



AGENDA AND MATERIAL
BOARD MEETING

TUESDAY, FEBRUARY 23, 2010
7:00 P.M.

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

A. ROUTINE MATTERS

1. Opening Prayers – Trustee Fera -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Approval of Minutes of the Board Meeting of January 26, 2010 A5

B. DELEGATIONS

1. Niagara Catholic United Way Donations for 2010 B1
- Peter Papp, Executive Director and Paul Leon, Campaign Chair
2. Ontario Junior Citizen of the Year Recipients B2
- Kyle Druzina - St. Alexander Catholic Elementary School
- Jack Fazzari - St. Kevin Catholic Elementary School

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program C1
St. Martin Catholic Elementary School
2. Unapproved Minutes of the Committee of the Whole Meeting of February 9, 2010 C2
and Consideration of Recommendations
2.1 Approval of Policies
2.1.1 Safe Arrival Policy (302.3) C2.1.1
2.1.2 Employee Workplace Harassment Policy (201.7) C2.1.2
2.1.3 Closure of School/Accommodation Review Policy (701.2) C2.1.3
2.2 Financial Reports
2.2.1 Monthly Banking Transactions for the Month of January 2010 C2.2.1
2.2.2 Statement of Revenue and Expenditures as at January 31, 2010 C2.2.2
3. Approved Minutes of the S.E.A.C. Meeting of January 6, 2010 C3
4. Ministry of Education Mid-Year Progress Update C4
5. Mid-Year Progress Review of the Niagara Catholic System Priorities – 2009-2010 C5

- | | |
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| 6. School Year Calendar 2010-2011 | C6 |
| 7. Extended Overnight Field Trip, Excursion and Exchange Approval Committee – 2010-2011 | C7 |
| 8. H1N1 Pandemic Update – Niagara Catholic Preparation and Management | C8 |

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

- | | |
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| 1. Correspondence | - |
| 1.1 Letter from Minister of Education – Honorable Leona Dombrowsky | D1.1 |
| 2. Report on Trustee Conferences Attended | - |
| 3. General Discussion to Plan for Future Action | - |
| 4. Trustee Information | - |
| 4.1 Spotlight on Niagara Catholic – February 9, 2010 | D4.1 |
| 4.2 Calendar of Events – March 2010 | D4.2 |
| 4.3 Niagara Catholic Skills Competition – Opening Ceremony – March 9, 2010 | - |
| 4.4 Niagara Catholic International Co-operative Education Program – Guatemala 2010 | - |
| 5. Open Question Period | - |
| <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public agenda or any previous agendas, and the Board to answer and react.)</i> | |

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

G. REPORT ON THE IN CAMERA SESSION

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: PRESENTATION
NIAGARA CATHOLIC UNITED WAY DONATIONS FOR 2009
PETER PAPP, EXECUTIVE DIRECTOR
AND PAUL LEON, CAMPAIGN CHAIR**



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

PRESENTATION BACKGROUND

Board Meeting
February 23, 2010

NIAGARA CATHOLIC UNITED WAY DONATIONS FOR 2009

Every year Niagara Catholic employees get involved in helping their communities through the United Way.

At Niagara Catholic, a volunteer canvasser is identified each year to organize fund raising events and distribute donation forms to all staff. The campaigns run from September to November and include staff lunches, dress down days, book sales and raffles.



Most of the money raised comes from personal donations, which are facilitated through payroll deductions.

Once again this year, Niagara Catholic staff demonstrated their generosity by donating a total of \$23,220 to the United Way.

Peter Papp, Executive Director and Paul Leon, Campaign Chair will accept the cheque on behalf of the United Way.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: PRESENTATION
ONTARIO JUNIOR CITIZEN OF THE YEAR RECIPIENTS
- KYLE DRUZINA - ST. ALEXANDER CATHOLIC SCHOOL
- JACK FAZZARI - ST. KEVIN CATHOLIC SCHOOL**



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

PRESENTATION BACKGROUND

Board Meeting
February 23, 2010

ONTARIO JUNIOR CITIZEN OF THE YEAR RECIPIENTS

Kyle Druzina, a Grade 7 student at St. Alexander Catholic Elementary School, and Jack Fazzari, a Grade 5 student at St. Kevin Catholic Elementary School, were 2 of 12 recipients of the Ontario Community Newspaper Association Junior Citizen of the Year Award announced on Friday, January 22, 2009.

Both students will be presented with their awards by the Honourable David C. Onley, Lieutenant Governor of Ontario, on March 29, 2010 at Queen's Park.

The award recognizes outstanding youth ages 6 to 17, who are performing worthwhile community service, are contributing to their community while living with limitations, have performed acts of heroism, or are "good kids".

making life better for others, and doing more than what is expected of someone their age.

Kyle challenged the students at St. Alexander Catholic Elementary School to save their pennies for the "Wells of Hope" campaign supporting the housing and water projects in Guatemala, and as a result of his challenge students contributed \$5000 to the program. Kyle is planning on involving more schools in the challenge.

Jack with his friend Ryan started their own business, "Good Ideas Inc.", to raise money for the Welland Hospital Foundation. Through a variety of activities, such as publishing their own newspaper, and organizing fundraising events such as a car wash, garage sale, book sale, and Christmas party, they raised \$2,000 and have inspired others in their community to contribute.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: MINUTES OF THE BOARD MEETING OF
JANUARY 26, 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of Board Meeting of January 26, 2010, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE BOARD MEETING

TUESDAY, JANUARY 26, 2010

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, January 26, 2010, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Dekker.

2. Roll Call

Moved by Trustee Sclazi

Seconded by Trustee Belcastro

THAT the Niagara Catholic District School Board excuse Trustee Fera from attending the Board Meeting of January 26, 2010.

CARRIED

Trustee	Present	Present Electronically	Absent	Excused
John Belcastro	✓			
Kathy Burtnik	✓			
Maurice Charbonneau		✓		
Gary Crole	✓			
John Dekker	✓			
Frank Fera				✓
Ed Nieuwesteeg	✓			
Tony Scalzi	✓			
Student Trustees				
Juliana Ciccarelli	✓			
Megan Grocholsky	✓			

The following staff were in attendance:

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

3. **Approval of the Agenda**

Moved by Trustee Belcastro

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of January 26, 2010, as presented.

CARRIED

4. **Disclosure of Interest**

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

5. **Approval of Minutes of the Board Meeting of December 15, 2010**

Moved by Trustee Crole

Seconded by Trustee Scalzi

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of December 15, 2010, as presented.

CARRIED

B. DELEGATIONS

C. COMMITTEE AND STAFF REPORTS

1. **School Excellence Program - St. Therese Catholic Elementary School**

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

Principal Curran, introduced the school staff who assisted in showcasing St. Therese Catholic Elementary School as part of the School Excellence Program.

Chairperson Burtnik thanked Principal Curran and the school for their presentation.

2. **Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools and St. Michael Catholic Elementary School, Niagara-on-the-Lake Ad Hoc Attendance Area Review Committee**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the minutes from the Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools and St. Michael Catholic Elementary School, Niagara-on-the-Lake Ad Hoc Attendance Area Review Committee Meetings.

2.1 Approved Minutes of the Public Community Meeting of December 3, 2009

Moved by Trustee Nieuwesteeg

Seconded by Trustee Dekker

THAT the Niagara Catholic District School Board receive the approved Minutes of the Public Community Meeting with the Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools and St. Michael Catholic Elementary School, Niagara-on-the-Lake Ad Hoc Attendance Area Review Committee of December 3, 2009, as presented.

CARRIED

2.2 Approved Minutes of the Public Community Meeting of December 9, 2009

Moved by Trustee Nieuwesteeg

Seconded by Trustee Dekker

THAT the Niagara Catholic District School Board receive the approved Minutes of the Public Community Meeting with the Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools and St. Michael Catholic Elementary School, Niagara-on-the-Lake Ad Hoc Attendance Area Review Committee of December 9, 2009, as presented.

CARRIED

2.3 Approved Minutes of the Ad Hoc Committee Meeting of December 15, 2009

Moved by Trustee Nieuwesteeg

Seconded by Trustee Dekker

THAT the Niagara Catholic District School Board receive the approved Minutes of the Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools and St. Michael Catholic Elementary School, Niagara-on-the-Lake Ad Hoc Attendance Area Review Committee of December 15, 2009, as presented.

CARRIED

2.4 Unapproved Minutes of the Public Community Meeting of January 5, 2010

Moved by Trustee Nieuwesteeg

Seconded by Trustee Dekker

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Public Community Meeting with the Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools and St. Michael Catholic Elementary School, Niagara-on-the-Lake Ad Hoc Attendance Area Review Committee of January 5, 2010, as presented.

CARRIED

2.5 Unapproved Minutes of the Ad Hoc Committee Meeting of January 6, 2010

Moved by Trustee Nieuwesteeg

Seconded by Trustee Dekker

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools and St. Michael Catholic Elementary School, Niagara-On-The-Lake Ad Hoc Attendance Area Review Committee of January 6, 2010, as presented.

CARRIED

3. Unapproved Minutes of the Committee of the Whole Meeting of January 12, 2010 and Consideration of Recommendations

Moved by Trustee Belcastro

Seconded by Trustee Dekker

THAT the Niagara Catholic District School Board approve receive the unapproved Minutes of the Committee of the Whole Meeting of January 12, 2010, as presented.

CARRIED

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of January 2010:

3.1 Policies

3.1.1 Admission of Students Policy (301.1) Interim Administrative Guidelines

Moved by Trustee Belcastro

Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve the Admissions of Students Policy (301.1), as presented.

CARRIED

3.1.2 Safe Schools Policy: Interim Bullying Prevention and Intervention Policy

Moved by Trustee Belcastro

Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve Safe Schools Policy: Interim Bullying Prevention and Intervention Policy (302.6.8), as presented

CARRIED

3.1.3 Safe Schools Policy: Interim Progressive Student Discipline Policy

Moved by Trustee Belcastro

Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve the Safe Schools Policy: Interim Progressive Student Discipline Policy (302.6.9), as presented.

CARRIED

3.2 Report of the Niagara Falls Elementary and Secondary Family of Schools/ St. George and St. Joseph (Snyder) Catholic Elementary Schools and St. Michael Catholic Elementary School, Niagara-on-the-Lake Ad Hoc Attendance Area Review Committee

Moved by Trustee Dekker

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board receive the report of the Ad Hoc Attendance Area Review Committee for the Niagara Falls Elementary and Secondary Family of Schools/ St. George and St. Joseph (Snyder) Catholic Elementary Schools and St. Michael Catholic Elementary School Niagara-on-the-Lake and approve the recommendations as presented.

1. **THAT** the St. Joseph Catholic Elementary School proposed boundary changes as recommended through the Pupil Accommodation Review (PAR), and as approved by the Board motion of May 26, 2009 with students transferred to St. Patrick, St. Mary, and Father Hennepin Catholic Elementary Schools for September 2010 be maintained.

THAT the new boundary description for **St. Patrick Catholic Elementary School** be described as:

East: Commencing on the Niagara River to

South: Newman Hill (centerline) to **Magdalen St. (and its projection) to Slater Ave. to Roberts St.**

West: MacDonald St to Stamford St to Florence Ave to Rosedale Ave to Sixth Ave (excluding) to the CNR to

North: to the Queenston Chippawa Power Canal to the point of commencement on the Niagara River

THAT the new boundary for **St. Mary Catholic Elementary School** be described as:

East: Commencing on Sixth Ave to Rosedale Ave (excluding) to Florence Ave (excluding) to Stamford St (excluding) to MacDonald St (excluding) to **Roberts St. (centerline)**

South: **Slater Ave (centerline) to Magdalen St. (centerline) to Victoria Avenue. (centerline)**

West: **Ferry St. to Lundy's Lane to Glenholme to**

North: the QEW to the CNR to Thorold Stone Rd (centerline) to Stanley Ave (centerline) to the CNR to the point of commencement on Sixth Ave

THAT the new boundary description for **Father Hennepin Catholic Elementary School** be described as:

East: Commencing on the Niagara River to

South: Corfield St (and its projection) to Stanley Ave to the Welland River to

West: Wilson Cres (and its projection) to McLeod Rd to Dell Ave (and its projection) to the power transmission lines **to Drummond Rd to Culp Street to Franklin Ave**

North: **to Lundy's Lane to Ferry Ave. (and its projection)** to the point of commencement on the Niagara River

2. **THAT** upon further consideration by the Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools Attendance Area Ad Hoc Committee that the following proposed boundary changes occur for St. Vincent de Paul, Loretto Catholic, Cardinal Newman, and Sacred Heart Catholic Elementary Schools and for Saint Michael and Saint Paul Catholic Secondary Schools effective September 2010.

St. Vincent de Paul

East: Commencing on the QEW to

South: Alpine Drive (and its projection and including all cul de sacs off of Alpine - Yvette, Kathleen and Valerie) to Kalar Road (centerline) to **Beaverdams Road (centerline)**,

West: Thorold Townline Road (centerline) to the City Boundary (Niagara Falls & Thorold) to

North: The City boundary (Niagara Falls & Niagara-on-the-Lake) to the point of commencement on the QEW.

Loretto Catholic

East: Commencing on **Montrose Road (centerline)** at Lundy's Lane (centerline) to

South: McLeod Road (centerline) to

West: City Boundary (Niagara Falls and Thorold) to

North: **Lundy's Lane (centerline)** to the point of commencement on **Montrose Road.**

Cardinal Newman

East: Commencing on the QEW to

South: Lundy's Lane (centerline) to

West: **Thorold Townline Road (centerline)** to

North: **Beaverdams to Kalar Road (centerline) to the projection of Alpine Drive (excluding all cul de sacs off of Alpine – Yvette, Kathleen, Valerie – and its projection) to the point of commencement on the QEW**

Sacred Heart

East: Commencing on the Niagara River to

South: **to Bossert Road (excluding – and its projection)** to King Road (excluding) to Bossert Road (excluding) to Beck Road (excluding) to Shisler Road (excluding) to

West: the township lot line between lots 5 and 6 (**Morris Road**) to

North: **the Welland River to Stanley Ave. (excluding) to Corfield St. (excluding – and its projection) to the point of commencement on the Niagara River.**

Saint Michael High School

East: Commencing on the Niagara River

South: Netherby Road (excluding)

West: the Canada Southern Railway to the Lyons Creek to the township lot line between lots 5 and 6 (between Morris and Crowland Roads) to the Welland River to the City Boundary (Niagara Falls and Thorold) to

North: **Lundy's Lane (centerline) east to the QEW to 420 Hwy. to Glenholme Ave. (centerline) to south to Lundy's Lane (centerline) east along Lundy's Lane to Ferry (and its projection) to the point of commencement on the Niagara River.**

Saint Paul High School

East: Commencing on the Niagara River to

South: **to Victoria Avenue to Ferry St. (and its projection) to Lundy's Lane (centerline) to Glenholme Ave. (centerline) to 420 Hwy. to**

West: **QEW (centerline) south to Lundy's Lane (centerline)** to Thorold Townline Road (centerline) to

North: the City Boundary (Niagara Falls and Thorold and Niagara Falls & Niagara on the Lake) to the point of commencement on the Niagara River.

3. **THAT** students, who are currently in Grades 8 to Grade 12, who are currently residing in the St. Joseph Catholic Elementary School (NF) or the Loretto Catholic Elementary School attendance area and have been affected by the proposed elementary or secondary boundary changes will have transportation provided to either St. Paul or St. Michael Catholic High Schools in Niagara Falls until graduation. If required, transportation will continue for their sibling(s) until the current grade 8 student graduates from secondary school.

4. **THAT**, the Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools Attendance Area Ad Hoc Committee continue to review the attendance boundaries for all elementary and secondary schools in Niagara Falls and Niagara-on-the-Lake with an annual report to the Board.
5. **THAT**, new requests for attendance area exceptions will be reviewed in accordance with Board Policy/Guidelines 301.1, Admission of Students. Attendance area exceptions will not be granted to students who wish to attend St. Vincent de Paul, Cardinal Newman and Loretto Catholic except for the purpose of keeping siblings together within the same school.
6. **THAT**, Senior Staff will review Board Policy/Guidelines 301.1, Admission of Students, within the current Policy and Administrative Guideline Review Process.

CARRIED

4. **Minutes of the Special Education Advisory Committee Meeting of December 2, 2009**

Moved by Trustee Crole

Seconded by Trustee Charbonneau

THAT the Niagara Catholic District School Board receive the Minutes of the Special Education Advisory Committee Meeting of December 2, 2009, as presented for information.

CARRIED

4.1 **Letter to the Ministry of Education**

Moved by Trustee Crole

Seconded by Trustee Belcastro

THATs the Niagara Catholic District School Board approve in principle, the draft letter to the Ministry of Education from the Special Education Advisory Committee as presented.

CARRIED

5. **Early Learning Program Implementation - Full Day Kindergarten Programs 2010-2011**

Yolanda Baldasaro, Superintendent of Education, presented the report on the Early Learning Program Implementation - Full Day Kindergarten Programs 2010-2011.

Trustees asked questions regarding the Full Day Kindergarten Programs.

6. **Blessed Trinity Catholic Secondary School Addition & Alterations Options and Estimated Costs**

Moved by Trustee Nieuwesteeg

Seconded by Trustee Scalzi

THAT the Niagara Catholic District School Board approve the project budget increase for a total cost of \$11,329,915.00 for the addition and alterations to Blessed Trinity Catholic Secondary School as presented, and

THAT the Niagara Catholic District School Board approve the transfer of \$329,915 from the Reserve for Working Funds to cover the funding shortfall.

CARRIED

7. H1N1 Pandemic – Niagara Catholic Preparation and Management

Director Crocco presented the monthly Board report on the H1N1 Pandemic – Niagara Catholic Preparation and Management.

8. Financial Reports

8.1 Monthly Banking Transactions

Moved by Trustee Belcastro
Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve the Monthly Banking Transactions for the month of December 2009, as presented for information.

CARRIED

8.2 Statement of Revenue & Expenditures

Moved by Trustee Belcastro
Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at December 31, 2009, as presented for information.

CARRIED

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

1.1 Niagara Region Health Department – Thank You for Assistant in H1N1 Protection

2. Report on Trustee Conferences Attended

2.1 OCSTA Seminar for Chairs, Vice-Chairs and Directors of Education

Chairperson Burtnik and Vice-Chairperson Dekker presented information on the OCSTA Seminar for Chairs, Vice-Chairs and Directors of Education which they attended along with Director Crocco.

3. General Discussion to Plan for Future Action

Nil Report

4. Trustee Information

4.1 Spotlight on Niagara Catholic – January 12, 2010

Director Crocco presented the Spotlight on Niagara Catholic – January 12, 2010 issue for Trustees' information.

4.2 Calendar of Events – February 2010

Director Crocco presented the Calendar of Events – February 2010 for Trustees' information

**4.3 ACT High School AED Funding Announcement
St. Francis Catholic Secondary School - Friday, February 5, 2010 – 9:00 a.m.**

Director Crocco presented information on the ACT High School AED Funding Announcement St. Francis Catholic Secondary School - Friday, February 5, 2010 – 9:00 a.m.

**4.4 Vision 2020 Strategic Plan - Trustee Discovery Sessions Part 2
– February 9, 2010 – 5:00 p.m.**

Director Crocco reminded Trustees of the Vision 2020 Strategic Plan – Discovery Session Part 2 – February 9, 2010 at 5:00 p.m.

4.5 Niagara Catholic Haiti Earthquake – Relief Effort Fundraisers

Director Crocco presented information on the Niagara Catholic Haiti Earthquake – Relief Effort Fundraisers.

4.6 Letter to Parents – First Student Canada

5. Open Question Period

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Nieuwesteeg

Seconded by Trustee Scalzi

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

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:50 p.m. and reconvened at 10:20 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Scalzi

Seconded by Trustee Crole

THAT the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of January 26, 2010.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Nieuwesteeg
Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of December 15, 2009, as presented.

CARRIED (Item F1)

Moved by Trustee Nieuwesteeg
Seconded by Trustee Crole

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of January 12, 2010, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Scalzi
Seconded by Trustee Crole

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of December 15, 2009, as presented.

CARRIED (Item F4)

Moved by Trustee Scalzi
Seconded by Trustee Crole

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of January 12, 2010, as presented.

CARRIED (Item F5)

Moved by Trustee Crole
Seconded by Trustee Scalzi

THAT the Niagara Catholic District School Board approve the purchase of property as outlined in Item F8 of the In Camera Session of the Board Meeting – Section B: Student Trustees Excluded of January 26, 2010.

CARRIED (Item F8)

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Belcastro
Seconded by Trustee Crole

THAT the January 26, 2010 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 10:20 p.m.

Minutes of the Meeting of the Niagara Catholic District School Board held on **January 26, 2010**.

Approved on the **23rd** day of **February 2010**.

Kathy Burtnik
Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: SCHOOL EXCELLENCE PROGRAM
ST. MARTIN CATHOLIC ELEMENTARY SCHOOL**



Niagara Catholic
District School Board

Catholic School Profile

St. Martin

**Principal
Dean Stunt**
186 Margaret Street
Smithville, ON
L0R 2A0
905.957.4093

Niagara Catholic District School Board

October 2009

Director of Education

John Crocco

Superintendent of Education

Rob Ciarlo

Catholic Education Centre

427 Rice Road
Welland, Ontario
L3C 7C1
905.735.0240
Fax 905.734.8828

Parish

St. Martin of Tours Church
166 West St.
Smithville, Ontario
905.957.3973
Priest: *Father Obioma Anyanwu*

Board Mission

"The Mission of the Niagara Catholic District School Board, as a Catholic Community of learners, is to ensure that all students develop the knowledge, skills and values to reach their full potential, with Christ as the Way, the Truth and the Light."

School Mission Statement

"The St. Martin School Community recognizes each child's uniqueness as created by God, and will strive to help each child reach their full potential in order to serve God and others. We are committed to building character, fostering Catholic values and promoting civic duty."

School Motto or Theme

"The Little School That Grew"

Who We Are

St. Martin School is located off Regional Road 20 just west of the Town of Smithville. The original school was built in 1964. A large addition was added to the school in 1984 consisting of a Library Information Centre, gymnasium and a number of classrooms. A second addition of a Senior Kindergarten classroom was completed in 1993. Construction was completed on an addition of 8 new classrooms and a special needs room in 2002. The school enjoys a wonderful partnership with St. Martin of Tours Church and attends mass weekly by division.

- ◆ Grades in school: Junior Kindergarten to Grade 8
- ◆ Total Enrolment: 409
- ◆ Our staff includes 20 teachers, 1 Educational Resource Teacher, an afternoon Instrumental Music teacher, 3 French Teachers, 7 Educational Assistants, 1 Librarian Technician, 2 part-time Child Youth Care Workers, secretary, and principal.
- ◆ Our staff also includes 1 Reading Recovery Teacher.
- ◆ The library houses a lab of 25 computers and each classroom is equipped with a centre of four computers. Both the computer lab and all the classrooms can access the Internet to enhance program.
- ◆ Our Junior Kindergarten classes are a full day, alternate day program for 2009-2010.
- ◆ Our Senior Kindergarten classes are full days, five days a week for 2009- 2010.

What We Stand For

Community Projects

- ◆ The Faith Formation/Social Teachings Team which consists of members from the school, church and community have developed a school wide, year long initiative to raise money and embark on a variety of community projects to strengthen the participation of all stakeholders in the community of Smithville.
- ◆ Community outreach for families within the school community.
- ◆ Float in Christmas Parade.
- ◆ Contributions of non-perishable goods to local charities throughout the year.
- ◆ Community service.
- ◆ Partnership with Big Brothers/ Big Sister's for in-school programs.

Special Activities/Programs

- | | |
|--|--|
| ◆ Vocal and Guitar Choir | ◆ Instrumental Music |
| ◆ Scrabble and Chess Clubs | ◆ Sports Teams |
| ◆ Book Fair | ◆ Christmas and Spring Concerts |
| ◆ Learning Through the Arts | ◆ Reading Recovery |
| ◆ Before/After School and all day Daycare offered by Way To Grow Daycare | |
| ◆ Lunch programs | - Lego, Rosary, Conservation, Dance Club |
| ◆ Accelerated Reader | - ECO School |

In May and June of 2009, the EQAO Primary and Junior Assessments of Reading, Writing and Mathematics were administered. The results of these provincial assessments were released in September 2009. Students who have achieved a Level 3 or 4 on an EQAO Assessment have achieved the Provincial Standard as established by the Ontario Government.

The Niagara Catholic District School Board is celebrating the achievement of students in Grades 3 and 6 for exceeding the provincial averages in the EQAO Assessments of Reading, Writing and Mathematics. Our commitment to quality Catholic Education, and to the achievement of each individual child, has been demonstrated by the participation of 99% of all Grade 3 and Grade 6 students in the EQAO Primary and Junior Assessments.

The Niagara Catholic District School Board continues to facilitate Student Achievement on the EQAO Assessments through the dedicated and coordinated efforts of its staff through continuous School and Board Improvement Planning initiatives.

Niagara Catholic System Priorities:

- Nurturing our Distinctive Catholic Education
- Improving Student Achievement
- Building Capacity with Trustees, Administrators, Staff and Parents
- Improving Efficiencies in the Structure and Operations of the System to Maximize Performance

EQAO Background Information

The Education Quality and Accountability Office (EQAO) tests students' skills in reading, writing and mathematics at key points in their elementary-school education. Students are tested twice:

- at the end of Grade 3, to assess what they've learned throughout the Primary Division (Grades 1–3)
- at the end of Grade 6, to assess what they've learned throughout the Junior Division (Grades 4–6).

Why does Ontario conduct province-wide tests of reading, writing and mathematics?

In 1995, Ontario's Royal Commission on Learning recommended such tests for Ontario students. The Commission made this recommendation after consulting with parents, educators, students and others who wanted greater accountability and assurances of quality in the publicly funded education system.

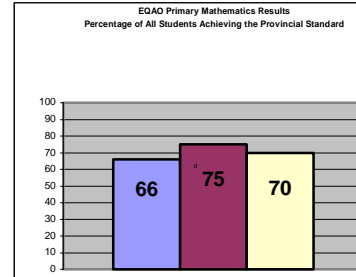
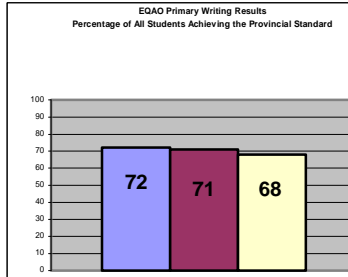
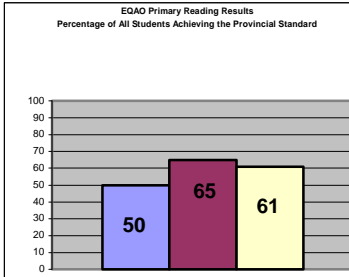
What do EQAO results tell me about my child?

EQAO test results provide a snapshot of your child's achievement in relation to the provincial standard. Students meeting or exceeding the standard (Levels 3 and 4) have demonstrated most or all of the required reading, writing and mathematics knowledge and skills expected at this stage in their education. However, no single test can offer a complete or definitive picture of what your child has learned. In the end, no one better understands the true measure of your child's abilities and knowledge—or is in a better position to assess them—than his or her classroom teacher. When used together, the results of EQAO and classroom tests provide a more complete picture of your child's knowledge.

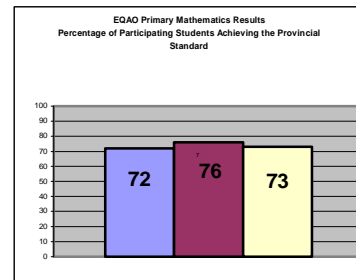
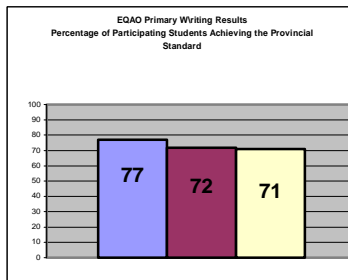
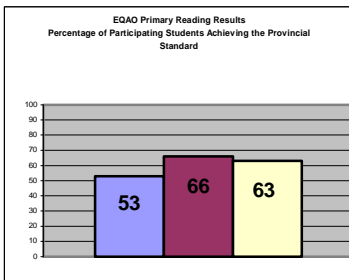
(A Parent's Guide to EQAO Testing, EQAO, September 2009)

EQAO Primary Assessments of Reading, Writing and Mathematics Results

All Students (including Exempted and No-Data Students)

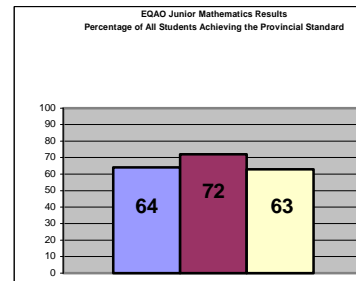
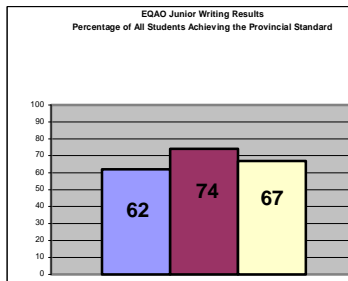
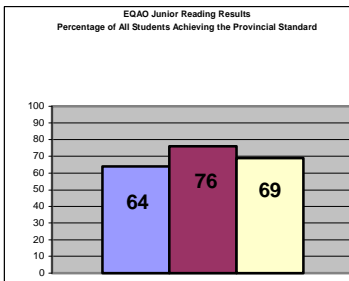


Participating Students (excluding Exempted and No-Data Students)

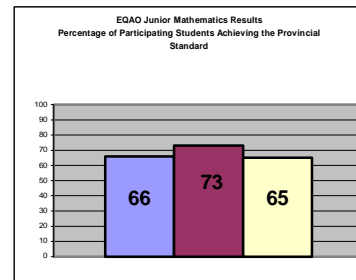
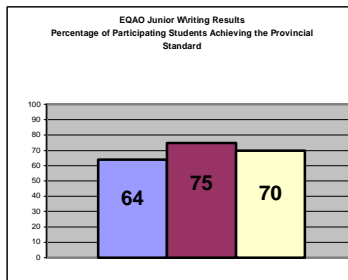
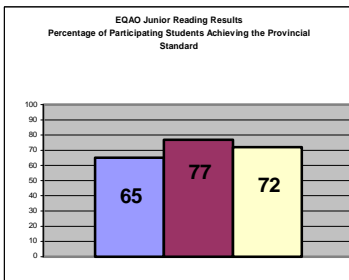


EQAO Junior Assessments of Reading, Writing and Mathematics Results

All Students (including Exempted and No-Data Students)



Participating Students (excluding Exempted and No-Data Students)



School
 Board
 Province

Board System Priority**Improving Student Achievement**

- To reduce the gap in student achievement by focusing on increasing Niagara Catholic's "16 by 16" achievement level an average of 3% and the Board graduation rate an average of 2% by June 2010.
- To improve student achievement by focusing on increasing Niagara Catholic's EQAO scores and the OSSLT achievement results an average of 2% by June 2010.
- To develop a Niagara Catholic Assessment, Evaluation and Reporting K-12 Document that will complement and comply with the Ministry of Education Assessment, Evaluation and Reporting Policy by June 2010.
- To sustain literacy and numeracy initiatives and implement programs to improve student achievement and pathway success, Kindergarten to Graduation, as outlined in Board and School Improvement Plans.

Board Improvement Planning**SMART Goals**

Niagara Catholic has developed SMART Goals in the Four Pillars of Student Success:

Literacy: To improve student achievement on the EQAO Primary and Junior Reading and Writing Assessments and the

OSSLT through data analysis, targeted interventions and instructional strategies to increase the number of students who achieve the Provincial Standard by 2% by June 30, 2010.

Numeracy: To improve student achievement on the EQAO Primary and Junior Mathematics Assessment and the Grade 9 Assessment of Mathematics (Academic and Applied) through data analysis, targeted interventions and instructional strategies to increase the number of students who achieve the Provincial Standard by 2% by June 30, 2010

Pathways: To improve student achievement by targeting instructional supports, programs, strategies and resources that support student transition:

- from home to school entry
- between elementary divisions
- between elementary and secondary panels
- to post secondary destinations

in order to reduce learning gaps and to improve the high school graduation rate by 2% by June 30, 2010.

Faith, Community, Culture, and Caring: To improve student achievement by continuing to foster a safe, equitable and inclusive learning environment that

- ensures the distinctive nature of Catholic education
- reflects the Ontario Catholic School Graduate Expectations
- employs focused interventions

to reduce the overall number of suspensions by 2% by June 30, 2010.

St. Martin Catholic Elementary School Improvement Planning**Our Catholic Identity**

Students will be enacting faith education through a social justice framework by engaging all partners in a specific initiative to occur throughout the school year. All students will identify and state the gospel values and social teachings associated with this initiative with 100% accuracy by the end of the school-wide and community project. The students will make a meaningful connection with the community of Smithville and West Lincoln, and see the concrete results of their efforts through a wide variety of activities and community projects.

Curriculum

That through the use of A Guide to Effective Instruction in Mathematics, all teachers will become familiar and knowledgeable with foundations of mathematics instruction so that **all** students in Grades K-8 will develop a fundamental understanding of mathematical concepts and a positive attitude towards mathematics.

That through the use of Graphic Novels, Guided Reading and helping students make connections through the 3-prong approach, all students will improve results in reading assessments by 2%.

That 100% of students are able to access and use (Primary students with support) and (Junior and Intermediate students independently), assistive technology to enrich and demonstrate their understanding of the current grade curriculum by June 2010.

School Climate

To create a school climate that invites student success, encourages risk-taking in their problem solving, is safe and that is motivationally rewarding to the learner. All students will be exposed to a variety of learning approaches using differentiated learning strategies so that 100% of students will develop an understanding of their learner profile.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF FEBRUARY 9, 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of February 9, 2010, as presented.

The following recommendations are being presented for the Board's consideration from the Committee of the Whole Meeting of February 9, 2010.

1.1 Approval of Policies

1.1.1 Safe Arrival Policy (302.3)

THAT the Niagara Catholic District School Board approve the Safe Arrival Policy (302.3), as presented.

1.1.2 Employee Workplace Harassment Policy (201.7)

THAT the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (201.7), as presented.

1.1.3 Pupil Accommodation Review Policy (701.2)

THAT the Niagara Catholic District School Board approve the Pupil Accommodation Review Policy (701.2), as presented.

1.2 Financial Reports

1.2.1 Monthly Banking Transactions

THAT the Niagara Catholic District School Board approve the Monthly Banking Transactions for the month of January 2010, as presented.

1.2.2 Statement of Revenue & Expenditures

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at January 31, 2020, as presented.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, FEBRUARY 9, 2010

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, February 9, 2010 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 Dekker.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Charbonneau.

2. Roll Call

Vice-Chairperson Dekker excused Chairperson Burtnik from attending the Committee of the Whole Meeting of February 9, 2010.

Trustee	Present	Absent	Excused
John Belcastro	✓		
Kathy Burtnik			✓
Maurice Charbonneau	✓		
Gary Crole	✓		
John Dekker	✓		
Frank Fera	✓		
Ed Nieuwesteeg	✓		
Tony Scalzi	✓		
Student Trustees			
Juliana Ciccarelli	✓		
Megan Grocholsky	✓		

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Rob Ciarlo**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **James Woods**, Controller of Plant; **Khayyam Syne**, Administrator of Staff Development; **Mark Lefebvre**, Administrator of School Effectiveness; **Jennifer Brailey**, Manager of Board Services and Communications; **Sherry Morena**, Recording Secretary

3. Approval of the Agenda

Moved by Trustee Belcastro

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of February 9, 2010, 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 January 12, 2010

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of January 12, 2010, as presented.

CARRIED

B. PRESENTATIONS

1. Speak Out Showcase 2010

Yolanda Baldasaro, Superintendent of Education, presented background information on the Speak Out Showcase 2010. Students at Niagara Catholic's fifty-three (53) Catholic elementary schools participated in creative speech writing and presented them to an audience of their peers and teachers. Twelve (12) speeches were selected by a panel of judges which were presented at the Annual Niagara Catholic SPEAK OUT! Showcase on February 8, 2010.

Mark Lefebvre, Administrator of School Effectiveness, introduced the Speak Out Committee members. Lisa Incaviglia, teacher at Alexander Kuska Catholic Elementary School and Committee Chair introduced the speakers who presented their award winning speeches.

Catholic Messengers: Hannah Gill, St. Mary Catholic Elementary School, Niagara Falls
(Poverty)

Junior Division: Matthew Traynor, St. Patrick Catholic Elementary School
(Fear)

Intermediate Division: Cody Van Der Kooi, Assumption Catholic Elementary School
(High School)

2. Haiti Fundraisers - Cheque Presentations

John Crocco, Director of Education, informed Trustees that through the outstanding leadership of students, administrators and staff, a variety of fundraisers took place to raise money for the Haitian people and will continue throughout the rest of the year to aid them in recovering from the devastation caused by the earthquake.

As of Friday, January 29, 2010 Niagara Catholic students, staff and families, by their donations to Haiti through Development and Peace, the Holy Cross Fathers, the Holy Cross Sisters, the Holy Childhood Foundation and the Bishops' Gala 2010 raised over \$103,000.

Holy Cross Fathers – Fr. John Vickers csc, Superior of the English Holy Cross Fathers

Fr. John Vickers csc, Superior of the English Holy Cross Fathers, on behalf of the Holy Cross Fathers, was in attendance to accept Niagara Catholic's donation to the Holy Cross Fathers Missions in Haiti.

Fr. Vickers sincerely thanked Niagara Catholic for their generous donation and relayed information passed on from their Holy Cross community in Haiti.

St. Catharines Diocesan Development and Peace Committee - Frank Fohr, Chair

Frank Fohr, Chair of the St. Catharines Diocesan Development and Peace Committee was in attendance to accept Niagara Catholic's donation through Development & Peace to Haiti.

Mr. Fohr thanked Niagara Catholic for their generous donation and continued support of the people of Haiti. Mr. Fohr presented two letters of gratitude from their Development & Peace partners in Haiti.

3. St. Therese Catholic Elementary School DVD – School Excellence

St. Therese Catholic Elementary School's DVD portion of their School Excellence presentation at the January Board Meeting was viewed by the Committee of the Whole.

C. COMMITTEE AND STAFF REPORTS

1. Policy Committee

1.1 Unapproved Minutes

1.1.1 January 12, 2010

Moved by Trustee Scalzi

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of January 12, 2010, as presented.

CARRIED

1.1.2 January 26, 2010

Moved by Trustee Scalzi

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of January 26, 2010, as presented.

CARRIED

1.2 Approval of Policies

1.2.1 Safe Arrival Policy (302.3)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Safe Arrival Policy (302.3), as presented.

CARRIED

1.2.2 Employee Workplace Harassment Policy (201.7)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (201.7), as presented.

CARRIED

1.2.3 Closure of School/Accommodation Review Policy (701.2)

Moved by Trustee Charbonneau

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Closure of School/Accommodation Review Policy (701.2), as presented.

CARRIED

1.3 Policy Development Update

Director Crocco presented the Policy Development Update.

2. Student Achievement Department – Automated External Defibrillators (AED)

Superintendent Baldasaro; Administrator, Student Effectiveness Framework, Mark Lefebvre; and Student Achievement Department Consultant, Mike Sheahan, presented the report on the use of Automated External Defibrillator (AED) in all of Niagara Catholic's secondary schools.

The training for use of AED's included all secondary Physical Education staff and members of the school-based Emergency Response Teams in each school. In partnership with Heart Niagara, all Grade Nine students currently receive training in CPR and will receive AED training which meets the requirements of Ontario's Health & Physical Education curriculum

Students from St. Francis Catholic High School assisted in a demonstration of the use of Automated External Defibrillators.

3. Holy Childhood Association 2009-2010

Superintendent Baldasaro; John Bosco, Principal, St. Joseph Catholic Elementary School, Grimsby; and Mary Lou Vescio, Vice-Principal, St. Alexander Catholic Elementary School, presented the report on the Holy Childhood Association 2009-2010, which is a Mission Club for Elementary School Children that's awakens missionary consciousness in children.

This year, 40 elementary schools participated in the Holy Childhood Walkathons raising over \$24,000.

4. Guidelines for the Use of Certified Service Animals and Companion Dogs in Schools

Superintendent Baldasaro introduced the report on the Guidelines for the Use of Certified Service Animals and Companion Dogs in Schools, and asked Administrator – Special Education, Marcel Jacques, to elaborate on the guidelines.

Administrator Jacques spoke to the Guidelines and welcomed Student Achievement K-12 Special Education team members Amy Dowd, Colleen Atkinson and Kathy McMullin who also spoke to the report and guidelines.

These guidelines support the Accessibility Customer Service Policy (701.4) and the Niagara Catholic District School Board Annual Accessibility Plan.

5. Elementary and Secondary School Year Calendars – 2010-2011

Superintendent Iannantuono presented the report on the Elementary and Secondary School Year Calendars – 2010-2011.

The consultation process provided two (2) versions of the elementary and secondary draft calendars to all Elementary and Secondary Principals, Vice-Principals, Catholic School Council Chairs, Regional Catholic School Council, OECTA Elementary and Secondary Presidents, CUPE President, Student Achievement Departments and the Student Senate for feedback by February 11th, 2010.

Trustees asked questions for clarification.

6. Staff Development Department Professional Development Opportunities

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

Susan Tromanhauser, Principal of St Patrick Catholic Elementary School, Port Colborne, presented information on the importance of mentoring in teacher and administrator preparation and coaching.

7. H1N1 Pandemic – Niagara Catholic Preparation and Management

Director Crocco presented the monthly Board report on the H1N1 Pandemic – Niagara Catholic Preparation and Management.

8. Financial Reports

8.1 Monthly Banking Transactions

Moved by Trustee Belcastro

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Monthly Banking Transactions for the month of January 2010, as presented.

CARRIED

8.2 Statement of Revenue and Expenditures

Moved by Trustee Fera

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at January 31, 2010, as presented.

CARRIED

9. Monthly Updates

9.1 Capital Projects Progress Report

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

9.2 Student Trustees' Update

Juliana Ciccarelli and Megan Grocholsky, Student Trustees presented information on the Vision 2020 Student Discovery Session which took place earlier on February 9, 2010 for 330 elementary and secondary students of Niagara Catholic. A slide show was presented to provide visual pictures of the exciting day.

9.3 Family of Schools Superintendents' Monthly Update

The Family of Schools Superintendents gave brief verbal reports highlighting the activities in their schools.

Superintendent Ciarlo

- St. Peter Catholic Elementary School Grade 1/2 class is creating a book "The Best of Me". A volunteer photographer has taken pictures of the students' various body parts as per the book and the students are creating poetry to with their pictures.
- St. Edward Catholic Elementary School has launched a healthy snack school program which provides the students with daily nutritious snacks that include fresh, locally grown fruit.

Superintendent Forsyth-Sells

- Registration for Early Learning Program (ELP) has been very successful at St. Mary Catholic Elementary School in Welland with 25 registrations
- Loretto Catholic Elementary School enjoyed insights and class photos with the Mayor and the Olympic Torch followed by roof top Olympic Ring photos.
- St., Patrick Catholic Elementary School in Port Colborne will host former Olympian Ron "Swede" Burak, member of the 1976 Montreal Olympic Men's heavy 8 crew on February 19, 2010 to share his Olympic experiences.
- St. Alexander Catholic Elementary School will host Alan Frew, from the band Glass Tiger, on February 23, 2010. Alan is a multi Juno award winner and a Grammy nominee who has most recently written the lyrics for the new Olympic song, called "I Believe". He is also a best selling author of a motivational book called "The Action Sandwich".
- Trustees and Senior Staff were invited to attend the Faith Formation Session for Catholic School Councils on Thursday, February 18, 2010 at 7:00 p.m. at Notre Dame College School.

D. INFORMATION

1. Trustee Information

1.1 Spotlight on Niagara Catholic – January 26, 2010

Director Crocco presented the Spotlight on Niagara Catholic – January 26, 2010 issue for Trustees' information.

1.2 Calendar of Events – February 2010

Director Crocco presented information on the Calendar of Events – February 2010.

1.3 Early Learning Program – Kindergarten Registration 2010

Director Crocco presented information on the Early Learning Program – Kindergarten Registration 2010, and stated that some of the schools registered over 30 students for the program.

1.4 Elementary & Secondary Students Discovery Session

Student Trustees Ciccarelli and Grocholsky presented a report on the Elementary & Secondary Students Discovery Session which was supplemented by a slide presentation of photographs of the day

1.5 BEC Breakfast – February 12, 2010

Director Crocco reminded Trustees of the BEC Breakfast taking place on February 12, 2010.

1.6 Retirement & Service Recognition Celebration – June 25, 2010

Director Crocco reminded Trustees of the Retirement & Service Recognition Celebration – June 25, 2010.

E. OTHER BUSINESS

1. General Discussion to Plan for Future Action

F. BUSINESS IN CAMERA

Moved by Trustee Crole

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 9:20 p.m. and reconvened at 9:35 p.m.

G. REPORT ON THE IN-CAMERA SESSION

Moved by Trustee Charbonneau

THAT the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of February 9, 2010.

CARRIED

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Belcastro

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 January 12, 2010, as presented.

CARRIED (Item F1)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Scalzi

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 held on January 12, 2010, as presented.

CARRIED (Item F3)

Moved by Trustee Nieuwesteeg

THAT the Committee of the Whole recommend that the Niagara Catholic District School Board approve the approve the recommendation as outlined in Item F4 of the In Camera Agenda.

CARRIED (Item F4)

H. ADJOURNMENT

Moved by Trustee Scalzi

THAT the February 9, 2010 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 9:35 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **February 9, 2010.**

Approved on the **9th** day of **March 2010.**

John Dekker
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: APPROVAL OF POLICIES
SAFE ARRIVAL POLICY (302.3)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Safe Arrival Policy (302.3), as presented.

Prepared by: Frank Iannantuono, Superintendent of Education

Presented by: Frank Iannantuono, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: February 23, 2010



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

SAFE ARRIVAL

Adopted: May 31, 1999
Revised: February 23, 2010

Policy No. 302.3

STATEMENT OF POLICY

The Niagara Catholic District School Board is committed to strong communication between the home and the school in relation to student absence. Such communication is important for the safety of our students, the efficient operation of the school, as well as for ensuring that parents/guardians are kept informed.

It is an expectation that parents will be responsible to contact the school if they are aware that their child will be absent for part or all of the school day.

In order to promote the safety of students within its jurisdiction, the Board has in place a Safe-Arrival Program in compliance with current Ministry of Education legislation.

Each school shall design and effect a process that facilitates home-to-school communication and school-to-home communication regarding student absence.

This process shall be annually communicated to parents.

The Director of Education will establish Administrative Guidelines for implementation of the Policy

Reference:

As per Ministry of Education Policy/Program Memorandum 123, dated February 2, 1999.



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

SAFE ARRIVAL

Issued: May 31, 1999

Policy No. 302.3

Revised: February 23, 2010

ADMINISTRATIVE GUIDELINES

1. Safe arrival programs are designed to be flexible, with a view of achieving overall effectiveness and efficiency. The Principal of the school shall implement procedures that facilitate the reporting of student absence by the home to the school and the school to the home.
2. The Principal of the school shall, with the approval of the Family of Schools Superintendent, communicate the plan to all parents, and the Catholic School Council, within the **first month** of each school year and to any parents registering a student during the school year.
3. The policy, which will be reviewed annually to confirm its effectiveness, is intended to ensure that:
 - i. All schools have procedures in place which are conducted in conjunction with daily school attendance taking procedures that aim to account for absent students
 - ii. timely efforts are made to contact parents, guardians or caregivers
 - iii. safe-arrival programs are developed and implemented by schools with advice from Catholic School Councils.
 - iv. specific procedures are designed reflecting the needs and particular circumstances of each school community.
 - v. schools, parents/guardians, and Catholic School Councils work cooperatively toward the successful development and implementation of safe-arrival programs.
 - vi. it takes into account both normal recurring circumstances and unusual events and conditions. Regular procedures may change due to inclement weather and/or bus cancellations.
 - vii. it specifies steps that are to be taken when a follow-up contact cannot be reached.
 - viii. should bus transportation be cancelled, parents notify the school if their child will be in attendance.
4. Where the Principal finds it necessary to use volunteers, the safe arrival program shall:
 - i. Ensure that individuals delivering safe arrival programs receive appropriate training and supervision.
 - ii. ensure that the individuals delivering safe arrival programs have been trained and supervised
 - iii. encourage parents and volunteers to contribute to the delivery of the safe- arrival program.
 - iv. Ensure that volunteer participation/involvement is carried out in a confidential manner.
 - v. Ensure that the Volunteer Confidentiality Agreement has been signed.
5. These procedures shall detail the expectations placed upon the parents by the school and the responsibilities accepted by the school on communication regarding student absence.

6. *It is an expectation that parents will be responsible to contact the school if they are aware that their child will be absent for part or all of the school day.*
7. The expectations placed upon the parents shall include:
 - i. notification by the parent/guardian and or adult student to the designated individual (i.e. school secretary) via phone, note, or in person of a student's absence and reason for absence for the school day or part of a day. this is to occur prior to the commencement of classes for that day.
 - ii. the provision at the beginning of the year or upon registration, of home, work and emergency contact information and contact telephone numbers;
 - iii. notification to the school, in a timely manner, of any changes regarding phone numbers or emergency contact person(s).
8. The responsibilities of the school shall include:
 - i. facilitation of the receipt of messages from parents/guardians and/or adult students.
 - ii. accurate and timely tracking of attendance throughout the day;
 - iii. record keeping of home, work and emergency contact information and telephone numbers;
 - iv. timely contact of parent or designate, regarding student absence when no prior notification has been received.
 - v. A reliable system of documenting key information is to be developed and maintained subject to the Municipal Freedom of Information and protection of Privacy Act.
9. The Principal may contact the police regarding student absence when no prior notification of absence has been received and the school cannot contact the parent or designate.
10. Beginning 2010, parents/guardians will be able to confirm the Safe Arrival of their child by accessing the Niagara Catholic District School Board parent portal-student attendance system.

The following is a sample of a letter that could be applied to the process.

Dear Parents:

We wish to continue our "Safe Arrival Program" system as a safety precaution for our children. You may be familiar with this from last year or from other schools, but for those who are not, it works as follows:

1. If your child(ren) will be away from school you are expected to call the school to advise us of this fact. Please call between 8:45 a.m. and 9:15 a.m. (and in the afternoon between 12:30 p.m. and 1:00 p.m.).
2. At 9:00 a.m. and 12:45 p.m. teachers will report their absentees to the main office.
3. A telephone call will be made to the home of any child who is absent, but whose parents or guardian has **not** called to report an absence.

In order to have the system work effectively, we must ask your co-operation in adhering to the first point above and we are asking for volunteers to comprise the telephone committees.

The **TELEPHONE COMMITTEE** will be a group of persons (not necessarily parents, may be a grandparent, aunt, uncle) who will agree to take turns being at the school between 9:15 a.m. and 10:00 a.m. to receive and make the necessary calls (on any given day it may only be necessary to make one or two calls and thus the volunteer could be finished early). The more volunteers we get, of course, the less frequency any one person would be called upon. e.g. - 20 volunteers would mean one day per month for each, 10 volunteers two days per month for each and so on.

Once we know our volunteers, we will meet with them very briefly to get the safe arrival system under way. All parents will be advised of the starting date, but, in the meantime, please do not hesitate to call if your child is going to be absent.

Those who are able to volunteer and who wish to do so are asked to return the bottom portion of this notice to us *immediately*.

Thank you for your anticipated co-operation.

Sincerely,
Principal

SAFE ARRIVAL PROGRAM

I am able to volunteer my services as a member of the telephone committee. I am able to volunteer my services as a member of the telephone committee from 9:15 to 10:00 a.m. I would prefer to work on the following day of the week: **PLEASE CHECK**

Monday	Tuesday	Wednesday
Thursday	Friday	



CONFIDENTIALITY AGREEMENT

In accepting the duties and responsibilities of a volunteer with the Niagara Catholic District School Board, I agree to abide by the following terms of confidentiality.

I WILL KEEP CONFIDENTIAL:

- Any personal and confidential information that I may become aware of in the course of my duties as a volunteer.
- Any information that I may come to know regarding the Board, school, staff, students and their families.

The Niagara Catholic District Catholic District School Board depends on the maturity and loyalty of its volunteers to keep private any such information.

It is understood that any breach of this code of confidentiality will result in action by the Board, up to and including withdrawal of current and future volunteer opportunities.

I understand and agree to the above terms.

Name of Volunteer: _____

Signature of Volunteer: _____

Date: _____

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: APPROVAL OF POLICIES
EMPLOYEE WORKPLACE HARASSMENT POLICY (201.7)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Employee Workplace Harassment Policy (201.7), as presented.

Prepared by: Rob Ciarlo, Superintendent of Education

Presented by: Rob Ciarlo, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: February 23, 2010



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

EMPLOYEE WORKPLACE HARASSMENT

Policy No. 201.7

Adopted: March 26, 2002

Revised: February 23, 2010

STATEMENT OF POLICY

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

Teacher Profession Act

Municipal Freedom of Information and Protection of Privacy Act

Occupational Health & Safety Act (December 2009)



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

EMPLOYEE WORKPLACE HARASSMENT

Policy No. 201.7

Adopted: March 26, 2002

Revised: February 23, 2010

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.
- 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
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: APPROVAL OF POLICIES
PUPIL ACCOMMODATION REVIEW POLICY (701.2)**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Pupil Accommodation Review Policy (701.2), as presented.

Prepared by: James Woods, Controller of Plant
Presented by: James Woods, Controller of Plant
Approved by: John Crocco, Director of Education
Date: February 23, 2010



Niagara Catholic District School Board

PUPIL ACCOMMODATION REVIEW POLICY

Adopted: April 28, 1998
Revised: March 27, 2007
February 23, 2010

Policy No. 701.2

STATEMENT OF POLICY

The Niagara Catholic District School Board provides a Catholic atmosphere in its schools by means of its teaching staff and the fostering of a spirit of cooperation between the home, the school and the church.

In accordance with the Ministry of Education, the Niagara Catholic District School Board recognizes its responsibility:

- to provide adequate accommodation and instruction for all pupils attending its schools;
- to undertake long-term capital planning;
- to operate its schools economically and efficiently, while taking into account the best education of the pupils, within the limits of the Board's available resources;
- to explore opportunities for effective, sustainable partnerships; and
- to maintain communication with stakeholders and potential partners concerning possible changes in the status of a school or of school boundaries.

The Board acknowledges that the consolidation or closure of schools may be required to meet the above objectives. The Board is committed to providing student accommodation in a responsible and organized manner considering reasonable and just alternatives.

The Director of Education shall make recommendations to the Board to establish an Accommodation Review Committee (ARC), which will review a school or schools for potential consolidation or closure. The process shall follow the requirements of the current Ministry of Education - Pupil Accommodation Review Guidelines.

The Board shall consider the consolidation or closure of a school(s) following the submission of a report from an Accommodation Review Committee, as established in the Administrative Guidelines issued by the Director of Education. The Niagara Catholic District School Board reserves to itself the right to make the final decision on the closure of school(s).

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

References:

Ministry of Education - Pupil Accommodation Review Guidelines (Revised June 2009)
Ministry of Education, Administrative Review of the Accommodation Review Process
Board Policy # 701.3 – Attendance Areas
Board Policy #301.1 – Admission of Students



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

PUPIL ACCOMODATION REVIEW POLICY

Issued: April 28, 1998
Revised: September 12, 2000
December 11, 2007
February 23, 2010

Policy No. 701.2

ADMINISTRATIVE GUIDELINES

BACKGROUND

The Pupil Accommodation Review Policy and Administrative Guidelines implements the Pupil Accommodation Review Guidelines released by the Ministry of Education on June 26, 2009. A copy of the *Pupil Accommodation Review Guidelines (Revised June 2009)*, and the Ministry document entitled *Administrative Review of the Accommodation Review Process* along with this Policy and Administrative Guidelines will be posted on the Board website and will be made available at the Catholic Education Centre.

CONTEXT

The Board's elementary schools are organized as families of schools, generally linked to a secondary school. The goal of providing a suitable and equitable range of learning opportunities in a school or family of schools requires monitoring and active curriculum and programming decisions. Decisions that might require consolidation, closure or major program relocation will take into account the needs of all of the students in all of the schools in a particular group. There may, however, be circumstances in which a single school should be studied for closure or relocation.

The Niagara Catholic District School Board's long-term enrolment and capital planning will provide the context for accommodation review processes and decisions. The planning will take into account opportunities for partnerships with other school boards and appropriate organizations that are financially sustainable, safe for students, and protect the core values and objectives of the Board.

APPLICATION OF ACCOMMODATION REVIEW GUIDELINES

The following outlines circumstances where Boards are not obliged to undertake an accommodation review in accordance with the Ministry *Pupil Accommodation Review Guideline*. In these circumstances, the Board will consult with local communities about proposed accommodation options for students in advance of any decisions by the Board.

- Where a replacement school is to be rebuilt by the Board on the existing site or located within the existing school attendance boundary as identified through the Board's existing policies.;
- When a lease is terminated;
- When the Board is considering the relocation of a grade or grades, or a program, where the enrolment in the grade or grades, or program, constitutes less than 50% of the enrolment of the school;

- When the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations;
- Where a facility has been serving as a holding school for a school community whose permanent school is under construction or repair.

ACCOMMODATION REVIEW PROCESS

1. The Preliminary Report

The Director and/or designate will present a preliminary report to the Board identifying a school or group of schools in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or major program relocation in respect of one or more schools.

A school or group of schools may be considered for study if one or more of the following conditions apply:

- The school or group of schools is, currently or as projected, unable to provide a suitable and equitable range of learning opportunities for students;
- The school or group of schools has experienced or will experience an adverse impact on learning opportunities for students due to declining enrolment;
- Reorganization involving the school or group of schools could enhance program and learning opportunities for students;
- Teaching/learning spaces are not suitable to provide the programs needed to serve the community and retrofitting may be cost prohibitive;
- Under normal staffing allocation practices, it would be necessary to assign three grades to one class in one or more of the schools;
- One or more of the schools is experiencing higher building maintenance expenses than the average for the system and/or is in need of major capital improvements;
- In respect of one or more of the schools there are safety and/or environmental concerns attached to the building, the school site or its locality;
- The consolidation of schools is in the best interests of the overall school system;
- It has been no less than five years since the inception of a study of the school by a Program and Accommodation Review Committee, except where extenuating circumstances warrant, such as an unexpected economic or demographic shift, or a change in a school's physical condition.

2. Establishing an Accommodation Review Committee

After reviewing a Preliminary Report from staff, the Board may direct the formation of an Accommodation Review Committee (ARC) to lead the review of a group of schools or a single school. The ARC will assume an advisory role and will provide recommendations that will inform the final decision made by the Board.

Parents/guardians, school staff and school council members of the affected schools will be informed by staff, within one week, in writing, through their respective schools, of the Board's decision to form an ARC. The decision will be posted on the Board website.

The ARC will consist of the following persons:

- The Family of Schools Superintendent who will serve as Chair of the committee;
- From each school:
 - the school Principal;
 - the Catholic School Council Chair or designate;
 - a Priest from each area under review;
- The Controller of Plant and / or designate;

- Two community members
- Any other individual as deemed necessary by the Board

The ARC will be deemed to be properly constituted whether or not all of the listed members are willing and able to participate.

At its first meeting the ARC will agree to invite two community members to join the ARC, and using the template provided (**Appendix A**), will prepare an outline of scheduled meetings which will be posted on the Board website. The minutes of all meetings will also be posted on the Board website.

All meetings of the ARC will be open to the public.

The ARC will liaise with municipalities throughout the process, as well as all stakeholders of joint use facilities.

3. Accommodation Review Terms of Reference

Senior staff will provide a completed Terms of Reference template that will describe the ARC's mandate to the Board for approval. (**Appendix B**).

4. School Information Profile

The Board, through Senior Staff, will develop a School Information Profile which will include data for the school(s) (**Appendix C**). The ARC will discuss and consult about the School Information Profile(s) and modify the Profile(s) where appropriate. The final School Information Profile(s) and the Terms of Reference will provide the foundation for discussion and analysis of accommodation options. In carrying out its mandate the ARC will weigh the value of the schools to the student above the other factors to be assessed.

5. Accommodation Options

Senior staff will present to the ARC at least one alternative accommodation option that addresses the objectives and Reference Criteria outlined in the Terms of Reference. The ARC may also create alternative options. The option(s) will address the following:

- where students will be accommodated;
- required changes to existing facilities;
- available programs for students;
- transportation; and
- availability of funding if required.

6. Public Consultation Meetings

The ARC Chair will call the first meeting for public consultation no earlier than thirty (30) days after the date of its appointment, excluding summer vacation, Christmas break, Spring break and adjacent weekends.

The ARC will meet as often as required, and will hold at least four meetings for public consultation in accessible facilities:

- At the first meeting, the ARC will describe its mandate as outlined in the Terms of Reference, outline the pupil accommodation review, and give the public a briefing on the School Information Profile(s) and issues to be addressed. The ARC will receive public input and may make changes to the School Information Profile(s) as a result.

- At the second meeting, the ARC will present its revised School Information Profile(s) to the public and will seek information and feedback about the accommodation options prepared by staff and the Committee.
- At the third meeting, the ARC will present the accommodation options to be considered which may have changed as a result of the previous consultation and will receive public input.
- At the fourth meeting, the ARC will present its draft Accommodation Report to the public and will receive community input. Discussions will be based on the School Information Profile(s) and the ARC's Terms of Reference. The ARC may make changes to the Accommodation Report based on feedback at the meeting.

Notice of the meetings for public consultation will be provided through school newsletters, letters to the school community, the Board website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number. A minimum of two weeks notice will be provided in respect of the public consultation meetings.

7. ARC Accommodation Report to the Board

The ARC will produce an Accommodation Report that will make accommodation recommendation(s) consistent with the objectives and reference criteria outlined in the Terms of Reference. It will deliver its Accommodation Report to the Director of Education, after which the Accommodation Report will be posted on the Board website. The ARC will present its Accommodation Report to Board. After receipt of the Report, the Board will direct Senior Staff to examine the Report and, within the required timelines, will present an analysis and recommendations to the Board through the Committee of the Whole. The Board will make the final decision regarding the future of the school(s). If the Board votes to close or consolidate a school or schools, the Board will outline clear timelines around when the school(s) will close.

The ARC will also ensure that the following issues are addressed:

- The implications for the program for students both in the school under consideration for consolidation, closure or program relocation and in the school(s) where programs may be affected.
- The effects of consolidation, closure or program relocation on the following:
 - The attendance area defined for the schools
 - Attendance at other schools
 - The need and extent of bussing
- The financial effects of consolidating or not consolidating the school, including any capital implications
- Revenue implications as a result of the consolidation, closure or program relocation
- Savings expected to be achieved as a result of the consolidation, closure or program relocation
 - School operations (heating, lighting, cleaning, routine maintenance)
 - Expenditures to address school renewal issues which will no longer be required
- Additional expenditures, if any, at schools which will accommodate students relocated as a result of a consolidation, closure or program relocation decision taken by the board
 - School operations (heating, lighting, cleaning, routine maintenance)
 - School administration
 - School renewal
 - Transportation
- Net savings/costs associated with:
 - Teaching staff
 - Paraprofessionals
 - Student transportation

The possible alternative use or disposition of an empty building

8. BOARD MEETING

Public notice of the meeting at which the Board will make its decision regarding the school accommodation report will be provided through school newsletters, letters to the school community, the Board website and advertisements in local community newspapers, and will include date, time, location, purpose, contact name and number.

Parents/Guardians, Staff and Catholic School Council members of the affected schools, municipalities and community partners will be informed, in writing, through Principals, of the Board's decision, which will also be posted on the Board website.

The Board may make any accommodation decision that it deems advisable in relation to the schools under review by an ARC despite an ARC recommendation to the contrary.

TIMELINES FOR THE ACCOMMODATION REVIEW PROCESS

After the intention to conduct an accommodation review of a school or schools has been announced by the Board, there must be no less than thirty (30) calendar days notice prior to the first meeting for public consultation. Beginning with the first meeting, the public consultation period must be no less than ninety (90) calendar days.

After the ARC submits its Accommodation Report to the Director, there must be no less than sixty (60) calendar days notice prior to the meeting where the Board will vote on the recommendations.

Summer vacation, Christmas break and Spring break, including adjacent weekends, must not be considered part of the 30, 60 or 90 calendar day periods.

ADMINISTRATIVE REVIEW OF THE ACCOMMODATION REVIEW PROCESS

The Ministry of Education has provided a process for an individual(s) to initiate a review of the Accommodation Review Process - **Ministry of Education, Administrative Review of the Accommodation Review Process**. A copy of the Ministry of Education, Administrative Review of the Accommodation Review Process is also available at the Catholic Education Centre And on the Board website.

INTEGRATION PROCESS

If the Board decision is consolidation, closure, or program relocation, it is important that the integration of students and staff into their new school(s) is achieved in a way that is positive and supportive for the incoming and existing students and parents of the respective school communities. This process of integration should be carried out in consultation with parents and staff.



ACCOMMODATION REVIEW COMMITTEE (ARC) FOR: _____

MEETING DATES AND EXPECTATION SUMMARY

Meeting	Expectation	Date	Time	Location	Date Restrictions
1 st ARC Working Meeting	<ul style="list-style-type: none"> ✓ Review Background Information ✓ Review and Approval of ARC Terms of Reference ✓ Review and Approval of School Profiles 				
1 st ARC Public Consultation	<ul style="list-style-type: none"> ✓ Presentation of Background Information ✓ Presentation of ARC Terms of Reference ✓ Presentation of School Information Profiles ✓ Receive Community Input 				
2 nd ARC Working Meeting	<ul style="list-style-type: none"> ✓ Consider Feedback from 1st Public Consultation ✓ Revision of School Information Profiles ✓ Review Accommodation Options 				
2 nd ARC Public Consultation	<ul style="list-style-type: none"> ✓ Presentation of Revised School Profiles ✓ Presentation of Accommodation Options ✓ Receive Community Input 				
3 rd ARC Working Meeting	<ul style="list-style-type: none"> ✓ Consider Feedback from 2nd Public Consultation ✓ Revision of Accommodation Options 				
3 rd ARC Public Consultation	<ul style="list-style-type: none"> ✓ Presentation of Revised Accommodation Options for Community Input 				
4 th ARC Working Meeting	<ul style="list-style-type: none"> ✓ Consider Feedback from 3rd Public Consultation ✓ Completion of Draft Accommodation Report 				
4 th ARC Public Consultation	<ul style="list-style-type: none"> ✓ Presentation of ARC Accommodation Report for Community Input 				
Presentation of ARC Report to Board	<ul style="list-style-type: none"> ✓ Recommendations Consistent with Objectives and Reference Criteria Outlined in Terms of Reference 				



ACCOMMODATION REVIEW COMMITTEE
TERMS OF REFERENCE TEMPLATE

1. Name of School or Group of Schools

2. Committee Members

Roles and responsibilities

3. Committee Formation Details

How, when and why was the committee formed?

4. Mandate

- a) Educational Objectives
- b) Accommodation Objectives
- c) Strategy for Supporting Student Achievement
- d) Deliverables

5. Governance

Decision making and reporting

6. Communications

7. Reference Criteria *(Complete for each school)*

Name of School: _____

CRITERIA	DESCRIPTION	MINISTRY / BOARD BENCHMARK
Student Outcomes:		
Range of Course or Program Offerings:		
Range of Co-curricular Offerings:		
Adequacy and Cost of School's Physical Space:		
Year Built:		
Additions:		
No. of Storeys:		
Accessible:		
Floor Area:		
On the Ground Capacity:		
Enrolment:		
Current / 5 yr. projection / 10 yr. projection		
Square feet/pupil:		
Current / 5 yr. projection / 10 yr. projection		
Utilization:		
Current / 5 yr. projection / 10 yr. projection		
Number of Portables:		
Availability of Specialized Teaching Spaces:		
Ventilation and		
Air Conditioning:		
Operations & Administration Costs:		
Expenditures as % of grant		
Cost of Renewal Needs		
Building:		
Program:		
Site:		
Total:		
Percentage of Replacement Value:		
Cost of upgrades per pupil:		
Cost for Replacement School		
(building only)		
Adequacy & Cost of School Site Upgrades:		
Site Size:		
Adequacy of School Grounds:		
Paved Play Area:		
Unpaved Grounds:		

Availability of Surplus Space in Adjacent Schools:		
Distance to Local Parish:		
Transportation: No. of Students Transported		
Percentage of School Transported:		
Proximity of school to students/length of bus ride:		
Estimated annual cost per pupil (using double/triple runs with high schools)		
Adequacy of bus drop off:		
Community Use: Total Hours Available for Community Use per School year:		
Average Last 2 Years :		
Percentage of Available Hours Used by Community Groups		
Average Last 2 Years		
Daycare Centre or Before/After School		
Daycare Programs:		
School as Partner in Local Initiatives: (eg sportsfields)		
Availability of Training Opportunities or Partnerships with Business:		

SCHOOL INFORMATION PROFILE



VALUE TO THE STUDENT

	SCHOOL A		SCHOOL B		SCHOOL C	
	PROS	CONS	PROS	CONS	PROS	CONS
Quality of the learning environment						
Student outcomes <i>(5 year trend)</i>						
Range of course offerings						
Range of co-curricular activities						
Adequacy of physical space						
Adequacy of grounds						
Accessibility						
Health, safety and security						
Proximity of school to students						
Adequacy of drop-off and parking						
Adjacent to local parish						

VALUE TO THE SCHOOL BOARD

	SCHOOL A		SCHOOL B		SCHOOL C	
	PROS	CONS	PROS	CONS	PROS	CONS
Student outcomes						
Range of course offerings						
Specialized teaching spaces						
Condition of school						
Location of school						
Only school in community						
Fiscal and operational factors						
Cost to operate the school						
Cost of transportation						
Availability of alternate space						
Cost of upgrades						
Potential growth in area						
Adequacy of site for enrolment						
Adjacent to local parish						

VALUE TO THE COMMUNITY

	SCHOOL A		SCHOOL B		SCHOOL C	
	PROS	CONS	PROS	CONS	PROS	CONS
Adequacy for community use						
Range of program offerings						
School grounds						
School as a partner						
Only school in community						
Provision of daycare						
Parental involvement						

VALUE TO THE LOCAL ECONOMY

	SCHOOL A		SCHOOL B		SCHOOL C	
	PROS	CONS	PROS	CONS	PROS	CONS
Cooperative education						
Training opportunities						
Attracts or retains families						
Only school in community						

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: FINANCIAL REPORTS
MONTHLY BANKING TRANSACTIONS
JANUARY 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the report on the Monthly Banking Transactions for the month of January 2010, as presented.

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

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

Approved by: John Crocco, Director of Education

Date: February 23, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO THE COMMITTEE OF THE WHOLE
FEBRUARY 9, 2010**

**MONTHLY BANKING TRANSACTIONS
FOR THE MONTH OF JANUARY 2010**

BACKGROUND INFORMATION

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Monthly Banking Transactions for the month of January 2010 for the Niagara Catholic District School Board. (See Appendix A)

As required by the Policy, a monthly list of payments is available in the Trustee Lounge for the trustees to review at their convenience.

RECOMMENDATION

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Report on the Monthly Banking Transactions for the month of January 2010 as presented.

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 9, 2010

Appendix A

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS	
SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF:	JANUARY, 2010
DESCRIPTION OF ITEMS	BANK ACCOUNT
CASH BALANCE AT BEGINNING OF MONTH	(A) 43,972,695
OPERATING CASH RECEIPTS FOR THE MONTH	
1. GENERAL LEGISLATIVE GRANTS	14,805,446
2. OTHER GRANTS (EPO, O.E.Y.C.)	51,132
3. INTEREST REVENUE	10,832
4. MUNICIPAL TAXES	121,880
5. TUITION FEES REVENUE - A.C.E. & OTHER	405,692
6. CHARITABLE DONATIONS	8,300
7. GOVERNMENT REBATES (GST 68% REBATE ON TAXABLE PURCHASES)	280,327
8. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS)	183,267
9. OTHER CASH RECEIPTS	
- Reimbursements of Employee Benefits	12,392
- Donations Collected from Employees for Haiti Relief	42,854
10. PROCEEDS FROM DEBENTURE ISSUE (NET)	0
11. CAPITAL LOAN PRINCIPAL ADVANCES	0
TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE	(B) 15,922,123
OPERATING CASH DISBURSEMENTS FOR THE MONTH	
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)	(18,280,898)
2. TEACHER PENSION DEDUCTIONS	(1,018,306)
3. O.M.E.R.S. PENSION DEDUCTIONS	(498,964)
4. CANADA SAVINGS BONDS DEDUCTIONS	(127,587)
5. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS	(41,417)
6. OTHER DEBITS	(31,466)
7. INTEREST PAYMENTS ON CAPITAL DEBT	(195,673)
8. PRINCIPAL PAYMENTS ON CAPITAL DEBT	(114,994)
TOTAL OPERATING CASH DISBURSEMENTS	(C) (20,309,306)
CASH BALANCE AT END OF MONTH	(D) 39,585,512
	A + B - C = D

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES				
SUMMARY OF LOAN BALANCES AS AT : JANUARY, 2010				
The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. GPL1 Loan 25 YR.	(13,028,391.51)			(13,028,391.51)
2. GPL2 Loan 25 YR.	(10,014,902.14)			(10,014,902.14)
3. GPL3 Loan 25 YR.	(4,634,903.39)			(4,634,903.39)
4. Debenture (Niagara Region)	(2,112,000.00)			(2,112,000.00)
5. Debenture (Niagara Region)	(3,539,000.00)			(3,539,000.00)
6. Capital Projects - Completed 2001	(20,948,657.64)			(20,948,657.64)
7. Capital Projects - Completed 2002/03	(22,328,838.18)			(22,328,838.18)
8. Capital Projects - Completed 2004/05	(9,016,231.97)			(9,016,231.97)
9. Capital Projects - Completed 2005/06	(8,171,752.73)		114,994.41	(8,056,758.32)
Total Debentures & Capital Loans	(93,794,677.56)	0.00	(114,994.41)	(93,679,683.15)

PREPARED BY : William Tumath
PRESENTED BY: Larry Reich

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: FINANCIAL REPORTS
STATEMENT OF REVENUE & EXPENDITURES
JANUARY 31, 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at January 31, 2010, as presented.

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

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

Approved by: John Crocco, Director of Education

Date: February 23, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**REPORT TO THE COMMITTEE OF THE WHOLE
FEBRUARY 9, 2010**

**STATEMENT OF REVENUE AND EXPENDITURES
AS AT JANUARY 31, 2010**

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Statement of Revenue and Expenditures as at January 31, 2010 for the Niagara Catholic District School Board. (See Appendix A)

As required by the Policy, a copy of the Financial Statements is available in the Trustee Lounge for the trustees to review at their convenience.

RECOMMENDATION

THAT the Committee of the Whole recommends that the Niagara Catholic District School Board approve the Report on the Statement of Revenue and Expenditures as at January 31, 2010 as presented.

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 9, 2010

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
SUMMARY OF REVENUE AND EXPENDITURES
AS AT JANUARY 31, 2010**

ACCOUNT DISCRIPTION	THIS YEAR					LAST YEAR		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMITTED	EXPENDED	BUDGET	% AVAIL
REVENUE								
REVENUE	-101,289,927	-230,111,033	56.0%	-128,821,106	0	-98,140,171	-221,457,182	55.7%
TOTAL REVENUE	-101,289,927	-230,111,033	56.0%	-128,821,106	0	-98,140,171	-221,457,182	55.7%
EXPENDITURES								
BOARD ADMINISTRATION	3,022,124	7,315,444	58.7%	4,293,320	280,213	3,144,365	7,168,736	56.1%
ELEMENTARY SCHOOLS	44,895,371	108,279,161	58.5%	63,383,790	411,409	43,855,809	103,557,495	57.7%
SECONDARY SCHOOLS	27,302,141	65,163,057	58.1%	37,860,916	279,252	26,520,730	62,845,816	57.8%
CONTINUING EDUCATION	2,274,315	6,497,202	65.0%	4,222,887	214,497	2,160,745	5,986,817	63.9%
PLANT OPERATIONS	6,442,136	16,631,386	61.3%	10,189,250	332,285	6,696,201	16,683,203	59.9%
PLANT MAINTENANCE	1,328,180	3,538,658	62.5%	2,210,478	109,853	1,307,645	3,358,014	61.1%
TRANSPORTATION	4,136,129	10,641,107	61.1%	6,504,978	9	4,367,515	10,779,861	59.5%
CAPITAL AND OTHER EXPENDITURES	3,219,273	12,045,018	73.3%	8,825,745	366,374	3,573,838	11,077,240	67.7%
TOTAL EXPENDITURES	92,619,669	230,111,033	59.8%	137,491,364	1,993,892	91,626,848	221,457,182	58.6%

PREPARED BY : William Tumath
Finance Department

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE MEETING OF JANUARY 6, 2010**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of January 6, 2010, as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, JANUARY 6, 2010

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, January 6, 2010, 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 Superintendent Baldasaro.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Superintendent Baldasaro.

2. Roll Call

Members	Present	Excused
Carole Fuhrer	✓	
Anna Racine	✓	
Connie Parry	✓	
Heather Schneider	✓	
Kim Rosati	✓	
Sarina Labonte		✓
Rob Lavorato	✓	
Mike Gowan		✓
Jim Wells	✓	
Dianne Radunsky		✓
Mona O'Brien		✓
Trustees		
Gary Crole		✓
Maurice Charbonneau	✓	

The following staff were in attendance:

Yolanda Baldasaro, Superintendent of Education; **Marcel Jacques**, Administrator Special Education; **Ken Griepsma**, Principal – Secondary; **Tina DiFrancesco**, Recording Secretary

Introductions

Superintendent Baldasaro introduced Trustee Charbonneau and welcomed him as a new Trustee on the Special Education Advisory Committee replacing Trustee Fera.

3. Election of Chairperson and Vice-Chairperson

Superintendent Baldasaro invited nominations for the Chairperson of the Special Education Advisory Committee.

Moved by Carole Fuhrer
Seconded by Connie Parry

That Anna Racine be nominated as Chairperson of the Special Education Advisory Committee.

CARRIED

Chair Racine invited nominations for the Vice-Chairperson of the Special Education Advisory Committee.

Moved by Anna Racine
Seconded by Kim Rosati

That Carole Fuhrer be nominated as Vice-Chairperson of the Special Education Advisory Committee.

Carole Fuhrer declined the position of Vice-Chairperson.

Chair Racine invited nominations for the Vice-Chairperson of the Special Education Advisory Committee.

Moved by Carole Fuhrer
Seconded by Heather Schneider

That Kim Rosati be nominated as Vice-Chairperson of the Special Education Advisory Committee.

CARRIED

4. Approval of the Agenda

Moved by Heather Schneider
Seconded by Kim Rosati

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of January 6, 2010 adding a Presentation to the Agenda.

CARRIED

5. Disclosure of Interest

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

6. **Approval of Minutes of the Special Education Advisory Committee Meeting of December 2, 2009**

Moved by Carole Fuhrer

Seconded by Heather Schneider

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of December 2, 2009, as presented.

CARRIED

B. PRESENTATIONS

1. **January Message from the Director of Education**

Superintendent Baldasaro presented the January message from the Director of Education to the members of the SEAC. The message included information about the Special Education Advisory Committee and can be found on the Board's website.

C. VISIONING

1. **Goals and Vision for 2009/2010 – Committee Vision**

A copy of the Proposed Goals/Objectives for 2008/2009 school year will be included in the February agenda for members to review and update. The completed goals for 2008/2009 will be posted on the Board's website.

1.1 SEAC Network research and update

A copy of the Provincial Parent Association Advisory Committee (PAAC) on SEAC will be included in the February agenda for information. Staff will contact the Education Officer of the Ministry of Education for direction on Provincial SEAC contacts.

1.2 Survey to ERTs

There was discussion about the ERT survey. Staff and a core working group from the SEAC will meet to discuss and make preparations. More information will follow.

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF DECEMBER 2, 2009

1. **Learner Advocacy**

2. **Parent Outreach**

2.1 Chair Racine and Vice-Chair Rosati will provide a newsletter insert to submit in the February Secondary newsletter and Elementary newsletter.

3. **Program and Service Recommendations**

4. **Special Education Budget**

4.1 Letter to Ministry of Education

The revised letter to the Ministry of Education in regards to funding for psychological and speech and language assessments was distributed to members of the SEAC for information and review. All members agreed to move forward with sending the letter to the Ministry. The motion will go to the Board for approval at the January 26th meeting and results will be brought forward at the February 3rd SEAC meeting.

Approval of the Letter to the Ministry of Education

Moved by Carole Fuhrer
Seconded by Heather Schneider

That the Niagara Catholic District School Board approve, in principle, the draft letter to the Ministry of Education from the Special Education Advisory Committee as presented.

CARRIED

Staff will investigate whether copies of the letter to the SEAC Chairs of other school boards can be sent electronically.

4.2 LHINS Presentation Update

Chair Racine will follow up with Sarina Labonte in regards to the presentation by the Local Health Integration Network. (LHINS)

5. Annual Review, Special Education Plan

5.1 Dates for Review

Marcel Jacques informed the SEAC members of the following dates that staff will review the Special Education Plan; March 25th, 2010 1:00p.m. – 3:00p.m., March 31st, 2010 9:00a.m. – 11:00a.m., April 6th, 2010 1:00p.m. – 3:00p.m. and April 8th, 2010 1:00p.m. – 3:00p.m. Members were invited to join the meetings to provide input.

6. Other Related Items

7. Policy Review

7.1 Safe Arrival Statement of Policy and Administrative Guidelines

Chair Racine suggested that any comments can be forwarded to her by January 19th, 2010 and she will submit them on behalf of the SEAC. Vetting closes on January 22nd, 2010.

E. AGENCY REPORTS

1. VOICE for Hearing Impaired Children – Kim Rosati

- November 3rd, 2009 was the VOICE SEAC Workshop, topics included; 1) How to be an effective member of SEAC, presented by Dr. Lentz; 2) Standards for Deaf and Hard of Hearing students' outcomes of Queen's Park Day: Next steps-following a meeting with Education Minister Wynne, a meeting was scheduled with Director of Special Education Policy and Programs Branch, Barry Finlay. Attached is a copy of the four recommended standards for Deaf and Hard of Hearing that were received; 3) Dress Loud Day – Voice initiative for Hearing Awareness Month; 4) Highlights of Special Education update – IEP

templates – in March, Voice provided feedback to the Ministry on the shortcomings of the template that is posted for Deaf and Hard of Hearing students. The template has yet to be changed. We encourage schools to reference the VOICE IEP Guide available for purchase at info@voicefordeafkid.com.

- The VOICE training and mentorship program is pleased to announce that an additional grant has been received to extend the training program and to include more school boards in 2010.
- December 13th was our first annual VOICE Niagara Family Christmas social. Families with hearing impaired children had fun bowling and meeting new friends.
- The next VOICE Parent meeting is scheduled for January 21st. Peter Stelmacovich from Phonak is the guest presenter. As well on January 28th our HHNP Chapter has organized a presentation with behavioural specialist Ronald Morrish.

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

- November 7th, 2009 Down Syndrome Caring Parents Niagara hosted a trivia night and silent auction. It was a huge success.
- Christmas Party was held on December 12th, 2009.
- Down Syndrome Caring Parents will be hosting a Provincial Conference in October 2010 at the Sheraton Fallsview Hotel and Conference Centre.

3. **Community Living – Welland/Pelham – Heather Schneider**

- Nil Report

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

- Connie Parry spoke of the response letter from ABC to the Ministry of Education in regards to the Individual Education Plan (IEP) samples.

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

- Nil Report

6. **Learning Disabilities Association of Niagara – Carole Fuhrer**

- Carole Fuhrer spoke on behalf of Autism Ontario in regards to the Autism PPM140 survey 2010 that was sent electronically to the SEAC members for information.

7. **Autism Ontario – Mike Gowan**

- Nil Report

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

- The Annual Christmas Family Party was held at the Boys and Girls Club. New families were in attendance.

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

- Nil Report

10. Ontario Brain Injury Association – Dianne Radunsky

- Nil Report

11. VIEWS – Mona O’Brien

- Nil Report

F. STAFF REPORTS

1. Mary Kay Kalagian – Principal, Elementary

- Nil Report

2. Ken Griepsma – Principal, Secondary

- The St. Francis Special Needs Christmas get-together was a huge success. Great fun was had by all. Music, dancing and other social opportunities were afforded to our students.
- Special Education departments at all of our eight Catholic Secondary Schools are working on preparing our student with special needs for exams which will take place during the final week of this month. Arrangements are being made for students to write their exams in Resource if needed, and accommodations – such as assistive technology, scribing and exam timeframes are being put in place for students who require them.
- As well, exam week will include IPRCs for students in General Skills classes within our eight Catholic secondary schools. Administrators from these schools will be travelling to alternate schools to sit as committee Chairperson for these very important IPRCs.

3. Marcel Jacques – Administrator Special Education

- Marcel Jacques presented the October Preliminary Elementary ONSIS reports to the SEAC members for information. Secondary ONSIS reports are forthcoming.

4. Yolanda Baldasaro – Superintendent of Education

- Superintendent Baldasaro informed the members of the SEAC that in February 2010 they will have an opportunity to vet new changes to the Safe Schools policy. An announcement in regards to the Early Learning Program is forthcoming.

G. TRUSTEE REPORTS

1. Gary Crole – Trustee

- Nil Report

2. Maurice Charbonneau– Trustee

- Nil Report

H. NEW BUSINESS

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

I. CORRESPONDENCE

1. A letter was received from Lakehead Public Schools to the Ministry of Education regarding the School Information Finder website.

J. NOTICES OF MOTION

K. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

L. INFORMATION ITEMS

M. NEXT MEETING:

Wednesday, February 3, 2010 at 7:00p.m. at the Catholic Education Centre

N. ADJOURNMENT

Moved by Carole Fuhrer
Seconded by Heather Schneider

THAT the January 6, 2010 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

TOPIC: MINISTRY OF EDUCATION MID-YEAR PROGRESS UPDATE

The Ministry of Education Mid -Year
Progress Update is presented for information.

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

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Board Improvement Planning Team

Approved by: John Crocco, Director of Education

Date: February 23, 2010



REPORT TO THE BOARD MEETING FEBRUARY 23, 2010

MINISTRY OF EDUCATION MID-YEAR PROGRESS UPDATE

BACKGROUND INFORMATION

The Niagara Catholic District School Board's Plan for *Continuous Improvement* is a dynamic plan that is revisited on a continuous basis throughout the school year.

The Board's Improvement Plan (BIP) uses as its foundation the Board's system priorities:

Nurturing our Distinctive Catholic Education

- To design a Board approved Niagara Catholic Vision 2020 Strategic Plan to continue to build public confidence in Catholic education.
- To enhance our distinctive Catholic educational system by designing and implementing a Niagara Catholic Faith Formation program to ensure that the Board's Vision 2020 Strategic Plan is modelled and integrated into programs and services by academic and support staff for students, parents and the community served by the Board.

Improving Student Achievement

- To reduce the gap in student achievement by focusing on increasing Niagara Catholic's "16 by 16" achievement level an average of 3% and the Board graduation rate an average of 2% by June 2010.
- To improve student achievement by focusing on increasing Niagara Catholic's EQAO scores and the OSSLT achievement results an average of 2% by June 2010.
- To develop a Niagara Catholic Assessment, Evaluation and Reporting K-12 Document that will complement and comply with the Ministry of Education Assessment, Evaluation and Reporting Policy by June 2010.
- To sustain literacy and numeracy initiatives and implement programs to improve student achievement and pathway success, Kindergarten to Graduation, as outlined in Board and School Improvement Plans.

Building Capacity with Trustees, Administrators, Staff and Parents

- To ensure that elementary and secondary administrative, academic and support staff implement the new Ministry of Education document, Learning For All by June 2010 to improve overall student achievement for all students.
- To support staff in implementing the expectations of the Ministry of Education and Board Eco School Program in all Board facilities. The Plant and Program Departments will monitor the progress throughout 2009-2010.
- To design Performance Appraisal instruments for Educational Assistants, Child Youth Workers, Secretaries, Custodians and Cleaners by January 2010 and complete in-servicing of supervisory staff on utilizing the new performance appraisal instruments by June 2010.
- To provide all employee groups with authentic professional development related to specific job classes as recommended by supervisory personnel.
- To build capacity with Trustees, administrators, staff and parents by providing information and opportunities for dialogue on Catholic education.

Improving Efficiencies in the Structure and Operations of the System to Maximize Performance

- To have all Job Descriptions for Unionized and Non-Unionized job classes reviewed, revised and approved by Administrative Council by June 2010.
- To implement software designed to track Tangible Capital Assets, in order to facilitate PSAB Financial Reporting Standards by June 2010.
- To increase the participation and involvement in the Niagara Public Purchasing Committee (NPPC) and in the Ontario Education Collaborative Marketplace (OECM).
- To implement in all eight Catholic secondary schools the on line collection of student fees to improve the system of internal financial controls in secondary schools.
- To improve effectiveness and efficiency of operational services in all Board departments and sites.
- To comply with Ministry of Education requirement for fiscal financial management with a balanced budget.

The Board Improvement Planning Team, along with Senior Administration, meet as a Board Team and with the Ministry of Education to review and update the plan, in order to meet the needs of all students, to improve student achievement.

Board Improvement Planning Team

Elizabeth Davey, Elementary Principal
Robert DiPersio, Administrator of Special Projects
Mark Lefebvre, Administrator School Effectiveness Framework
Marcel Jacques, Administrator Special Education
David Pihach, Administrator Student Success
Khayyam Syne, Administrator Staff Development
Joseph Zaroda, Secondary Principal

The Niagara Catholic District School Board Improvement Plan Cycle has included for the 2009-2010 school year the following activities to date:

September 2009	Revisions to 2009-2010 BIP
October 2009	Ministry of Education: First Review
October 2009	Revision to 2009-2010 BIP from Ministry of Education Review
December 2009	Board Improvement Plan Progress Tracking
January 2010	Ministry of Education: Mid-Year Progress Update
February 2010	Director's Meeting: Mid-Year Progress Update
February 2010	Board Meeting

Niagara Catholic District School Board: Smart Goals

- To improve student achievement on the Education Quality and Accountability Office Primary and Junior Reading and Writing Assessments and the Ontario Secondary School Literacy Test by 2% by June 30, 2010.
- To improve student achievement on the Education Quality and Accountability Office Primary and Junior Mathematics Assessments and the Grade 9 Assessment of Mathematics (Academic and Applied) by 2% by June 30, 2010.
- To improve the high school graduation rate by 2% by June 30, 2010.
- To improve student achievement by continuing to foster a safe, equitable and inclusive learning environment that: ensures the distinctive nature of Catholic education, reflects the Ontario Catholic School Graduate Expectations, employs focused interventions to reduce the overall number of suspensions by 2% by June 30, 2010.

The Mid-Year Progress Update report is a result of reviewing the Board's Improvement Plan (BIP) with the Ministry of Education to include information about:

- Progress made to date in meeting SMART Goals for Literacy with evidence of the implementation of targeted, evidence-based strategies/actions, resources, professional learning, monitoring, responsibility, evaluation cycle and progress tracking.
- Predicted Literacy achievement results for 2009-2010: Elementary and Secondary
- Progress made to date in meeting SMART goals for Numeracy with evidence of the implementation of targeted, evidence-based strategies/actions, resources, professional learning, monitoring, responsibility, evaluation cycle and progress tracking.
- Predicted Numeracy achievement results for 2009-2010: Elementary and Secondary
- Progress made to date in meeting Smart Goals for Pathways with evidence of the implementation of targeted, evidence-based strategies/actions, resources, professional learning, monitoring, responsibility, evaluation cycle and progress tracking.
- Predicted Pathways results for 2009-2010: Elementary and Secondary
- Progress made to date in meeting SMART Goals for Community, Cultural and Caring with evidence of the implementation of targeted, evidence-based strategies/actions, resources, professional learning, monitoring, responsibility, evaluation cycle and progress tracking.
- Predicted Faith, Community, Culture and Caring results for 2009-2010: Elementary and Secondary

The Mid-Year Progress Update includes the new Student Achievement Initiatives and Existing Initiatives such as:

- Literacy and Numeracy Coaches
- Tutoring
- Differentiated Instruction
- Collaborative Inquiry
- Assessment and Evaluation
- Student Success
- Specialist High Skills Majors
- Teaching Learning Critical Pathways
- Teaching Learning Professional Learning Networks

The Board's Improvement Plan team, along with Senior Administration, will continue to work together with all partners in Catholic Education, specifically Principals, Vice-Principals, teaching and support staff, to focus on the progress of student achievement for all students in the Niagara Catholic District School Board.

The Ministry of Education Mid-Year Progress Update is presented for information.

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

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education
Board Improvement Planning Team

Approved by: John Crocco, Director of Education

Date: February 23, 2010

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: MID-YEAR PROGRESS REVIEW OF THE NIAGARA CATHOLIC
SYSTEM PRIORITIES – 2009-2010**

The Mid-Year Progress Review of the Niagara Catholic System Priorities – 2009-2010 is presented for information.

Prepared by: Administrative Council
Presented by: John Crocco, Director of Education
Approved by: John Crocco, Director of Education
Date: February 23, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING FEBRUARY 23, 2010

MID-YEAR PROGRESS REVIEW OF THE NIAGARA CATHOLIC SYSTEM PRIORITIES – 2009-2010

BACKGROUND INFORMATION

At the April 28th, 2009 meeting of the Niagara Catholic District School Board, the following motion was approved;

THAT the Niagara Catholic District School Board approve the Niagara Catholic System Priorities 2009-2010, as presented. (Appendix A)

The Niagara Catholic System Priorities 2009-2010 were designed as part of the transition towards an approved Niagara Catholic Vision 2020 Strategic Plan. The strategic plan will define the key system priorities and indicators of success for Niagara Catholic System Priorities over the next ten years.

The Niagara Catholic System Priorities 2009-2010 provide the four main priorities for the 2009-2010 academic year. Within each priority, specific indicators are listed to provide the framework to measure the achievement of each priority. In addition to presenting the Board approved system priorities on the Niagara Catholic web-site and providing a copy to Bishop James Wingle, Catholic School Council Chairs, Regional Catholic School Council / PIC and SEAC, a poster size copy of the Niagara Catholic System Priorities 2009-2010 was mounted in a public location in all schools, Board sites and the Catholic Education Centre.

As we reached the approximate mid-point of the 2009-2010 academic year, Senior Staff of Administrative Council conducted a mid-year review of the achievement of the indicators of success within each system priority specific to their area of responsibility. Principals conducted a similar discussion with staff on the implementation of system priorities and the measurements of success. The results of the mid-year review were collated and reviewed by Administrative Council as a measurement to of our success to date in achieving each indicator within each system priority. Following discussions, specific strategies and timelines were designed, as required, to affect the achievement of each indicator by the conclusion of this academic year.

Attached to this report (Appendix B) is a copy of the Mid-Year Progress Review of the Niagara Catholic System Priorities – 2009-2010. Within each priority is the indicator of success and comments on the measurables to determine the achievement of *Completed, In Progress* or *In Development*.

A final report to the Board and to all stakeholders will be presented at the June 15th, 2010 Board Meeting.

The Mid-Year Progress Review of the Niagara Catholic System Priorities – 2009-2010
is presented for information.

Prepared by: Administrative Council
Presented by: John Crocco, Director of Education
Approved by: John Crocco, Director of Education
Date: February 23, 2010

Attached

Appendix A: Niagara Catholic System Priorities 2009-2010

Appendix B: Mid-Year Progress Review of the Niagara Catholic System Priorities – 2009-2010

Niagara Catholic System Priorities 2009-2010



As part of the transition towards a Niagara Catholic Vision 2020 Strategic Plan, Niagara Catholic has developed System Priorities 2009-2010. The System Priorities 2009-2010 further develops the previously submitted Budget Objectives into four main priorities for the 2009-2010 academic year. Provided within each of the four priorities are specific indicators which are intended to provide the framework to measure the achievement of the priority.

Nurturing our Distinctive Catholic Education

- To design a Board approved Niagara Catholic Vision 2020 Strategic Plan to continue to build public confidence in Catholic education.
- To enhance our distinctive Catholic educational system by designing and implementing a Niagara Catholic Faith Formation program to ensure that the Board's Vision 2020 Strategic Plan is modelled and integrated into programs and services by academic and support staff for students, parents and the community served by the Board.

Improving Student Achievement

- To reduce the gap in student achievement by focusing on increasing Niagara Catholic's "16 by 16" achievement level an average of 3% and the Board graduation rate an average of 2% by June 2010.
- To improve student achievement by focusing on increasing Niagara Catholic's EQAO scores and the OSSLT achievement results an average of 2% by June 2010.
- To develop a Niagara Catholic Assessment, Evaluation and Reporting K-12 Document that will complement and comply with the Ministry of Education Assessment, Evaluation and Reporting Policy by June 2010.
- To sustain literacy and numeracy initiatives and implement programs to improve student achievement and pathway success, Kindergarten to Graduation, as outlined in Board and School Improvement Plans.

Building Capacity with Trustees, Administrators, Staff and Parents

- To ensure that elementary and secondary administrative, academic and support staff implement the new Ministry of Education document, *Learning For All* by June 2010 to improve overall student achievement for all students.
- To support staff in implementing the expectations of the Ministry of Education and Board Eco School Program in all Board facilities. The Plant and Program Departments will monitor the progress throughout 2009-2010.
- To design Performance Appraisal instruments for Educational Assistants, Child Youth Workers, Secretaries, Custodians and Cleaners by January 2010 and complete in-servicing of supervisory staff on utilizing the new performance appraisal instruments by June 2010.
- To provide all employee groups with authentic professional development related to specific job classes as recommended by supervisory personnel.
- To build capacity with Trustees, administrators, staff and parents by providing information and opportunities for dialogue on Catholic education.

Improving Efficiencies in the Structure and Operations of the System to Maximize Performance

- To have all Job Descriptions for Unionized and Non-Unionized job classes reviewed, revised and approved by Administrative Council by June 2010.
- To implement software designed to track Tangible Capital Assets, in order to facilitate PSAB Financial Reporting Standards by June 2010.
- To increase the participation and involvement in the Niagara Public Purchasing Committee (NPPC) and in the Ontario Education Collaborative Marketplace (OECM).
- To implement in all eight Catholic secondary schools the on line collection of student fees to improve the system of internal financial controls in secondary schools.
- To improve effectiveness and efficiency of operational services in all Board departments and sites.
- To comply with Ministry of Education requirement for fiscal financial management with a balanced budget.

Appendix B



Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

Nurturing our Distinctive Catholic Education

1. To design a Board approved Niagara Catholic Vision 2020 Strategic Plan to continue to build public confidence in Catholic education.

✓

Indicators and Comments

As of February 24th, 2010, 160 of the 160 Discovery Sessions have taken place. All input is currently being entered into a main data base and will be released as a Discovery Report on April 6th, 2010. A Niagara Catholic Vision 2020 Summit will take place on April 14th, 2010 to analyze the data and to determine the key strategic recommendations for the Director's Vision 2020 Strategic Plan Report to the May 11th, 2010 Committee of the Whole Meeting.

2. To enhance our distinctive Catholic educational system by designing and implementing a Niagara Catholic Faith Formation program to ensure that the Board's Vision 2020 Strategic Plan is modeled and integrated into programs and services by academic and support staff for students, parents and the community served by the Board.

✓

Indicators and Comments

An aligned Faith Formation Program for all staff across Niagara Catholic is currently being delivered. A written Niagara Catholic Faith Formation Program linked to the Board's Vision 2020 Strategic Plan will be finalized pending the approval of the strategic plan in May 2010.

As provided in the 2009-2010 Board Improvement Plan, Niagara Catholic's Faith Formation Cycle includes:

Year 1 – Individual School Faith Formation

Year 2 – Family of Schools' Faith Formation

Year 3 – System Level Faith Formation



Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

To enhance our distinctive Catholic educational system by designing and implementing a Niagara Catholic Faith Formation program to ensure that the Board's Vision 2020 Strategic Plan is modeled and integrated into programs and services by academic and support staff for students, parents and the community served by the Board – continued

Faith Formation Teams exist in Elementary and Secondary schools consisting of the Principal, a Teacher Representative(s) and Support Staff Representative(s).

Faith Formation Activities based on the "Beatitudes" and led by Board Adult Faith Co-animators.

Additional Qualifications for staff in theology and other individual faith based professional development are supported through provision of centrally-based subsidies.

Improving Student Achievement

1. To reduce the gap in student achievement by focusing on increasing Niagara Catholic's "16 by 16" achievement level an average of 3% and the Board graduation rate an average of 2% by June 2010.

✓

Indicators and Comments

On track to achieve indicator based on Semester One 2009-2010 results.

NIAGARA CATHOLIC CREDIT ACCUMULATION		
DATE	2008-2009	February 2010
8 X 8	86.86%	
16 X 16	86.91%	
4 X 4*		96.24%
12 X 12*		92.28%



Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

To reduce the gap in student achievement by focusing on increasing Niagara Catholic's "16 by 16" achievement level an average of 3% and the Board graduation rate an average of 2% by June 2010 – continued

Each Catholic secondary school has organized a School Success Team. Membership includes Administration, Student Success Teacher, student services personnel, special education personnel, Chaplain, Child and Youth Worker, co-operative education teacher. The School Success Teams, also supported by the Administrator of Student Success, meet on a weekly basis to discuss identified “at-risk” students in Grades 9 through 12.

Process components regarding the tracking of success rates include:

- i) At each Secondary School Principals’ meeting, Administrator of Student Success provides detailed statistics for Success Interventions (potential credits, credit accumulation, identified “at risk” students, individual student timetables, individual student profiles, suspension rates, alternative programs, etc.). Students at risk of failing are identified early on with follow up through Student Success Teacher to provide interventions to rescue credit. On track to achieve indicator based on Semester One results.
- ii) Each member of School Success Team has specific role responsibilities to best meet student needs.
- iii) Data sharing on a regular basis with entire school staff.
- iv) Each identified student has a Student Profile Support Plan form completed and tracked throughout the school year by a member of the School Success Team.
- v) Each failed course by a student is discussed by the Student Success Team and potential credit recovery options are provided.
- vi) Mid-semester collection of potential credit accumulation rates for Grades 9 and 10 are gathered and reviewed.
- vii) End of semester credit accumulation is gathered by Student Success Teachers and Administrator of Student Success to track progress.

As provided in the 2009-2010 Board Improvement Plan:

- Identifying and Tracking at the Senior Divisions “At Risk Students”
- Tracking, Monitoring and reporting of Grade 10 students
- Cross Panel Team Meetings
 - School level and Class level
- Introducing Career Education to Grade 7,8,9 and 10 through “Blended Learning”



Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

2. To improve student achievement by focusing on increasing Niagara Catholic’s EQAO scores and the OSSLT achievement results an average of 2% by June 2010.

✓

Indicators and Comments

On track to achieve indicator based on current results.

Clustering of schools through the Ministry of Education Schools in the Middle Initiative according to evidence based needs assessment via School Improvement Planning.

Clustering of language expectations through the Schools Helping Schools Initiative via the expansion of the Teaching Learning Critical Pathway Strategy to include all elementary schools and two (2) secondary schools.

Literacy Coach Team focus on supporting schools with Primary Guided Reading strategies when requested by a School Improvement Team.

Collaborative Inquiry Learning for Mathematics expansion. Three Year 1 schools are partnered with four (4) additional schools in Year 2. All system junior teachers receiving in-servicing on problem solving in mathematics utilizing this inquiry model.

Diagnostic Completion of the Education Quality and Accountability Office Grade 9 Math Assessment -2008-2009 EQAO Math Assessment Booklets provided to all Grade 9 students as a diagnostic assessment



Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

To improve student achievement by focusing on increasing Niagara Catholic's EQAO scores and the OSSLT achievement results an average of 2% by June 2010 – continued

As provided in the 2009-2010 Board Improvement Plan:

Literacy SMART Goals

- Clustering of schools through the Ministry of Education Schools in the Middle initiative according to evidence based needs assessment via School Improvement Planning
- Clustering of language expectations through the Schools Helping Schools Initiative via the expansion of the Teaching Learning Critical Pathway Strategy to include all Elementary Schools and 2 Secondary Schools
- New Teacher Induction Program will reflect the Teacher Learning Critical Pathway foci
- Primary Guided Reading
- K-1 Assessment Project (Council of Ontario Directors of Education Pilot Project)
- Roll Out of the "DRAFT" Learning for All K-12 document

Numeracy SMART Goals

- Collaborative Inquiry Learning for Mathematics expansion
- Diagnostic Completion of the Education Quality and Accountability Office Grade 9 math Assessment
- New Teacher Induction Program New Teacher Induction Program will reflect the Teacher Learning Critical Pathway foci



Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

3. To develop a Niagara Catholic Assessment, Evaluation and Reporting K-12 Document that will complement and comply with the Ministry of Education Assessment, Evaluation and Reporting Policy by June 2010.

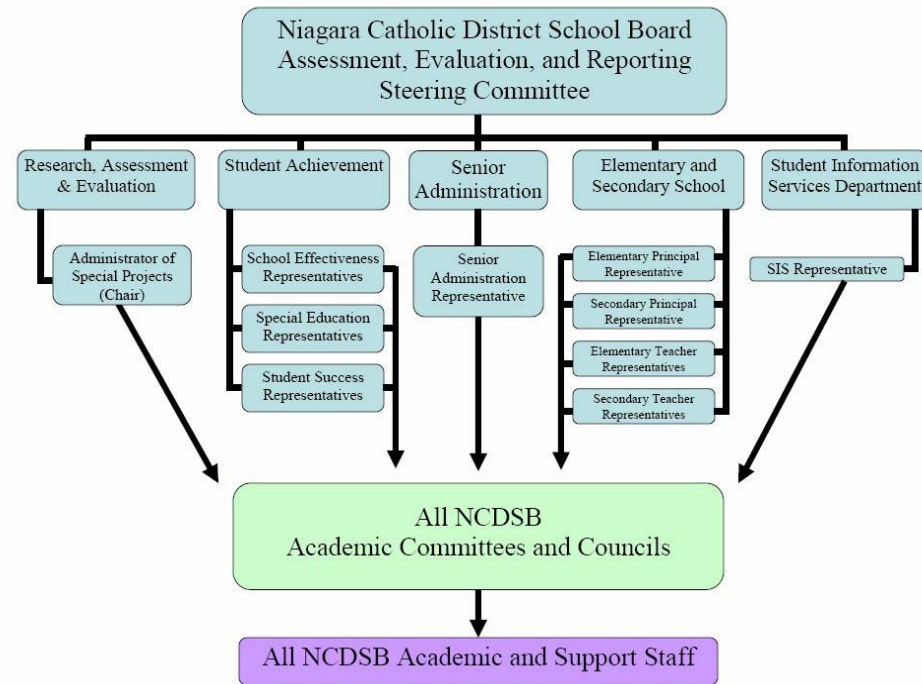
✓

Indicators and Comments

As provided in the Committee of the Whole Report January 2010: In January of 2008, the Ministry of Education released its draft Assessment, Evaluation, and Reporting document entitled “*Growing Success - Assessment, Evaluation and Reporting: Improving Student Learning*” (draft). The purpose of the Growing Success document is to “clarify consolidate, to ensure that policy is aligned, consistent, and clear, and that every student in the system is benefiting from the same high-quality process” (*Growing Success – Introductory Comments*).

Recently, the Ministry of Education announced that the Growing Success policy document will be released in late winter of this school year. As part of this policy document, changes will be made in the reporting of student achievement. The Ministry will adopt policy for 2010-2011 that utilizes a progress report card in the fall and a provincial report card issued two times per year in January and June.

In addition, the Niagara Catholic District School board has developed a Growing Success – Assessment, Evaluation and Reporting Steering Committee to facilitate the implementation of the Growing Success Policy Document throughout the school district beginning in the 2010-2011 school year.





Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

4. To sustain literacy and numeracy initiatives and implement programs to improve student achievement and pathway success, Kindergarten to Graduation, as outlined in Board and School Improvement Plans.

✓

Indicators and Comments

As provided in the 2009-2010 Board Improvement Plan:

Literacy SMART Goals

- Clustering of schools through the Ministry of Education Schools in the Middle initiative according to evidence based needs assessment via School Improvement Planning
- Clustering of language expectations through the Schools Helping Schools Initiative via the expansion of the Teaching Learning Critical Pathway Strategy to include all Elementary Schools and 2 Secondary Schools
- New Teacher Induction Program will reflect the Teacher Learning Critical Pathway foci
- Primary Guided Reading
- K-1 Assessment Project (Council of Ontario Directors of Education Pilot Project)
- Roll Out of the “DRAFT” Learning for All K-12 document

Numeracy SMART Goals

- Collaborative Inquiry Learning for Mathematics expansion
- Diagnostic Completion of the Education Quality and Accountability Office Grade 9 math Assessment
- New Teacher Induction Program New Teacher Induction Program will reflect the Teacher Learning Critical Pathway foci

Pathway SMART Goals

- Identifying and Tracking at the Senior Divisions “At Risk Students” Tracking, Monitoring and reporting of Grade 10 students
- Cross Panel Team Meetings
- School level
- Class level
- Introducing Career Education to Grade 7,8,9 and 10 through “Blended Learning”



Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

Building Capacity with Trustees, Administrators, Staff and Parents

1. To ensure that elementary and secondary administrative, academic and support staff implement the new Ministry of Education document, *Learning For All* by June 2010 to improve overall student achievement for all students.

✓

Indicators and Comments

Draft version of “Learning for All” shared with Elementary and Secondary Principals and Educational Resource Teachers.

Secondary teams consisting of the Principal, Program Chair of Special Education and two (2) other staff members have been created and will be in-service on the document “Learning For All”. This team will then present the information to their respective staff before the end of the school year. In addition meetings have taken place with the Computer Technology Department (IT) to determine the capability of designing a “Student and Class” electronic profile.

In-servicing of all Secondary administrative, academic and support staff will take place in the spring of 2010.

2. To support staff in implementing the expectations of the Ministry of Education and Board Eco School Program in all Board facilities. The Plant and Program Departments will monitor the progress throughout 2009-2010.

✓

Indicators and Comments

By January 31st, 2010, 100% of all elementary and secondary schools have achieved the first milestone approval stage. School EcoTeam leaders are currently supported through encouragement, reminders and one on-one help to complete the required documentation for 2009-2010 certification by Ontario EcoSchools. Workshops have been held on Recycling, Waste Management and School Ground Greening.



Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

3. To design Performance Appraisal instruments for Educational Assistants, Child Youth Workers, Secretaries, Custodians and Cleaners by January 2010 and complete in-servicing of supervisory staff on utilizing the new performance appraisal instruments by June 2010.

✓

Indicators and Comments

On track to achieve this indicator by June 2010.

A Steering Committee of Managers, Supervisors and Principals has been established to provide feedback and a Performance Appraisal Instrument for all Support staff (Unionized and Non-Unionized). Meetings held to date: November 24th, 2009, January 30th, 2010 and February 5th, 2010.

As of the this mid-year review, the committee has confirmed:

- i) The Performance Appraisal Instrument, the Rating Scale, and the Frequency of Evaluations
- ii) Aligning the Performance Appraisal Instrument for all employee groups(from administrators through to OECTA and CUPE) , thus all groups would be responsible for Annual Growth Plans which align with School Improvement Plans, Departmental Goals, and ultimately the Board Improvement Plans and System Priorities
- iii) Once the tool is completed, all Principals will be in serviced on the instrument and the expectations for implementation beginning September 2010
- iv) Employee groups will be in serviced on the Performance Appraisal Instrument



Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

4. To provide all employee groups with authentic professional development related to specific job classes as recommended by supervisory personnel.

✓

Indicators and Comments

Administrator of Staff Development is continuing to provide professional development opportunities for all employee groups on an ongoing basis. At Committee of the Whole meetings, the Superintendent of Human Resources and the Administrator of Staff Development provide a written and oral report to Trustees summarizing professional development to date.

Employee groups, (via the OECTA and CUPE Joint PD Committees) continue to meet on a regular basis to discuss Professional Development Opportunities for all employees.

A Needs Assessment is being created for CUPE in order to ascertain Professional Development Needs for this group of employees.

Professional Development sessions for staff takes place throughout the year, including March Break and the summer months. For example, March Break 2010 will have specific training workshops for all Custodians and Trades staff.

5. To build capacity with Trustees, administrators, staff and parents by providing information and opportunities for dialogue on Catholic education.

✓

Indicators and Comments

Through a variety of strategies in 2009-2010 we continue to build capacity through improved communication and information sessions for Trustees; Faith Formation and Conferences for Catholic School Council and Regional Catholic School Council / CPIC members; school-based Parental Engagement / PRO Grant programs; enhanced Board web-site; Spotlight on Niagara Catholic; Facebook; Twitter; Director's Monthly Video; eCommunity; voice communication to families; regular letters to administrative, academic and support staff; letters to parents; Director presentations to various community groups (Deanery; CWL; Knights of Columbus; Rotary Club etc); news releases for parish bulletins; local media and OCSTA.



Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

Improve Efficiencies in the Structure and Operations of the System to Maximize Performance

1. To have all Job Descriptions for Unionized and Non-Unionized job classes reviewed, revised and approved by Administrative Council by June 2010.

✓

Indicators and Comments

The finalized job descriptions are on target to be presented to Administrative Council by June 2010.

A Performance Committee comprised of Managers, Supervisors and Principals has been established to achieve this indicator by June 2010.

Meetings held to date: November 24th, 2009, January 30th, 2010 and February 5th, 2010.

Focus of the committee has been the revision of Niagara Catholic job descriptions as they align with the Performance Appraisal Instruments.

Managers and Supervisors are currently analyzing job descriptions for their particular employee groups.

The revised job descriptions will be discussed with the Executive Committee of OECTA Elementary, OECTA Secondary and CUPE for input and comments.

2. To implement software designed to track Tangible Capital Assets, in order to facilitate PSAB Financial Reporting Standards by June 2010.

✓

Indicators and Comments

On target for completion by June 2010.

DMS Technology, a local computer software firm, has developed a program to account for all Tangible Capital Assets and has been working closely with the Accounting Department to implement this new software. The firm is now working on completing the development of the software, by adding a module which will calculate the monthly depreciation on all Tangible Capital Assets.



Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

3. To increase the participation and involvement in the Niagara Peninsula Purchasing Committee (NPPC) and in the Ontario Education Collaborative Marketplace (OECM).

✓

Indicators and Comments

The Purchasing Department continues to be an active participant in the Niagara Peninsula Purchasing Committee (NPPC).

The purchasing Department has made initial contact with OECM in order to achieve potential savings in the future.

4. To implement in all eight Catholic secondary schools the on line collection of student fees to improve the system of internal financial controls in secondary schools.

✓

Indicators and Comments

Implemented Semester Two 2010. Staggered access to on-line registration for secondary school students began Friday, February 5th, 2010 and will continue throughout February and March 2010.

The Board has implemented a new Niagara Catholic On-Line Fees Collection System for the collection of activity fees from students at the eight (8) Catholic secondary schools, as well as adult students attending Continuing Education Programs. The new on-line collection system was implemented on Friday, February 5th, 2010 in alignment with the beginning of secondary student registration. The same software will be used to collect registration fees for parents enrolling in our before, during and after school day care / extended care programs in our elementary schools commencing September, 2010.



Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

5. To improve effectiveness and efficiency of operational services in all Board departments.

✓

Indicators and Comments

All Board departments are focussed on the expectation to review effectiveness and efficiency of operational services and to make continued recommendations to their supervisor / Administrative Council on strategies to improve operations.

Examples include;

Administrative Council – System numbered memorandums, emails and notices have been streamlined for distribution to all schools daily after 3.30 p.m.

Financial Department – The Business and Financial Services Departments continue to identify opportunities to improve the efficiency of operations of the department by upgrading computer programs (BAS2000, IPPS.net, Crystal Report Writer, etc.) and by encouraging staff to attend user groups and training sessions.

Plant Department – The Plant Department is balancing work between Caretakers and Trades, established Caretaker replacement pool, in-house training programs and workshops, Caretaker qualification standard and testing, Cleaning standards, installation of energy efficient equipment, systems and components, renewable energy generation through solar collectors, new construction standards, online facility management & information system, online community use system.

Student Achievement K-12 Department – The School Effectiveness, Student Success and Special Education Administrators meet weekly with the Superintendent of Student Achievement K-12 to explore alignment and efficiencies in departmental support. A departmental team approach to school support has been developed and implemented by the Student Achievement Department that aligns with the problem solving model of school support previously developed by the Special Education Department. The Student Achievement Department is exploring the implementation of digital resources and technologies as an effective and efficient alternative to printed texts.



Niagara Catholic System Priorities – 2009-2010 Mid Year Progress Review

Completed

In Progress

In Development

6. To comply with Ministry of Education requirement for fiscal financial management with a balanced budget.

✓

Indicators and Comments

The Board had a balance of \$9,920,760 in its Reserve for Working Funds as at August 31, 2009.

The Board approved the 2009-2010 Annual Budget with a transfer of \$1,753,539 from the Reserve for Working Funds in order to balance the budget.

The Board approved the 2009-2010 Revised Budget with a reduced transfer of \$1,475,125 from the Reserve for Working Funds in order to balance the budget.

It is anticipated the Board will achieve a balanced budget for 2009-2010 by August 31, 2010 should additional funding expected from the Ministry of Education be approved and as a result of a continued reduction in expenditures, within the control of the Board, are achieved.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

TOPIC: SCHOOL YEAR CALENDAR 2010-2011

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2010-2011 school year.

Prepared by: Frank Iannantuono, Superintendent of Education

Presented by: Frank Iannantuono, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: February 23, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING FEBRUARY 24, 2010

ELEMENTARY AND SECONDARY SCHOOL YEAR CALENDARS – 2010-2011

BACKGROUND INFORMATION

The *Education Act, Regulation 304 - School Year Calendar, Professional Activity Days* outlines the requirements and timelines for preparing and submission of school year calendars to the Ministry of Education for approval.

For the 2010-2011 school year calendar, there are 196 possible school days between September 1st, 2010 and June 30th, 2011. Within this total, elementary and secondary schools must have a minimum of 194 school days of which two (2) days must be designated as professional activity days to focus on provincial education priorities and up to four (4) extra days that may be designated by the Board as professional activity days. Secondary schools may have a maximum of ten (10) instructional days as examination days. The remaining school days shall be instructional days.

Consultation Process

The 2010-2011 School Year Calendar Committee met on January 14th, 2010, to discuss and review draft calendars and the consultation process. The School Year Calendar Committee met again on February 17th, 2010 to review feedback received following opportunities for a comprehensive system consultation process and to submit a recommended Elementary and Secondary 2010-2011 School Year Calendar to Administrative Council.

Members of the 2010-2011 School Year Calendar Committee include:

Frank Iannantuono	Superintendent of Education and Committee Chair
Yolanda Baldasaro	Superintendent of Education
Shonna Daly	Regional Catholic School Council
Marie Balanowski	Niagara Elementary Unit of OECTA
Scott McAvoy	Niagara Secondary Unit of OECTA
Elizabeth Davey	Elementary Principal
Joseph Zaroda	Secondary Principal
Mario Geremia	Secondary Vice Principal
Khayyam Syne	Administrator of Staff Development
Mark Lefebvre	Administrator of School Effectiveness
Marcel Jacques	Administrator of Student Support Services

The consultation process provided 2 versions of the elementary and secondary draft calendars to all Elementary and Secondary Principals, Vice-Principals, Catholic School Council Chairs, Regional Catholic School Council, OECTA Elementary and Secondary Presidents, CUPE President, Student Achievement Departments and the Student Senate for feedback by February 11th, 2010.

Simultaneously, there has been on-going consultation with the co-terminous Board to achieve a similar school year calendar, where possible.

Feedback from stakeholders supported the 2nd option presented.

Summary of the Attached Calendars

Proposed Elementary School Year Calendars for 2010-2011

Proposed Secondary School Year Calendars for 2010-2011

Highlights of the Proposed School Year Calendars for 2010-2011

Professional Activity Days

In accordance with the *Education Act, Regulation 304 - School Year Calendar*, the following six (6) days have been identified as Professional Activity Days.

Elementary Professional Activity Days

Wednesday, September 1st, 2010
Thursday, September 2nd, 2010
Friday, October 8th, 2010
Friday, January 31st, 2011
Friday, June 10th, 2011
Thursday, June 30th, 2011

Secondary Professional Activity Days

Wednesday, September 1st, 2010
Thursday, September 2nd, 2010
Friday, October 8th, 2010
Friday, February 4th, 2011
Wednesday, June 29th, 2011
Thursday, June 30th, 2011

Highlights of the Proposed School Year Calendars for 2010-2011

Secondary Examination Days

Semester 1 – Friday, January 28th, 2011 to Thursday, February 3rd, 2011

Semester 2 – Wednesday, June 22nd, 2011 to Tuesday, June 28th, 2011

Board and Civic Holidays

Board Holiday	Friday, September 3 rd , 2010
Labour Day	Monday, September 6 th , 2010
Thanksgiving Day	Monday, October 11 th , 2010
Christmas Break	Friday, December 24 th , 2010 to Friday, January 7 th , 2011
Family Day	Monday, February 21 st , 2011
March Break	Monday, March 14 th to Friday, March 18 th , 2011 (ten month employees only)
Good Friday	Friday, April 22 nd , 2011
Easter Monday	Monday, April 25 th , 2011
Victoria Day	Monday, May 23 rd , 2011
Canada Day	Friday, July 1 st , 2011

To comply with the timelines outlined in *Regulation 304 - School Year Calendar*, school boards are required to submit Board approved **regular** school year calendars to the Ministry of Education by May 1st, 2010 and Board approved **modified** school year calendars to the Ministry of Education by March 1st, 2010.

Based on feedback from the consultation process, discussions with the School Year Calendar Committee, Administrative Council and our coterminous board ,the **modified** 2010-2011 Elementary and Secondary School Year Calendars are attached for Board approval and will be submitted to the Ministry for approval by March 1st , 2010.

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Elementary and Secondary School Year Calendars for the 2010-2011 school year.

Prepared by: Frank Iannantuono, Superintendent of Education
Presented by: Frank Iannantuono, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: February 23, 2010

Attached: Appendix A - Proposed Elementary School Year Calendars for 2010-2011
Appendix B - Proposed Secondary School Year Calendars for 2010-2011

APPENDIX A

Board Name

Niagara CDSB (B67156)

Calendar Title

[2010-52582] Elementary

Panel

Elementary

Calendar Type

Modified

Date Created

Jan 17, 2010

Start of School Year

Sep 01, 2010

End of School Year

Jun 30, 2011

Status

Draft

Description

Modified

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	0	0
September			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		2	18	0
			P	P	B	H																						
October					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	19	0
										P	H																	
November	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				0	22	0
December			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	17	0
																				B	B	B	B	B	B			
January	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					1	15	0
			B	B	B	B	B														P							
February		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28					0	19	0
																H												
March		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	18	0
											B	B	B	B	B													
April				1		4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	19	0
																			H		H							
May	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	21	0
																H												
June			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		2	20	0
										P														P				
July				1		4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	0	0
Total																										6	188	0

APPENDIX B

Niagara CDSB (B67156)

Calendar Title	Panel	Calendar Type	Date Created
[2010-52623] Secondary	Secondary	Modified	Jan 17, 2010
Start of School Year	End of School Year	Status	
Sep 01, 2010	Jun 30, 2011	Draft	
Description			
Modified			

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	0	0
September			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		2	18	0
October					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	1	19	0
November	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				0	22	0
December			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	17	0
January	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					0	14	2
February		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28					1	15	3
March		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	18	0
April					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	19	0
May	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				0	21	0
June			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		2	15	5
July				1		4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	0	0
Total																										6	178	10

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND
EXCHANGE APPROVAL COMMITTEE – 2010-2011**

The report on the Extended Overnight Field Trip, Excursion and Exchange Approval Committee – 2010-2011, is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: February 23, 2010



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD MEETING FEBRUARY 23, 2010

EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE – 2010-2011

BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2010-2011 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

1 Supervisory Officer	-	Yolanda Baldasaro
1 Secondary School Principal	-	Mario Ciccarelli
1 Secondary School Vice-Principal	-	Jeff Smith
1 Education Services Member	-	Mike Sheahan

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

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

An Excursion is defined as:

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

Attached to this information report is an Executive Summary of 2010-2011 extended overnight field trips and excursions recently approved by the Committee as submitted by Friday, February 5th, 2010.

The report on the Extended Overnight Field Trip, Excursion and Exchange
Approval Committee for 2010-2011 is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education
Presented by: Yolanda Baldasaro, Superintendent of Education
Approved by: John Crocco, Director of Education
Date: February 23, 2010

EXECUTIVE SUMMARY

Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2010-2011

School	Type	Approval Required	Destination	Curriculum Unit/Theme	Education Value	Date	Students on Trip	Duration	Cost (Approx)	Transportation
Approved October 2009										
Lakeshore Catholic High School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Canada's historic battlefields in France, Belgium and Holland	Secondary school history curriculum – Grades 10 and 12	A trip which focuses on visiting Canada's historic European battlefields in France, Belgium and Holland. Part of the secondary school history curriculum addresses the role of Canadian and other soldiers in World War I and World War II. This trip will provide the students a unique opportunity to develop a rich appreciation for and understanding of Canada's role in Europe with visits to historically significant sites from World War I and World War II such as Ypres, The Somme, Vimy and Passchendaele. Travel will also include visits to World War II battlefields such as Juno Beach, Courseilles-sur-mer, Caen, Dieppe, Arras and Holland.	Saturday, March 12 th , 2011 to Sunday March 20 th , 2011.	20-30 students 2 staff 1 chaperone	9 days 8 nights 0 school days	\$2523 per person Additional costs. – spending money, bus to airport will vary	Air, Bus

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
COMMITTEE OF THE WHOLE
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: H1N1 PANDEMIC UPDATE
NIAGARA CATHOLIC PREPARATION AND MANAGEMENT**

The H1N1 Pandemic Update
– Niagara Catholic Preparation and Management
is presented for information.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: February 23, 2010



Living > [Public Health](#) > [Pandemic Planning](#)  

Flu Tracking in Niagara

[< H1N1 Home](#)

A community-wide outbreak was declared in Niagara on October 30, 2009. This means there is a significant amount of flu circulating in Niagara.

Niagara Region Public Health uses many sources of information to understand the amount of flu in the community. These sources include:

- Laboratory-confirmed cases of H1N1 and Influenza A/B
- Student absenteeism from elementary and high schools
- Visits to doctors for symptoms of the flu

Confirmed H1N1 Cases in Niagara

As of February 12, 2010:

- No confirmed cases during the week of Feb. 6-12, 2010
- 252 total confirmed cases
- 4 deaths associated with H1N1

School Absenteeism

There are 229 schools in the Niagara region. This chart shows the average number of schools reporting student absenteeism.

This information is not exact and some **students may have been absent for reasons other than H1N1**. This information is based on the 5-day school week.

Average # of Schools with >10%, 20% and 30% School Absenteeism by Week

Absenteeism Rates (Average # of schools with)	Wk 45* Nov 9-13	Wk 46 Nov 21-27	Wk 47 Nov 28-Dec 5	Wk 48 Dec 5-11	Wk 49 Dec 12-18
> 10% Absenteeism	17	7	6	5	9.8
> 20% Absenteeism	1	0	0	0	0
> 30% Absenteeism	0	0	0	0	0.8

Revised: Friday, February 12, 2010
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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: CORRESPONDENCE
LETTER FROM MINISTER OF EDUCATION
– HONORABLE LEONA DOMBROWSKY**

Ministry of Education

Ministère de l'Éducation

Minister

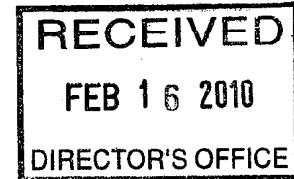
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February 12, 2010



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

Dear Mr. Crocco,

Thank you for your kind letter congratulating me on my appointment as Minister of Education. I am pleased and honoured to be given this opportunity by Premier McGuinty. I also appreciated the opportunity to speak briefly at the Council of Directors of Education meeting on January 22.

As I assume my new responsibility for the two million students in Ontario's publicly funded education system, I am eager to build on the work of my predecessor, the Honourable Kathleen Wynne. I welcome the opportunity to work collaboratively with all our partners to make Ontario's public education system the best possible and ensure our students reach their full potential.

Our government continues to move forward on its commitments to the key education priorities of lower class sizes for primary students, supporting higher levels of student achievement and increasing the secondary school graduation rate. This is clearly an exciting time for Ontario's publicly funded education system. There has been so much positive change over the past few years, and our government's new early learning initiative, set to be phased in beginning this September, is an investment in Ontario's future.

Thank you again for your kind words of welcome and for sharing a copy of the board's *Director's Annual Report, 2009*.

Sincerely,

A handwritten signature in cursive script that reads 'Leona Dombrowsky'.

Leona Dombrowsky
Minister of Education

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: TRUSTEE INFORMATION
SPOTLIGHT ON NIAGARA CATHOLIC
FEBRUARY 9, 2010**



Spotlight

ON

NIAGARA CATHOLIC

Nurturing Souls & Building Minds

www.niagaracatholic.ca

February 9, 2010



Niagara Catholic Raises Over \$103,000 for Haiti



Niagara Catholic staff and students were swift to answer the call for help following the January 12th earthquake in Haiti. In all, more than \$103,000 was raised through a variety of fundraising initiatives, in schools, including funds raised at the 2010 Bishop's Gala. Donations were directed to either the Holy Cross Fathers, who have schools in Haiti, or Development and Peace, the official international development organization of the Catholic Church in Canada. Niagara Catholic Director of Education John Crocco (right) and Vice-Chairman John Dekker (second from left) presented cheques for Haiti relief during the Committee of the Whole meeting at the Catholic Education Centre on February 9. Fr. John Vickers, CSC, Superior of the English Holy Cross Fathers, accepted a cheque for \$25,529.30, while Frank Fohr, Chair of the St. Catharines Diocesan Development and Peace Committee, accepted a cheque for \$70,603.12. Another \$6,500 was sent directly to the Holy Cross Sisters.

Schools Raise \$24,000 for Holy Childhood Association

Niagara Catholic Elementary students raised more than \$24,000 for the Holy Childhood Association (HCA) during Holy Childhood Walks held in October and November, 2009.

Niagara Catholic students have been taking part in the Walks for the past 25 years, and have raised more than \$564,000.

The Holy Childhood Association is a Mission Club for elementary students, to raise awareness about social justice initiatives in children. The Walks raise money for projects in Africa, South America and Asia, including nursery schools, childcare centres and orphanages, literacy, food and skills development programs as well as medical care. Funds are also used for educational and catechetical programs, facilities and supplies.

H1N1 / Seasonal Influenza Update

Niagara Catholic continues to work in co-operation with Niagara's and Ontario's public health agencies to prevent the spread of H1N1 and seasonal influenza at all of our sites.

A community-wide outbreak of H1N1 influenza was declared in Niagara on October 30th, 2009. As of January 29th, there had been 252 confirmed cases of H1N1 in Niagara, and four deaths.

Although N1N1 peaked in Niagara in early November, this year's flu season is anticipated to be a long one, stretching throughout the entire winter. H1N1 also continues to affect children and young adults at a greater rate than the regular seasonal flu.

According to Ontario's Chief Medical Officer of Health, Dr. Alene King, the best prevention against H1N1 and the seasonal flu is to receive vaccines for both viruses.

Earlier this month, Dr. King requested all Ontario Principals send home a letter and Flu Shot Fact Sheet with students, encouraging people to get their flu shots.

An article about the importance of receiving the annual flu shot and H1N1 vaccination has been sent to schools, to be published in the next newsletter. Parents who did not receive either flu vaccine for themselves or for their children during the campaigns in late 2009 are reminded it is not too late to get protection from the flu.

The information is also online at www.niagaracatholic.ca.

Niagara Catholic Secondary Schools to Receive Automated External Defibrillators



Niagara Catholic's eight secondary schools will be equipped with Automated External Defibrillators in the coming weeks, through a partnership with the Advanced Coronary Treatment (ACT) Foundation. The Foundation concentrates its efforts on supporting CPR instruction for high schools, early defibrillator and paramedic programs and encouraging healthy lifestyle habits for students. Niagara Catholic secondary schools will receive the defibrillators at no cost, through the generous sponsorship of corporate partners First Ontario Credit Union and pharmaceutical companies AstraZenica, Bristol-Myers Squibb Canada, Pfizer Canada and Sanofi-Aventis. The announcement was made at a press conference at St. Francis Catholic Secondary School in St. Catharines on February 5th, and was shared with the Board at the February 9th meeting of the Committee of the Whole. Above, St. Francis students Jessica Menchella (left) and Valerie Burtnik demonstrate how the machines work.

Board Reviews Guidelines for Service Animals

Niagara Catholic Trustees have reviewed Guidelines governing the use of certified service animals and companion animals in schools.

According to the report, certified service animals perform specific tasks related to the specific disability of a student. These animals are issued a public access card, which allows them to accompany their handlers to all public places, including schools and buses. This access is granted through the Accessible Standards for Customer Care (Ontario Regulation 429/07), the Ontarians with Disabilities Act, 2005 and the Human Rights Code. Guide dogs for the blind are considered certified service animals.

Companion dogs may be used to provide companionship, calming and therapeutic help to a student. Although trained, they do not meet the same training requirements of a certified service animal and are not issued the same level of certification.

A certified service animal is considered to be an accommodation that is required to allow a student to access the Ontario Curriculum or alternative program. They are required to wear the distinctive harness/ saddlebag or vest and must be on a leash at all times. Decisions regarding the use of all certified service animals in the school environment are made on a case-by-case basis, and must take into consideration the needs of all staff and students. The report can be found in the February 9th agenda in the meetings section (under the Board section) of www.niagaracatholic.ca.

A+++

+ Congratulations to the Niagara Catholic elementary school students who took part in the Board's annual Speak Out! Showcase at the Catholic Education Centre on February 8th, 2010. Twelve students delivered their speeches during the Showcase, divided into three categories. The Speak Out! Showcase is the culmination of public speaking competitions held in all Niagara Catholic elementary schools in January.

Catholic messenger: Cassidy Motyka (St. Denis, Make a Wish Foundation); Kian Rego (St. Ann, SC, Have We Lost All Respect for Our Elders?); Ailene Zamora (St. Ann, F, Being Yourself) and Hannah Gill (St. Mary NE Poverty).

Junior Division: Katherine Li (St. Michael, Sleep); Daniela Lozano (Our Lady of Fatima, G, The Tooth Fairy); Matthew Traynor (St. Patrick, PC, Fears) and Olivia Reynolds (Our Lady of Mount Carmel, Fresh Air Fund Brings Friendship).

Intermediate Division: Cody Van Der Kooi (Assumption, High School); Mitchell Tiessen (St. Martin, Y2K: 10 Years of Events); Dominique Lalama (St. Ann, F, Uncertainty) and Ryan Gizzie (Our Lady of Mount Carmel, Volunteers).

+ Congratulations to the Intermediate students selected to have their artwork displayed in the Intermediate Art Gallery at the Catholic Education Centre. The students' work shows a wide range of talent in a variety of media. The Intermediate Art Gallery will be on display until later this spring.

Congratulations!

Policy Update

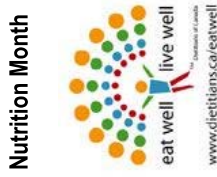
Niagara Catholic Trustees will vote on three policies at the February 23rd Board meeting: The Employee Workplace Harassment Policy (201.7), the Closure of School/Accommodation Review Policy (701.2), and the Safe Arrival Policy (302.3). The policies are available at www.niagaracatholic.ca.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
PUBLIC SESSION
FEBRUARY 23, 2010**

**TOPIC: TRUSTEE INFORMATION
CALENDAR OF EVENTS – MARCH 2010**

March 2010

SUN MON TUE WED THU FRI SAT



1 Nutrition Month

2

3 SEAC Mtg

4 Tech Skills Competition -Culinary Arts & Baking

5

6



7

8 Int'l Women's Day

9 Committee of the Whole Mtg
Tech Skills Competition

10 Tech Skills Competition con't & Awards Banquet

11

12

13

14 Daylight Savings Time begins

15

16

17 St. Patrick's Day

18

19

20 Spring Equinox



<< March Break >>

21

22

23

24

25

26

27

Annual Catholic School Council Spring Convention

28 Palm Sunday

29

30 Board Mtg

31

Niagara Catholic District School Board
Events posted at www.niagaracatholic.ca