative or other government or public body or authority, arbitrator or court.

Dated March 9, 2012

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Name: **John Crocco**  
Title: Director of Education

I, **Larry Reich**, Superintendent of Business & Financial Services of the Board do hereby certify that the signature of **John Crocco**, Director of Education of the Board described above, is true and genuine.

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**Larry Reich**, Superintendent of Business &  
Financial Services

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

*PUBLIC SESSION*

**TOPIC: CAPITAL PROJECT UPDATE**

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The Capital Project Update  
is presented for information

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Prepared by: James Woods, Controller of Plant  
Presented by: James Woods, Controller of Plant  
Approved by: John Crocco, Director of Education  
Date: February 14, 2012



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO COMMITTEE OF THE WHOLE FEBRUARY 14, 2012

### CAPITAL PROJECTS PROGRESS REPORT

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#### 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	Sacred Heart Catholic Elementary School
Appendix F	Saint Michael Catholic High School (NF)
Appendix G	St. Alfred Catholic Elementary School (SC)
Appendix H	St. Anthony Catholic Elementary School (SC)
Appendix I	St. Charles Catholic Elementary School
Appendix J	St. Joseph Catholic Elementary School (Gr.)
Appendix K	St. Mark Catholic Elementary School
Appendix L	St. Martin Catholic Elementary School
Appendix M	St. Michael Catholic Elementary School (NOTL)

The Capital Projects Progress Report is presented for information.

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Prepared by: James Woods, Controller of Plant  
Presented by: James Woods, Controller of Plant  
Approved by: John Crocco, Director of Education  
Date: February 14, 2012





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
FEBRUARY 14, 2012**

**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:** Construction is proceeding according to schedule. The south addition should be ready for occupancy after the March Break. Quotations are being obtained for Phase 3 (New Chapel, Office & Guidance Renovations).



**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
	<hr/>
	<b>\$11,329,915</b>

**Project Costs:**

	Budget	Paid	Forecast
Contract, Phase 1	1,435,925	1,440,130	1,440,130
Contract, Phase 2	7,873,905	2,775,877	7,873,905
Fees & Disbursements	880,000	943,601	943,601
Furniture & Equipment	700,085	0	700,085
Other Project Costs	440,000	217,229	372,200
	<hr/>	<hr/>	<hr/>
	<b>\$11,329,915</b>	<b>\$5,376,837</b>	<b>\$11,329,921</b>

**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  
FEBRUARY 14, 2012**

**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:**

Tenders have been requested from pre-qualified contractors. The tender period closes on February 17, 2012

**Project Information:**

New Area to be Constructed	1,200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	39,729	sq. ft.
Total Site Area	4.27	acres
Pupil Places Added	44	students
New Facility Capacity	518	students

**Project Funding:**

FDK Grant	434,584
	<b>\$434,584</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	350,000	0	350,000
Fees & Disbursements	70,000	52,426	70,000
Furniture & Equipment	5,000	0	5,000
Other Project Costs	9,584	3,816	9,584
	<b>\$434,584</b>	<b>\$56,242</b>	<b>\$434,584</b>

**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	September 2011	September 30, 2011
Contract Documents	February 2012	January 27, 2010
Tender & Approvals	February 2012	
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

**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  
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**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:** Tender documents will be distributed to prequalified contractors on February 23, 2012. The tender period will close on March 15, 2010

**Project Information:**

New Area to be Constructed	1200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	37,034	sq. ft.
Total Site Area	4	acres
Pupil Places Added	38	students
New Facility Capacity	400	students



**Project Funding:**

FDK Grant	434,584
	<b>\$434,584</b>

**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
	<b>\$434,584</b>	<b>\$0</b>	<b>\$434,584</b>

**Project Timelines:**

	Scheduled Completion	Actual Completion
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 2011	August 12, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	February 17, 2012
Tender & Approvals	February 2012	
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

**Project Team:**

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
FEBRUARY 14, 2012**

**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 and the system is ready for connection to the power grid.

**Project Funding:**

Renewable Energy	949,373
Facilities Renewal	460,000

**\$1,409,373**

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	1,200,000	953,375	1,200,000
Fees & Disbursements	78,250	81,860	78,250
Other Project Costs	130,900	92,552	130,900
	<b>\$1,409,150</b>	<b>\$1,127,787</b>	<b>\$1,409,150</b>

**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	August 31, 2011
Operation	March 31, 2012	

**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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**APPENDIX E**

**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:** Tenders have been requested from prequalified contractors. The tender period will end on February 21, 2012.

**Project Information:**

New Area to be Constructed	1200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	25,258	sq. ft.
Total Site Area	5.2	acres
Pupil Places Added	32	students
New Facility Capacity	328	students



**Project Funding:**

FDK Grant	434,584
	<b>\$434,584</b>

**Project Costs:**

	Budget	Paid	Forecast
Contract	350,000	0	350,000
Fees & Disbursements	50,000	27,097	50,000
Furniture & Equipment	10,000	0	10,000
Other Project Costs	24,584	4,013	24,584
	<b>\$434,584</b>	<b>\$31,110</b>	<b>\$434,584</b>

**Project Timelines:**

	Scheduled Completion	Actual Completion
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 2011	September 21, 2011
Design Development	September 2011	October 21, 2011
Contract Documents	February 2012	January 30, 2012
Tender & Approvals	February 2012	
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

**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  
FEBRUARY 14, 2012**

**APPENDIX F**

**SAINT MICHAEL CATHOLIC HIGH SCHOOL**

**Scope of Project:**

Design and construction of a ten classroom addition.

**Current Status:**

Expressions of Interest and Qualifications have been submitted by architects. Architect Selection Committee to meet during week of February 13, 2012.

**Project Information:**

New Area to be Constructed	16,380	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	119,868	sq. ft.
Total Site Area	15.8	acres
Pupil Places Added	210	students
New Facility Capacity	1,017	students



**Project Funding:**

Capital Priorities	5,527,880
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
	<b><u>\$6,527,880</u></b>	<b><u>\$0</u></b>	<b><u>\$6,527,880</u></b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December, 2011	
Architect Selection	January 30, 2012	
Design Development	March, 2012	
Contract Documents	May, 2012	
Tender	July, 2012	
Ministry Approval (cost)	July, 2012	
Construction	August, 2013	
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  
FEBRUARY 14, 2012**

**APPENDIX G**

**ST. ALFRED CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

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

**Current Status:**

Tenders will be requested from prequalified contractors on February 10, 2012. The tender period will close on March 6, 2012.



**Project Information:**

New Area to be Constructed	1,200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	42,524	sq. ft.
Total Site Area	6.84	acres
Pupil Places Added	38	students
New Facility Capacity	492	students

**Project Funding:**

FDK Grant	434,584
	<b>\$434,584</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	350,000	0	350,000
Fees & Disbursements	40,000	16,685	40,000
Furniture & Equipment	5,000	0	5,000
Other Project Costs	39,584	2,068	39,584
	<b>\$434,584</b>	<b>\$18,753</b>	<b>\$434,584</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 9, 2011	August 9, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	February 3, 2012
Tender & Approvals	February 2012	
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

**Project Team:**

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
FEBRUARY 14, 2012**

**APPENDIX H**

**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:**

New addition is occupied. Exterior site work to be completed in the spring

**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
Energy Funding	550,000
	<b>\$2,229,204</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	1,396,000	1,265,591	1,396,000
Fees & Disbursements	146,700	192,638	150,556
Furniture & Equipment	15,000	70,086	15,000
Other Project Costs	671,504	87,186	667,648
	<b>\$2,229,204</b>	<b>\$1,615,501</b>	<b>\$2,229,204</b>

**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	16 December 2011	
Occupancy	9 January 2012	
Official Opening & Blessing		

**Project Team:**

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





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
FEBRUARY 14, 2012**

**APPENDIX I**

**ST. CHARLES CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

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

**Current Status:**

Tenders have been requested from prequalified contractors on February 9, 2012. The tender period ends on March 2, 2012.



**Project Information:**

New Area to be Constructed	3,600	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	42,125	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
	<b>\$1,086,462</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	870,000	0	870,000
Fees & Disbursements	100,000	47,807	100,000
Furniture & Equipment	20,000	0	20,000
Other Project Costs	96,462	5,702	96,462
	<b>\$1,086,462</b>	<b>\$53,509</b>	<b>\$1,086,462</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	June 29, 2011	June 29, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	February 3, 2012
Tender & Approvals	February 2012	
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

**Project Team:**

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
FEBRUARY 14, 2012**

**APPENDIX J**

**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 complete. Approval to tie in to the power grid has not yet been obtained.

**Project Funding:**

Renewable Energy	949,373
Facilities Renewal	355,000
	<u>\$1,304,373</u>

**Project Costs:**

	<u>Budget</u>	<u>Paid</u>	<u>Forecast</u>
Construction Contract	1,041,818	918,089	1,041,818
Fees & Disbursements	78,250	75,989	78,250
Other Project Costs	184,305	58,292	184,305
	<u>\$1,304,373</u>	<u>\$1,052,370</u>	<u>\$1,304,373</u>

**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	August 31, 2011
Operation		

**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  
CAPITAL PROJECT PROGRESS REPORT  
FEBRUARY 14, 2012**

**APPENDIX K**

**ST. MARK CATHOLIC ELEMENTARY SCHOOL, BEAMSVILLE**

**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:**

Project is complete and occupied. Official opening and blessing is scheduled for February 15, 2012.

**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
	<b>\$2,306,329</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	1,800,000	1,694,736	1,694,736
Fees & Disbursements	200,000	192,390	192,390
Furniture & Equipment	50,000	39,092	39,092
Other Project Costs	250,000	48,875	75,000
	<b>\$2,300,000</b>	<b>\$1,975,093</b>	<b>\$2,001,218</b>

**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	04 November 2011
Occupancy	6 September 2011	07 November 2011
Official Opening & Blessing	November 2011	

**Project Team:**

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



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
FEBRUARY 14, 2012**

**APPENDIX L**

**ST. MARTIN CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

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

**Current Status:**

Space requirement report has been submitted to the Ministry. Staff is currently negotiating for a 5 acre site. The Architect Selection Committee will meet in the week of February 13, 2012.



**Project Information:**

New Area to be Constructed	47,443	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	47,443	sq. ft.
Total Site Area	5	acres
Pupil Places Added	115	students
New Facility Capacity	454	students

**Project Funding:**

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

**\$9,200,439**

**Project Costs:**

	Budget	Paid	Forecast
Purchase of Site	250,000	10,030	250,000
Construction Contract	7,000,000		7,000,000
Fees & Disbursements	900,000	41,408	900,000
Furniture & Equipment	100,000		100,000
Other Project Costs	950,439		950,439
	<b><u>\$9,200,439</u></b>	<b><u>\$51,438</u></b>	<b><u>\$9,200,439</u></b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	July 7, 2011	July 7, 2011
Ministry Approval (space)	December, 2011	
Architect Selection	January 30, 2012	
Design Development	March, 2012	
Contract Documents	May, 2012	
Tender & Approvals	July, 2012	
Ministry Approval (cost)	July, 2012	
Construction	August, 2013	
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  
CAPITAL PROJECT PROGRESS REPORT  
FEBRUARY 14, 2012**

**APPENDIX M**

**ST. MICHAEL CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

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

**Current Status:**

Tenders have been requested from prequalified contractors. The tender period ends on February 23, 2012.



**Project Information:**

New Area to be Constructed	1,200	sq. ft.
Existing Area to be Renovated		sq. ft.
Total New Facility Area	27,906	sq. ft.
Total Site Area	6.45	acres
Pupil Places Added	38	students
New Facility Capacity	343	students

**Project Funding:**

FDK Grant	434,584
	<b>\$434,584</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	350,000	0	350,000
Fees & Disbursements	50,000	36,514	50,000
Furniture & Equipment	10,000	0	10,000
Other Project Costs	24,584	2,610	24,584
	<b>\$434,584</b>	<b>\$39,124</b>	<b>\$434,584</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	March 2, 2011	March 2, 2011
Architect Selection	August 11, 2011	August 11, 2011
Design Development	September 2011	September 30, 2011
Contract Documents	February 2012	January 30, 2012
Tender & Approvals	February 2012	
Construction	August 2012	
Occupancy	September 4, 2012	
Official Opening & Blessing	November 2012	

**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  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – JANUARY 31, 2012**

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# Spotlight

on

## NIAGARA CATHOLIC

*Nurturing Souls & Building Minds*

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

January 31, 2012



### Award of Distinction Recipients Honoured at Gala



*On January 27th, the 9th Annual Bishop's Gala took place at Club Italia. The Annual Gala is a signature event for the Niagara Foundation for Catholic Education.*

*A highlight of the Bishop's Gala is the presentation of the Niagara Catholic Award of Distinction. This year, Father Denis Warburton and Monsignor Clement Schwalm were selected as recipients. These awards were presented posthumously, for their contribution to Catholic education.*

*Top: Monsignor Dominic Pizzacalla accepted the Award of Distinction on behalf of Monsignor Schwalm. Joining him, from left, are Niagara Catholic Vice-Chair Maurice Charbonneau, Bishop Gerard Bergie, D.D., Monsignor Leo Clutterbuck and Niagara Catholic Director of Education, John Crocco.*

*Below: Members of Rev. Kenneth Warburton's family travelled to Niagara from as far as Texas to accept the Award of Distinction on his behalf. From left are Rev. Warburton's brother Art, niece Carrie Napiorkowski, Bishop Bergie, Rev. Warburton's longtime assistant Louise Spencer, Director Crocco, Rev. Warburton's niece Lynn McCaffery and her husband, Matt McCaffery.*



### School Consolidations Approved by Board

Following community information sessions earlier this month, Niagara Catholic Trustees have approved the consolidation of St. Thomas More and Our Lady of Mount Carmel Catholic Elementary Schools in Niagara Falls, and Michael J. Brennan and St. James Catholic Elementary Schools in St. Catharines.

The decision to consolidate the schools is subject to funding approval for renovations and additions to Our Lady of Mount Carmel and St. James Catholic Elementary Schools by the Ministry of Education.

This decision brings to a conclusion a process which began when the Board approved 11 recommendations in May 2009, following an open and transparent Accommodation Review (ARC) and Pupil Accommodation Review. Consolidating St. Thomas More and Our Lady of Mount Carmel Catholic Elementary Schools and Michael J. Brennan and St. James Catholic Elementary Schools, pending Ministry of Education funding, were among the recommendations at that time.

The recommendations in the January 31st Board Meeting report approved by the Board will see St. Thomas More consolidated on the Our Lady of Mount Carmel site by September 2013, and Michael J. Brennan consolidated on the St. James site by September 2014, pending Ministry of Education funding approval.

The complete reports on the school consolidation process are in the January 31st Board Meeting agenda, which can be found online in the Meetings section of the Niagara Catholic website, at [niagaracatholic.ca](http://niagaracatholic.ca).



## Trustees Honour St. Francis Girls Basketball Team for OFSAA Bronze



*Members of St. Francis Catholic Secondary School's Senior Girls Basketball Team captured OFSAA Bronze at the recent AA Championships. Trustees recognized this achievement during the January 31st Board Meeting, by presenting the coaches and players with Niagara Catholic pins for Excellence in Athletics. The team was introduced by Ken Griepsma, Principal of St. Francis Catholic Secondary School. Joining them in the photos were Director of Education John Crocco, Vice-Chair Maurice Charbonneau and Chair Kathy Burtnik.*

## Students Return To Niagara Catholic Following Three-Month Experience in Dominica

On September 24th, 2011, ten Niagara Catholic students and two teachers embarked on the three-month placement portion of the Niagara Catholic International Cooperative Education (NCICE) Program. This year's placement was to the Caribbean island of Dominica.

Led by teachers Jason Benoit (Lakeshore Catholic High School) and Amber Benoit (Saint Michael Catholic High School), the students lived at the convent of Portsmouth as guests of Sister Alces Williams. The students worked at four cooperative education placements:

- St. John's Catholic Elementary School, where they assisted classroom teachers in preparing, delivering and assessing curriculum;
- The Northern District Home for the Aged (known as The Grange), where they helped registered nurses with the residents' daily care;
- The Portsmouth Library, where they helped organize and administer day-to-day duties and a literacy club under the supervisor of the librarian; and
- The Centre where Adolescents Learn to Love and Serve (CALLS), an alternative centre where adolescents learn life skills.

In addition to the four cooperative education credits, students earned three academic credits: Grade 12 Philosophy of Religion, Grade 11 or 12 Biology and Grade 12 Physical Education.

The students participated in Mass and retreats during their three months in Dominica, and also had the opportunity to explore the island. Since their return to school after the Christmas break, students have shared their exceptional experiential learning experience with their secondary schools and the elementary schools within their Family of Schools. For photos and journals, visit the Dominica tab of the Niagara Catholic website, [niagaracatholic.ca](http://niagaracatholic.ca).



*Top: Students change from their brown school uniforms (as shown in the photo below) into colourful ensembles before attending Mass. Below: The Niagara Catholic students and students at St. John's Catholic School became attached to each other during their placement at the school.*



# School Excellence Program

FOCUS on

## St. Patrick Catholic Elementary School (PC)

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. Patrick Catholic Elementary School in Port Colborne opened its doors to students in 1959.

Five teachers educated the students at St. Patrick, a five-classroom school on the southwest side of Port Colborne, in that first year. Nearly four decades later, an expansion to the school was constructed in 1998, adding two more classrooms and a gymnasium. During her School Excellence Presentation at the January 31st Board Meeting, Principal Susan Tromanhauser said although St. Patrick may physically be the smallest school within Niagara Catholic, staff and students believe it has the biggest heart.

There is a family atmosphere at St. Patrick. The connection between home, school and parish is strong, with Fr. Brian Bevan, pastor of St. Patrick Catholic Church, as their spiritual leader.

Fr. Brian is a regular presence at St. Patrick. Each week he visits the school for Mass with the individual classes, and he is the celebrant for the monthly Mass. Fr. Brian also oversees the celebrations of the Sacraments of Reconciliation, First Communion and Confirmation. Students also have a connection with St. Patrick parish through the annual Thanksgiving luncheon and the Rosary Circle, which is led by members of St. Patrick's Catholic Women's League.

St. Patrick school has a very active Catholic School Council. Parents support the school in a number of ways, from the very active Catholic School Council to supporting events and programs such as annual fun nights, Christmas baskets and other donation programs and by participating in special events aimed at promoting literacy and numeracy. Many parents regularly provide classroom support, and the school is also fortunate to have parents who donate their time to the school's healthy snack program. These efforts are greatly appreciated.



**Faith plays an integral role at St. Patrick Catholic Elementary School, not only during the celebration of special Sacraments (as shown above), but every day.**



**St. Patrick students embraced "Random Acts of Kindness Day" in Niagara last November, by performing special acts of their own throughout the school.**





**Top: Pajama Day and other special events are great ways to reward students for their hard work throughout the school year.**  
**Centre left: The best way to learn about something is to experience it first-hand, including getting up-close with a snake.**  
**Centre right: Students work together in tribes to perform tasks created by St. Patrick's Child and Youth Worker. The Tribes program encourages empathy and understanding between students.**  
**Bottom left: A little wet weather doesn't deter the good sports at St. Patrick from trying their best on the playing field.**

St. Patrick students consistently score well above the Provincial average on standardized testing. Staff at St. Patrick are extremely proud of the strong commitment to academic success shown by students and continue to encourage students to strive for their personal best on all of their schoolwork. Teachers focus on learning goals and make it clear to students what is required for them to reach Level 3 and 4 on their work.

Students also participate in the University of Waterloo Math Workshop and an engineering workshop offered by McMaster University. Participating in the Student Vote program during federal, provincial and municipal election helps students better understand civics and encourages engagement within their community.

There is a culture of community at St. Patrick. Based on the TV show Survivor, students from all grades are placed into tribes. Led by senior students, tribe members work together on activities designed by St. Patrick's Child and Youth Worker. This encourages empathy and understanding and serves as an anti-bullying program.

That feeling of community at St. Patrick extends beyond the school. Students are keen contributors to community programs and events and also raise money for national and international programs such as the Terry Fox Run and the Holy Childhood Association.

Students participate in a number of sporting and co-curricular, system-wide events, such as Niagara Catholic's annual Spelling Bee and chess tournament.

As part of the Lakeshore Catholic family, St. Patrick has a close tie to Lakeshore Catholic High School for students of all ages. St. Patrick and Lakeshore Catholic staff work together to promote the seamless transition from Grade 8 to high school. Students visit Lakeshore Catholic for academic and athletic events, Future Gator Day, Gator Walk and the annual Grade 8 Mass.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – FEBRUARY 2012**

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# February 2012

SUN MON TUE WED THU FRI SAT



**Niagara Catholic**  
District School Board  
Events posted at  
[niagaracatholic.ca](http://niagaracatholic.ca)

SUN	MON	TUE	WED	THU	FRI	SAT
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	March 1		

**1 SEAC Meeting**  
FDELK - Open Houses

**8 -Sec Open Houses - HC**  
-Celebrating Int Artists Opening Gala, CEC

**15 - Official Blessing St. Mark - National Flag of Canada Day**

**22 Ash Wednesday**

**29 Niagara Catholic Celebrates Dance Festival**

**13 Kids Helping Kids Campaign begins**

**14 CW Meeting**

**16 Secondary Open Houses - SM**

**23 Secondary Open Houses - BT**  
Student Symposium

**March 1**

**20 Family Day**  
World Day of Social Justice

**21 Shrove Tuesday**

**28 Policy Meeting Board Meeting**

**26**

**27**

Speak Out School/Site Competitions Feb 28 - March 1

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
FEBRUARY 14, 2012**

***PUBLIC SESSION***

**TOPIC: TRUSTEE INFORMATION  
OCSTA AGM 2012**

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Ontario Catholic School  
Trustees' Association

# OCSTA 82<sup>nd</sup> Annual General Meeting & Conference

April 26 to 28, 2012

**Catholic  
Education:  
Walking in  
the Light of  
Christ**

**Location:  
Four Points by Sheraton Hotel  
285 King St. E.  
Kingston, ON**



Photo: Wayne Hiebert, for the City of Kingston

## **Featured Speakers Include:**

*Rev. James T. Mulligan, C.S.C, Assistant General of the worldwide Holy Cross Fathers  
The Most Reverend Douglas Crosby, OMI, Diocese of Hamilton*

**Co-hosted by**





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## Dates to Remember

Deadline Date	Action
<b>January 6, 2012</b> <b>12:00 p.m. (EST)</b>	Deadline for Trustee Award of Merit nominations.
<b>January 27, 2012</b>	Deadline for Resolutions from Boards.
<b>March 9, 2012</b>	Deadline for full refund of registration fees.
<b>March 9, 2012</b>	Deadline for 'Early Bird' registration discount (full payment must be received in the OCSTA office by this date). No exceptions.
<b>Four Points by Sheraton</b> <b>Deadline Date: April 4, 2012</b>  <b>Holiday Inn – Kingston Waterfront</b> <b>Deadline Date: April 1, 2012</b>  <b>Radisson Hotel Kingston Harbourfront</b> <b>Deadline Date: April 2, 2012</b>	Hotel rooms held in the OCSTA block at the Four Points by Sheraton, the Holiday Inn – Kingston Waterfront and the Radisson Hotel Kingston Harbourfront will be released to the public.
<b>March 30, 2012</b> <b>10:00 a.m. (EST)</b>	Deadline for nominations for: <ul style="list-style-type: none"> <li>• OCSTA President</li> <li>• OCSTA Vice President</li> <li>• OCSTA Representative to the CCSTA Board of Directors</li> </ul> If however, no nominations for the position of OCSTA President, Vice President and OCSTA Representative to the CCSTA Board of Directors are received at the Corporation Head Office within the time so limited, nominations shall remain open until, but not later than, two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first plenary session at the Annual Meeting.
<b>March 23, 2012</b>	Deadline for full refund of Spousal/Guest Program or Annual Dinner Ticket cancellation.
<b>April 25, 2012</b> <b>10:00 a.m. (EST)</b>	Deadline for receipt of Proxy Forms in OCSTA office.
<b>April 27, 2012</b> <b>10:00 a.m.</b>	All proxy badges must be obtained from staff at the OCSTA Registration Desk. Proxies not collected by <b>the deadline</b> will be deemed invalid.



# Delegate Registration Information

## Conference Registration Fees

**Early Bird Fee** (until March 9, 2012)  
\$665.57 (\$589.00 + \$76.57 HST)

**Regular Fee** (after March 9, 2012)  
\$733.37 (\$649.00 + \$84.37 HST)

**Student Trustee Fee**  
\$395.50 (\$350.00 + \$45.50 HST)

**Spousal/Guest Program Fee**  
\$175.15 (\$155.00 + \$20.15 HST)  
*Please see page 7 for detailed information.*

**Spousal/Guest Dinner Ticket Only**  
\$73.45 (\$65.00 + \$8.45 HST).  
*Please see page 7 for detailed information.*

Delegate registration fees include admission to all sessions, receptions and meals, including breakfasts, lunches and the Annual Dinner.

## Registration

Please register on-line – <http://www.ocsta.on.ca/2012-AGMRegistrationForm.aspx> .

Submit payment to:  
Attn: Jane Ponte  
OCSTA  
1804 – 20 Eglinton Avenue West  
P.O. Box 2064  
Toronto, ON M4R 1K8

**Please make cheques payable to OCSTA.**

**Note:** There is no cost for attending business sessions only. However, individuals must register before **April 13, 2012**, so that identification badges may be prepared. Requests for a reduction in fees for partial attendance will not be accepted.

## Name Badges

Name badges are required for admission to all AGM & Conference functions. Delegates are asked to wear their name badges at all times.

## Conference Kits

Conference kits contain information about the conference and business sessions and will be distributed to delegates as they register. The kit will include:

- Conference program
- Resolutions package
- List of delegates
- Copy of auditor's report
- Other material as appropriate.

## Cancellations

### Registration Fees:

**Prior to March 9, 2012** – full refund

**March 9 to 22, 2012** – 25% of the registration fee will be charged.

**March 23 to April 6, 2012** – 50% of the registration fee will be charged.

**After April 6, 2012** – no refund, under any circumstances will be issued – substitutions are welcomed.

### Spousal/Guest Program or Dinner Ticket:

A full refund will be issued for cancellations received by **March 23, 2012**. No refunds will be issued after that date – substitutions are welcomed.

All cancellations must be submitted to Jane Ponte by email at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca) or fax at 416-932-9459.

# Hotel Registration

## Room Rates

Room blocks have been set aside at the following hotels:

Four Points by Sheraton  
Room Rate: \$139.00 + applicable taxes (single or double occupancy)  
Telephone: 613-544-4434  
Online Reservations: [Four Points by Sheraton](#)  
Deadline Date: April 4, 2012

Holiday Inn – Kingston Waterfront (*a 5 minute walk to the Four Points by Sheraton*)  
Room Rate: \$129.00 + applicable taxes (single or double occupancy)  
Telephone: 1-877-660-8550  
Online Reservations: [Holiday Inn](#)  
Deadline Date: April 1, 2012

Radisson Hotel Kingston Harbourfront  
Room Rate: \$139.00 + applicable taxes (single or double occupancy)  
Telephone: 1-877-548-6726 / 613-549-8100  
Online Reservations: [Radisson Hotel Kingston Harbourfront](#)  
CODE: OCST  
Deadline Date: April 2, 2012

Be sure to identify yourself as an OCSTA delegate when booking to secure the group discount rate.

### **IMPORTANT NOTES:**

**Early Departure Fee:** An early departure fee of one night's stay will be charged to the guest's individual account. To avoid this fee guests **must** advise hotel at or before check-in of any change in the scheduled length of stay.

**Cancellation Policy:** If rooms are cancelled after the release date, a one night room charge will apply.

# Meals and Receptions

April 26 to April 28

Following is a summary of the receptions and meals planned for OCSTA's 82<sup>nd</sup> AGM & Conference. Meeting session details will be included in the official Conference program.

## Receptions

Our Conference receptions provide wonderful opportunities to meet other trustees and Catholic colleagues from across the province. There will be three receptions held during the conference.

### **April 26**

**Meet & Greet:** 4 p.m. to 5:30 p.m.

**Opening Reception:** 8:30 p.m. *immediately following the Keynote Presentation.*

### **April 28**

**Annual Dinner Reception:** 6:30 p.m.

## Meals

The registration fee for delegates covers the cost of all meals offered during the OCSTA AGM & Conference (Friday night's Dinner Cruise is extra).

### **April 27**

**Breakfast:** 7:30 a.m.

**Delegate Luncheon:** 12:15 p.m.

**Dinner Cruise Option:** \$79.10 per person (includes Gratuities & HST). See page 8 for details

### **April 28**

**Breakfast:** 7:30 a.m.

**Delegate Luncheon:** 12:15 p.m.

**Annual Dinner:** 7:30 p.m.

**If you have any Special Dietary needs (not preferences), please contact Margaret Binns, OCSTA Office Administrator, at 416-932-9460 ext. 228, no later than April 20, 2012.**

# Eucharistic Celebration

The Eucharistic Celebration will be held on Saturday, April 28<sup>th</sup> at 5:00 p.m. at St. Mary's Cathedral, 279 Johnson Street, Kingston, Ontario.

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## Elections

### Nominations

Nominations are open for the following:

- **OCSTA President**
- **OCSTA Vice President**
- **OCSTA Representative to the CCSTA Board of Directors**

A nomination form is attached and additional forms may be reproduced locally as required. The deadline date for nominations is **10:00 a.m. (EST) on March 30, 2012.**

A list of all nominations received in the OCSTA office by **March 30, 2012** will be distributed to all member boards no later than **April 2, 2012.**

If however, no nominations for the positions of OCSTA President, Vice President and OCSTA Representative to the CCSTA Board of Directors are received at the Corporation Head Office within the time so limited, nominations shall remain open until but not later than two hours and fifteen minutes prior to the time fixed in the Notice of Meeting for the call to order of the first plenary session at the Annual Meeting.

### Voters' List

All trustees are deemed to be Trustee Members of the Association and are eligible to vote. A list of Trustee Members in each Region, based on existing records, will be emailed separately to all boards. Boards will be asked to verify the information and advise OCSTA of any changes.

### Proxy Votes

Trustee Members who cannot attend the Annual Meeting may appoint a proxy to vote on their behalf. We have outlined below some rules governing the appointment of proxies.

**NOTE:** No appointment as proxy shall entitle any individual to vote at any meeting of the Members unless the appointment:

- a. is in writing in the appropriate form set out herein;
- b. has been completed in all respects;
- c. has been witnessed by a Roman Catholic who has attained the age of eighteen years and who has completed the Declaration of Witness;
- d. has been delivered to the Head Office of the Corporation no later than 48 hours, excluding Saturdays and Holidays, before the meeting of the Members is scheduled to commence; and
- e. the individual has registered as proxy with the Registration Desk no later than **10:00 a.m.** on the day the meeting of the Members is to commence.

A proxy form is included in this package. Additional forms may be reproduced locally as required.

The deadline date for receipt of Proxy Forms in the OCSTA office is **10:00 a.m. (EST) April 25, 2012.**

# Plenaries, Workshops and Business Sessions

## Plenaries and Workshops

Details of plenaries and workshops will be included in the official conference program which will be provided in the fall.

## Resolutions

The resolutions process provides member boards with the opportunity to bring important issues that have provincial implications to the attention of all trustees in the province. The deadline date for receipt of resolutions in the OCSTA office is **January 27, 2012**.

Generally, voting at business sessions will be by a show of hands. Delegates carrying proxies must have and show a valid proxy badge. In the event that a recorded vote is needed, ballots will be distributed.

## Business Sessions consist of:

- Nominations report
- President's address
- Introduction of and address by candidates
- Presentation of Audited Financial Statements
- Resolutions session(s)
- Report of the returning officer re: Election(s)

Times and details of all sessions will be included in the official conference program.

**Note:** There is no cost for attending business sessions only. However, meals are not provided and individuals must register before **April 13, 2012**, so that identification badges may be prepared.



## Transportation to Kingston

It is not only easy to get to Kingston it's easy to get around while you're there. Kingston is conveniently located just off Highway 401 at the centre of the hub between Ottawa, Montreal, Toronto and Syracuse. Kingston is nestled beside Lake Ontario, the St. Lawrence River and the historic Rideau Canal, which makes traveling to Kingston not only easy, but a pleasant adventure.

Once in Kingston, choose from the reliable public transportation services, ferries, historic tours or rent a vehicle to explore at your own pace.

### **Car:**

**Arriving via Highway 401 Eastbound:** Take the Sir John A Macdonald Blvd. exit (#615) and travel south for approximately 6km (4 miles). Turn left onto King St. and follow the banks of Lake Ontario. At the intersection of King St. and West St. turn right and follow West St. to the left, as it becomes Ontario St. Kingston's City Hall is located on the corner of Ontario St. and Brock St.

**Arriving via Highway 401 Westbound:** Take the Highway 15 exit (#623) and continue south for approximately 5km (3 miles) until you reach Highway 2. At Highway 2 turn right, passing Fort Henry (on your left) and the Royal Military College of Canada, and crossing over the LaSalle Causeway. After crossing the LaSalle Causeway, continue on as Highway 2 turns into Ontario St. and seek our Kingston's City Hall, located at the corner of Ontario St. and Brock St.

### **Rail:**

VIA Rail provides business and leisure travelers with convenient rail service to and from the City of Kingston with 22 departures and arrivals daily. Kingston's station offers connections to and from major city centres such as Montreal, Ottawa and Toronto. For a listing of fares and schedules, please visit the VIA Rail website at <http://www.viarail.ca> or call 1-888-VIA-RAIL.

Coming Soon – the Bike Train is a new sustainable transportation and tourism initiative introducing bike racks onboard select passenger rail trains to destinations across Ontario. For more information visit [www.biketrain.ca](http://www.biketrain.ca).

### **Bus:**

Coach Canada / Trentway-Wager Bus Lines operates 25 daily departures and arrivals at the City of Kingston terminal, to and from major city centres such as Toronto, Cornwall and Peterborough. For more information on bus schedules and fares please call 613-547-4916 or visit <http://www.coachcanada.com>.

### **Air:**

With 9 daily commercial departures and arrivals to and from Toronto's Pearson International Airport, Norman Rogers Airport (YGK) is Kingston's link to all global destinations. For more information on the flights servicing the Kingston region via Air Ontario, or Voyageur Airlines, please consult your local travel agent or visit City of Kingston, Ontario Canada – Kingston Airport (Norman Rogers Airport).

For more information or further travel directions, please contact the Visitor Information Centre by phone at 613-548-4415 or toll-free at 1-888-855-4555 or by email to [tiinfo@kingstoncanada.com](mailto:tiinfo@kingstoncanada.com).

# 2012 OCSTA AGM & CONFERENCE

## Spousal Program Information

OCSTA is pleased to offer spouses/guests of delegates, in conjunction with the 2012 Annual General Meeting & Conference the following two options.

### **Option 1: Spousal Program**

The cost for the Spousal Program is \$175.15 (\$155.00 + \$20.15 HST). This includes a full day tour (see details below) and the Annual Dinner Ticket.

### **Option 2: Annual Dinner Ticket Only**

The cost for the Annual Dinner Ticket only is \$73.45 (\$65.00 + \$8.45 HST).

### **Please Note:**

Spousal Program activities will be offered subject to availability, based on group size minimum/maximum requirements.

### **Cancellations:**

The deadline date for full refund of the Spousal Program or Annual Dinner Ticket, due to cancellation, is **March 23, 2012**. No refund, under any circumstances will be provided after this date.

Notice of cancellation must be submitted in writing to Jane Ponte either by e-mail [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca) or by fax to 416-932-9459.

### **Full Day Tour**

Friday, April 27, 2012 – 8:30 a.m. to 4:00 p.m.  
**Group Size: Minimum – 15, Maximum – 27**

Enjoy a wonderful day tour along Prince Edward County's wine and culinary tour route! Featuring wineries, fine dining establishments and unique specialty products. Join us on this wonderful day tour as we meander along the TASTE Trail and discover the beauty of Prince Edward County – bring your taste for adventure with you!

Travel down the Loyalist Parkway along Lake Ontario to the **Glenora Ferry** that will take you to Prince Edward County. The Ferry will make a stop at the Lake on the Mountain where you can enjoy the spectacular view from this awesome vantage point before continuing on the way to the **Village of Bloomfield** where you will have time to stroll and shop at the quaint stores.

Then it is on to **The Waring House** for lunch. The Waring House has a long-standing reputation for exceptional cuisine and unique County flavours and vintages. You will enjoy a delightful lunch beginning with salad, followed by a light chicken dish and finishing with dessert, tea or coffee.

Following a scenic drive through the **Casa Dea** vineyard, you will arrive at two impressive chalet-style buildings set against mature forests. Winemaker, Paul Battilana, a trained Sommelier, brings his worldly knowledge to Casa Dea Winery and expertly oversees the planting, pruning and production of Prince Edward County wines. A tour and tasting will delight you here!

Then it's on to **The Grange of Prince Edward Estate Winery** where you will enjoy a tour and tasting. The father/daughter team of Bob and Caroline Granger has poured their passion for viticulture and their love of Prince Edward County into what is undoubtedly one of the grand wineries in the region. With 50 acres of vineyards, a pastoral setting and a dramatic tasting room/barn, The Grange of Prince Edward Estate Winery is the Loyalist version of a French wine estate - complete with rich textures, historical outbuildings and old-world ambiance.

**NOTE: The Spousal Program requires a minimum of 15 participants and will be subject to cancellation if that minimum is not reached by the deadline date of March 23, 2012.**

# Friday Night Dinner Cruise Option

## **Kingston 1000 Islands Cruises**

**\$79.10 per person** (includes Gratuities & HST)

Friday, April 27, 2012 – Departure Time: 6:30 p.m.

**Group Size: *Minimum – 100; Maximum – 250***

Your host, **The Algonquin & Lakeshore Catholic District School Board** is pleased to offer conference guests an evening dinner cruise of Kingston's magnificent waterfront and islands. This 3-hour cruise is an enjoyable way to see the sites of historic Kingston and the surrounding islands and national parks. Buffet dinner is included. Cash bar is available.

### **Cancellations:**

The deadline date for full refund of the Friday Night Dinner Cruise Option, due to cancellation, is **March 23, 2012**. No refund, under any circumstances will be provided after this date.

Notice of cancellation must be submitted in writing to Jane Ponte either by e-mail [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca) or by fax to 416-932-9459.

***NOTE: the dinner Cruise requires a minimum of 100 participants and will be subject to cancellation if that minimum is not reached by the deadline date of March 23, 2012.***



# Friday Night Dinner Cruise Option

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