



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

AGENDA AND MATERIAL

**COMMITTEE OF THE WHOLE MEETING**

**TUESDAY, OCTOBER 13, 2009**

**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 Committee of the Whole Meeting of September 15, 2009 | A5 |

**B. PRESENTATIONS**

- |   |   |
|---|---|
| 1. Child Advocacy Centre Niagara - Cindy Paskey, Executive Director | - |
|---|---|

**C. COMMITTEE AND STAFF REPORTS**

- |   |      |
|---|------|
| 1. Unapproved Minutes of the Policy Committee Meeting of September 29, 2009                     | C1   |
| 1.1 Policy Development Update   | C1.1 |
| 2. International Student Exchange (ISE)   | C2   |
| 3. SNAP (Stop Now and Plan) Program   | C3   |
| 4. Student Achievement K-12 OFIP Schools in the Middle: Effective Leadership, Effective Schools | C4   |
| 5. Staff Development Department   |      |
| 5.1 Professional Development Opportunities  | C5.1 |
| 5.2 The Ontario Leadership Strategy (OLS)   | C5.2 |
| 6. Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2009-2010           | C6   |
| 6.1 Niagara Catholic International Co-op Experience (NCICE)                                     | C6.1 |
| 7. H1N1 Pandemic – Niagara Catholic Preparation and Management                                  | C7   |
| 8. Financial Reports  |      |
| 8.1 Monthly Banking Transactions for the Month of September 2009                                | C8.1 |
| 8.2 Statement of Revenue and Expenditures as at September 30, 2009                              | C8.2 |

- |   |      |
|---|------|
| 9. Monthly Updates                                    |      |
| 9.1 Capital Projects Progress Report                  | C9.1 |
| 9.2 Student Trustees' Update                          | -    |
| 9.3 Family of Schools Superintendents' Monthly Update | -    |

#### **D. INFORMATION**

- |  |        |
|--|--------|
| 1. Trustee Information   |        |
| 1.1 Spotlight on Niagara Catholic – September 29, 2009   | D1.1   |
| 1.2 Calendar of Events – October 2009  | D1.2   |
| 1.3 Director's Letter to Teachers – World Teachers' Day – October 5, 2009  | D1.3   |
| 1.4 Niagara Catholic Regional School Council Annual Chairs<br>and Catholic School Council Members Meeting – October 22, 2009 | -      |
| 1.5 Niagara Catholic Year for Priests Celebration – October 29, 2009   | -      |
| 1.6 OCSTA Update   | -      |
| 1.6.1 OCSTA Board of Directors Meeting Highlights  | D1.6.1 |

#### **E. OTHER BUSINESS**

1. General Discussion to Plan for Future Action

#### **F. BUSINESS IN CAMERA**

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

#### **H. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
OF SEPTEMBER 15, 2009**

---

---

**RECOMMENDATION**

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of September 15, 2009, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING TUESDAY, SEPTEMBER 15, 2009

---

---

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, September 15, 2009, 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 Fera.

### A. ROUTINE MATTERS

#### 1. Opening Prayer

Opening Prayers were led by Trustee Crole.

#### 2. Roll Call

Trustee	Present	Excused
John Belcastro	✓	
Kathy Burtnik	✓	
Maurice Charbonneau		✓
Gary Crole	✓	
John Dekker	✓	
Frank Fera	✓	
Ed Nieuwesteeg	✓	
Tony Scalzi	✓	
<b>Student Trustees</b>		
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

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of September 15, 2009, 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 June 2, 2009**

Moved by Trustee Crole

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of June 2, 2009, as presented.

**CARRIED**

**B. PRESENTATIONS**

**C. COMMITTEE AND STAFF REPORTS**

**1. Niagara Catholic 2009-2010 – Director’s Preview**

John Crocco, Director of Education, presented the report on the Niagara Catholic 2009-2010 – Director’s Preview.

The Director informed Trustees of the various new staff appointments including Principals and Vice-Principals, as well as the reorganization of Senior Staff assignments.

He stated that the staff will have their host of initiatives to work through this school year, including projects and events such as: Growth In Our Faith Formation; the Celebration of the Year for Priests; H1N1 Pandemic; Improving Student Achievement; Attendance Area Ad-Hoc Committees; Capital Plan; Balanced Budget 2009-2010 And 2010-2011; Improve Connection to Schools – Classrooms and Staff; Measure Performance (Students, Staff, Administration); Actualization of Priorities and Goals; Next Phase in Communication with Parents and Community; Governance of Boards, the Strategic Plan Vision 2020 Process; and Operational Review in February 2010.

**1.1 Vision 2020 Strategic Plan Facilitator**

Director Crocco presented information on the Vision 2020 Strategic Plan Facilitator. He stated that Vision 2020 is following the timeline for implementation, and that the Niagara Catholic District School Board wants to engage as many stakeholders as possible in the process and recommendations to the Board so that staff and the community are all focused in the same direction.

The Director informed Trustees that Senior Staff is launching four (4) new communication mediums to improve communication with adults and students: Distinguished Alumni Series, where graduates of Niagara Catholic Secondary Schools will be recognized; a Niagara Catholic District School Board Facebook group; Twitter updates regarding the Board; and a Blog regarding special initiatives (ie. Vision 2020).

Trustees asked questions of clarification.

Moved by Trustee Crole

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the selection of Maria Sanchez-Keane of the Centre for Organizational Effectiveness as the facilitator for the Strategic Plan Development phase of the design of Niagara Catholic's Vision 2020 Strategic Plan at a projected cost as approved in the 2009-2010 Annual Budget.

**CARRIED**

**2. H1N1 Pandemic – Niagara Catholic Preparation and Management**

Director Crocco presented the report on the H1N1 Pandemic – Niagara Catholic Preparation and Management and reviewed the key points for Trustees.

The Niagara Catholic District School Board Pandemic Plan is in full compliance with Dr. King, Chief Medical Officer of Health for Ontario and the Niagara Public Health Department Pandemic Plan. On the first day of school, Kindergarten to Grade 12 students were taught age appropriate lessons on hand hygiene; respiratory etiquette: avoid touching eyes, mouth and nose; and stay home when ill. Hand sanitizers have been installed in all Board facilities as part of the Niagara Catholic Pandemic prevention strategy.

Senior Staff will continue to keep students, staff, parents and Trustees informed with all current information regarding the H1N1 Pandemic. Updates to Trustees will consist of a standing verbal report on all Committee of the Whole and Board meeting agendas.

**3. Student Achievement K-12 Executive Summary of Programs, Services and Resource Implementation for 2009-2010**

Yolanda Baldasaro, Superintendent of Education – Student Achievement, introduced Mark Lefebvre, Administrator: School Effectiveness and David Pihach, Administrator: Student Success, who presented information on the Student Achievement K-12 Executive Summary of Programs, Services and Resource Implementation for 2009-2010.

**4. Niagara Catholic District School Board Annual Accessibility Plan September 2009 – August 2010 (Year 7)**

Superintendent Baldasaro presented the Niagara Catholic District School Board Annual Accessibility Plan September 2009–August 2010 (Year 7).

**5. Executive Summary – With Our Best Future In Mind: Implementing Early Learning in Ontario Report to the Premier by the Special Advisor on Early Learning, Charles E. Pascal**

Superintendent Baldasaro presented the Executive Summary – With Our Best Future In Mind: Implementing Early Learning in Ontario Report to the Premier by the Special Advisor on Early Learning, Charles E. Pascal.

**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.

## **7. Financial Reports**

### **7.1 Monthly Banking Transactions**

Moved by Trustee Dekker

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board receive the Monthly Banking Transactions for the months of June, July and August 2009, as presented for information.

**CARRIED**

### **7.2 Statement of Revenue and Expenditures**

Moved by Trustee Dekker

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board receive the Statement of Revenue and Expenditures as at August 31, 2009, as presented for information.

**CARRIED**

## **8. Monthly Updates**

### **8.1 Policy Development Update**

Director Crocco presented the Policy Development Update. Trustees were informed that future Policy Committee Meetings are scheduled for 5:30 p.m. prior to the Monthly Board Meetings.

### **8.2 Capital Projects Progress Report**

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

### **8.3 Student Trustees' Update**

Juliana Ciccarelli, Student Trustee, gave a brief verbal update on the activities of the Student Senate.

### **8.4 Family of Schools Superintendents' Monthly Update**

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

#### **Superintendent Ciarlo**

- Adult & Continuing Education had a very successful summer school program with over 2000 students as well as a successful Summer Italian Program.

#### **Superintendent Forsyth-Sells**

- St. Patrick Catholic Elementary School, Port Colborne is working towards developing a positive environment and is encouraging everyone to aim for 21 consecutive days without complaining. They hope to create a community where members are safe and feel grateful for our many gifts and talents. Staff and students will wear a bracelet on either wrist and when they catch themselves complaining, gossiping or criticizing, they move the bracelet to the other arm and begin again.
- Loretto Catholic Elementary School will celebrate its 10th Anniversary on Wednesday, September 30, 2009.
- St. Gabriel Lalemant Catholic School will be hosting a 50th Birthday Celebration on Sunday, September 27, 2009 to recognize 50 years in Catholic Education.

## **D. INFORMATION**

### **1. Trustee Information**

#### **1.1 Spotlight on Niagara Catholic – June 16, 2009**

Director Crocco presented the Spotlight on Niagara Catholic – June 16, 2009 issue for Trustees' information.

#### **1.2 Abruzzo Earthquake Relief Fund Committee – Thank You for Financial Contribution**

Director Crocco presented correspondence from the Abruzzo Earthquake Relief Fund Committee thanking the Niagara Catholic District School Board for their Financial Contribution.

#### **1.3 Rick Dykstra, St. Catharines MPP – Congratulations on Fund Raising for Kids Helping Kids**

Director Crocco presented correspondence from Rick Dykstra, St. Catharines MPP, congratulating the Niagara Catholic District School Board on their fund raising for Kids Helping Kids.

#### **1.4 YMCA of Niagara – Thank You for Supporting YMCA School Aged Child Care**

Director Crocco presented correspondence from the YMCA of Niagara thanking the Niagara Catholic District School Board for their support of the YMCA School Aged Child Care.

#### **1.5 Calendar of Events – September 2009**

Director Crocco presented information on the Calendar of Events – September 2009.

#### **1.6 Community Outreach Calendar of Events – 2009-2010**

Director Crocco presented the Community Outreach Calendar of Events 2009-2010.

#### **1.7 Director's Letter to Parents & Students re New School Year**

Director Crocco presented a copy of the Director's Letter to Parents and Students re New School Year.

#### **1.8 Niagara Child & Youth Services AGM – September 22, 2009**

Director Crocco presented information on the Niagara Child & Youth Services AGM – September 22, 2009.

#### **1.9 OCSTA Regional Meeting – October 13, 2009**

Director Crocco presented information on the "OCSTA Regional Meeting" – October 13, 2009.

#### **1.10 OCSTA Letter re Continuation of OCSTA Membership of Trustees from 5 English Catholic School Authorities**

Director Crocco presented the OCSTA Letter re Continuation of OCSTA Membership of Trustees from 5 English Catholic School Authorities.

**1.11 When Faith Meets Pedagogy Conference - October 22-24, 2009**

Director Crocco presented information on the “When Faith Meets Pedagogy Conference” – October 22-24, 2009.

**E. OTHER BUSINESS**

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

**F. BUSINESS IN CAMERA**

Moved by Trustee Belcastro

**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 8:50 p.m. and reconvened at 9:40 p.m.

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

Moved by Trustee

**THAT** the Committee of the Whole report the motions from the In Camera Session of the Committee of the Whole Meeting of September 15, 2009.

**CARRIED**

**SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee

**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 June 5, 2009, as presented.

**CARRIED (Item F1)**

**SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee

**THAT** the Committee of the Whole approve the Minutes of the In Camera Session of the Committee of the Whole Meeting - Section B: Student Trustees Excluded held on June 2, 2009, as presented.

**CARRIED (Item F3)**

**H. ADJOURNMENT**

Moved by Trustee Scalzi

**THAT** the September 15, 2009 Committee of the Whole Meeting be adjourned.

**CARRIED**

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

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **September 15, 2009**.

Approved on the **13th** day of **October 2009**.

---

Frank Fera  
Vice-Chairperson of the Board

---

John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: POLICY COMMITTEE  
UNAPPROVED MINUTES  
SEPTEMBER 29, 2009**

---

**RECOMMENDATION**

**THAT** the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of September 29, 2009, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE POLICY COMMITTEE MEETING TUESDAY, SEPTEMBER 29, 2009

---

---

Minutes of the Policy Committee Meeting held on Tuesday, September 29, at 5:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 5:55 p.m. by Committee Chairperson Scalzi.

1. **Opening Prayer**

The meeting was opened with a prayer.

2. **Attendance**

Committee Members:

**Tony Scalzi**, Committee Chairperson

**Kathy Burtnik**, Trustee

**Ed Nieuwesteeg**, Trustee

Staff:

**John Crocco**, Director of Education

**Lee Ann Forsyth-Sells**, Superintendent of Education

**Marcel Jacques**, Administrator – Special Education

**Sherry Morena**, Administrative Assistant/Recording Secretary

3. **Approval of Agenda**

Moved by Trustee Nieuwesteeg

**THAT** the September 29, 2009 Policy Committee Agenda be approved, as presented.

**Approved**

4. **Minutes of Policy Committee Meeting of June 2, 2009**

Moved by Trustee Burtnik

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of June 29, 2009, as presented.

**Approved**



## **5. Consideration of Policies**

### ***New Policies Being Presented to the October Committee of the Whole Meeting***

#### **5.1 Safe Physical Intervention with Students**

Lee Ann Forsyth-Sells, Superintendent of Education, presented the Safe Physical Intervention with Students Policy which was developed in conjunction with Special Education to ensure the safety of all students and staff in the Catholic elementary and secondary schools of the Niagara Catholic District School Board.

Marcel Jacques, Administrator – Special Education, was in attendance to answer questions for clarification and elaborate on the Policy and Administrative Guidelines.

The importance of Behaviour Management Systems (BMS) training for key staff members was discussed.

The Policy Committee suggested amendments to the Statement of Policy such as including a definition of the two types of physical intervention highlighting the differences between the types and clarifying that staff does not have to have BMS training in order to use a mild form of physical intervention when the need arises.

The Policy Committee asked Senior Staff to rework the Statement of Policy and Administrative Guidelines based on their suggestions and discussions. The Policy will be vetted in October and November and presented to the November Policy Committee Meeting.

#### **5.2 Accessibility Customer Service**

Superintendent Forsyth-Sells presented the Accessibility Customer Policy which was developed to comply with the Accessibility Standards for Customer Service, Ontario Reg. 429/07 which School Boards are required to implement January 1, 2010. It was pointed out that this Policy is targeting members of the general public not staff and students.

The following amendments were proposed:

- remove the first sentence in the Statement of Policy which refers to the Policy being in compliance with Ontario Regulations and Acts
- remove the word Catholic prior to the words “education programs...” in the second paragraph of the Statement of Policy
- that the Administrative Guidelines include a statement that would request that an individual member of the public who will be visiting any Board site provide sufficient notice to Board staff as to their special needs in order that staff may accommodate the individual.

The Policy will be vetted in October and November and presented to the November Policy Committee Meeting.

#### ***Policies Being Developed***

- Facility Partnership Policy

#### ***Policies Being Reviewed/Revised (October Policy Committee Meeting)***

- Employee Workplace Harassment (201.7)
- Pupil Accommodation Review (701.2)
- Community Use Facilities (800.2)

## **6. Policy and Guideline Review 2009-2010 Update**

Director Crocco presented the Policy and Guideline Review 2009-2010 Update.

7. **Policy Development Update**

Director Crocco presented the Policy Development Update.

8. **Discussion for Future Action**

9. **Date of Next Meeting**

- October 27, 2009 – 5:30 p.m.

10. **Adjournment**

Moved by Trustee Nieuwesteeg

**THAT** the Policy Committee Meeting be adjourned.

**Approved**

This meeting was adjourned at 7:00 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: POLICY DEVELOPMENT UPDATE**

---

The Policy Development Update  
is presented for information.

---

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: October 13, 2009



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE OCTOBER 13, 2009

### POLICY DEVELOPMENT UPDATE

#### BACKGROUND INFORMATION

The Report on Policy Development Update for the month of October 2009 is submitted for the information of trustees.

A copy of the Policy and Administrative Guidelines - Policy on Formulation of Policy (Appendix A) is included for ease of reference.

<b>POLICIES BEING DEVELOPED</b>		<i>CW</i>	<b>DUE DATE BOARD</b>	<b>APPENDIX</b>
1.	Safe Physical Intervention with Students Policy	Fall 2009	Fall 2009	B
2.	Self-Identification of Aboriginal Students Policy	TBD	TBD	C
3.	Accessible Customer Service Policy	Fall 2009	Fall 2009	D
4.	Code of Conduct - Trustees Policy	Winter 2009	Winter 2009	E
5.	Conflict of Interest for Employees Policy	Winter 2009	Winter 2009	F
6.	Facility Partnership Policy	Winter 2009	Winter 2009	G
7.	Equity and Inclusive Education Policy	Spring 2010	Spring 2010	H
<b>POLICIES BEING REVIEWED/REVISED</b>				
1.	Pupil Accommodation Review Policy	Winter 2009		I
2.	Community Use of Facilities Policy	Winter 2009		J
3.	Employee Workplace Harassment	Winter 2009		K
4.	Safe Arrival Policy	Winter 2009		L
<b>POLICIES BEING PRESENTED TO THE BOARD OCTOBER 27, 2009</b>				
---				

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

The Policy Development Update is presented for information.

Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: October 13, 2009



## THE FORMULATION OF POLICY

### Policy #: 100.5

#### STATEMENT OF POLICY

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

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

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

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

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

#### ADMINISTRATIVE GUIDELINES

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

Prior to the development of draft policy or the revision of current policies, a statement outlining the intent of the proposed policy, as well as the proposed distribution for vetting of the draft policy, will be provided to the Committee of the Whole for Information.

The Director of Education may delegate the development or revision of policy statements to appropriate staff.

The policy draft will be reviewed by Administrative Council, and if the Director deems appropriate, it will be vetted to various stakeholder groups. The vetting process will begin with Trustees who will receive the draft guidelines at least 7 days before the general vetting begins.

Following Administrative Council approval and appropriate vetting to stakeholder groups, the draft policy will be presented to the Policy Committee for recommendation to the Committee of the Whole.

The Board, at a subsequent meeting, will receive a recommendation from the Committee of the Whole regarding the adoption of the policy.

The Director of Education will issue Administrative Guidelines if necessary in support of the policy, and will distribute the policy to the system.

#### VETTING

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

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

Policy Issued:	October 27, 1998
Guidelines Issued:	October 27, 1998
Guidelines Revised:	June 26, 2001, September 19, 2001



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY DEVELOPMENT UPDATE

For the Month of October 2009

APPENDIX B

**NEW**

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

<b>Name of Policy</b>	<i>SAFE PHYSICAL INTERVENTION POLICY</i>	<b>Policy #</b>	N/A	<b>Initiated By</b>	
<b>Intent of Policy</b>		<b>Issued</b>	N/A	Board	
		<b>Revised</b>	N/A	Director	✓
				Admin. Council	

**Distribution of Vetting**

Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Coun.	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: Lee Ann Forsyth-Sells, Superintendent	Date of Notification to Committee of the Whole	April 14, 2009
---	--	----------------

## STEP 2 - DRAFT POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	Fall 2009
Trustees	Date Draft Policy Sent to Trustees	Fall 2009
	Date Draft Policy Due From Trustees	Fall 2009
Stakeholders	Date Draft Policy Reviewed	Fall 2009
Policy Committee	Date Draft Policy Reviewed	Fall 2009
Committee of the Whole	Date Draft Policy Reviewed	Fall 2009
Board	Date Policy Approved	Fall 2009

## COMMENTS

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



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY DEVELOPMENT UPDATE

For the Month of October 2009

APPENDIX C

**NEW**

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

<b>Name of Policy</b>	<i>SELF-IDENTIFICATION OF ABORIGINAL STUDENTS POLICY</i>	<b>Policy #</b> N/A	<b>Initiated By</b>	
<b>Intent of Policy</b>		<b>Issued</b> N/A	Board	
		<b>Revised</b> N/A	Director	
			Admin. Council	✓

**Distribution of Vetting**

Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Coun.	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: Yolanda Baldasaro, Superintendent	Date of Notification to Committee of the Whole	2008
---	--	------

## STEP 2 - DRAFT POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	TBD
Trustees	Date Draft Policy Sent to Trustees	TBD
	Date Draft Policy Due From Trustees	TBD
Stakeholders	Date Draft Policy Reviewed	TBD
Policy Committee	Date Draft Policy Reviewed	TBD
Committee of the Whole	Date Draft Policy Reviewed	TBD
Board	Date Policy Approved	TBD

} 7 Days

## COMMENTS

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



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY DEVELOPMENT UPDATE

For the Month of October 2009

**NEW**

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

Name of Policy	<b>ACCESSIBLE CUSTOMER SERVICE POLICY</b>	Policy #	N/A	Initiated By	
Intent of Policy	This policy is being developed to comply with the Accessibility Standards for Customer Service, Ontario Reg. 429/07 which was created under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). As of January 1, 2010 school boards fall under the definition of public service organization in the legislation.	Issued	N/A	Board	
		Revised	N/A	Director	✓
				Admin. Council	

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: Lee Ann Forsyth-Sells, Superintendent	Date of Notification to Committee of the Whole	April 14, 2009
---	--	----------------

## STEP 2 - DRAFT POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	Fall 2009
Trustees	Date Draft Policy Sent to Trustees	Fall 2009
	Date Draft Policy Due From Trustees	Fall 2009
Stakeholders	Date Draft Policy Reviewed	Fall 2009
Policy Committee	Date Draft Policy Reviewed	Fall 2009
Committee of the Whole	Date Draft Policy Reviewed	Fall 2009
Board	Date Policy Approved	Fall 2009

} 7 Days

## COMMENTS

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





NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY DEVELOPMENT UPDATE

For the Month of October 2009

APPENDIX E

**NEW**

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

Name of Policy	<b>CODE OF CONDUCT - TRUSTEES POLICY</b>	Policy #	N/A	Initiated By	
Intent of Policy		Issued	N/A	Board	
		Revised	N/A	Director	✓
				Admin. Council	

Distribution of Vetting

Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: John Crocco, Director of Education	Date of Notification to Committee of the Whole	2008
--	--	------

## STEP 2 - DRAFT POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	Winter 2009
Trustees	Date Draft Policy Sent to Trustees	Winter 2009
	Date Draft Policy Due From Trustees	Winter 2009
Stakeholders	Date Draft Policy Reviewed	Winter 2009
Policy Committee	Date Draft Policy Reviewed	Winter 2009
Committee of the Whole	Date Draft Policy Reviewed	Winter 2009
Board	Date Policy Approved	Winter 2009

## COMMENTS

At the September 9, 2008 Committee of the Whole Meeting, the following motion was passed:  
 "THAT the Committee of the Whole refer the Code of Conduct for Trustees Policy back to staff for review and rewording."

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

The Policy will be submitted to the Policy Committee pending finalization of the Minister's review of the Governance Review Committee recommendations to ensure Board compliance.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY DEVELOPMENT UPDATE

For the Month of October 2009

APPENDIX F

**NEW**

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

Name of Policy	<b>CONFLICT OF INTEREST FOR EMPLOYEES POLICY</b>	Policy # N/A	Initiated By	
Intent of Policy		Issued N/A	Board	
		Revised N/A	Director	✓
			Admin. Council	

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Coun.	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: John Crocco, Director of Education	Date of Notification to Committee of the Whole	2008
--	--	------

## STEP 2 - DRAFT POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	Winter 2009
Trustees	Date Draft Policy Sent to Trustees	Winter 2009
	Date Draft Policy Due From Trustees	Winter 2009
Stakeholders	Date Draft Policy Reviewed	Winter 2009
Policy Committee	Date Draft Policy Reviewed	Winter 2009
Committee of the Whole	Date Draft Policy Reviewed	Winter 2009
Board	Date Policy Approved	Winter 2009

## COMMENTS

At the September 9, 2008 Committee of the Whole Meeting, the following motions was passed:  
 "THAT the Committee of the Whole refer the Conflict of Interest for Employees Policy back to staff for further study."

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

The Policy will be submitted to the Policy Committee pending finalization of the Minister's review of the Governance Review Committee recommendations to ensure Board compliance.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY DEVELOPMENT UPDATE

For the Month of October 2009

APPENDIX G

**NEW**

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

Name of Policy	<b>FACILITY PARTNERSHIP POLICY</b>	Policy #	N/A	Initiated By	
Intent of Policy		Issued	N/A	Board	
		Revised	N/A	Director	
				Admin. Council	✓

Distribution of Vetting

Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input type="checkbox"/>	Regional Catholic School Coun.	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: James Woods, Controller of Plant	Date of Notification to Committee of the Whole	October 2009
--	--	--------------

## STEP 2 - DRAFT POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	Winter 2009
Trustees	Date Draft Policy Sent to Trustees	Winter 2009
	Date Draft Policy Due From Trustees	Winter 2009
Stakeholders	Date Draft Policy Reviewed	Winter 2009
Policy Committee	Date Draft Policy Reviewed	Winter 2009
Committee of the Whole	Date Draft Policy Reviewed	Winter 2009
Board	Date Policy Approved	Winter 2009

## COMMENTS

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



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY DEVELOPMENT UPDATE

For the Month of October 2009

**NEW**

STEP 1 - NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE								
Name of Policy	<b>EQUITY AND INCLUSIVE EDUCATION POLICY</b>		Policy # N/A					
Intent of Policy			Initiated By					
			<table border="1"> <tr> <td>Board</td> <td></td> </tr> <tr> <td>Director</td> <td></td> </tr> <tr> <td>Admin. Council</td> <td>✓</td> </tr> </table>	Board		Director		Admin. Council
Board								
Director								
Admin. Council	✓							
Distribution of Vetting								
Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>					
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>					
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>					
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>					
Curriculum Support Staff	<input type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>					
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>					
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>					
		Regional Catholic School Coun.	<input checked="" type="checkbox"/>					
		S.E.A.C.	<input checked="" type="checkbox"/>					
		Bishop	<input checked="" type="checkbox"/>					
		Pastors	<input checked="" type="checkbox"/>					
		Board Solicitor	<input checked="" type="checkbox"/>					
		Student Senate	<input checked="" type="checkbox"/>					
		Others	<input checked="" type="checkbox"/>					
Resource:	Date of Notification to Committee of the Whole		October 2009					
STEP 2 - DRAFT POLICY REVIEW								
Administrative Council	Date Draft Policy Reviewed	Winter 2009						
Trustees	Date Draft Policy Sent to Trustees	Winter 2009	} 7 Days					
	Date Draft Policy Due From Trustees	Winter 2009						
Stakeholders	Date Draft Policy Reviewed	Winter 2009						
Policy Committee	Date Draft Policy Reviewed	Winter 2009						
Committee of the Whole	Date Draft Policy Reviewed	Winter 2009						
Board	Date Policy Approved	Winter 2009						
COMMENTS								
STATUS OF POLICY GUIDELINES (For Information - Issued by Director)								



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY REVIEW UPDATE

For the Month of October 2009

## NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy **PUPIL ACCOMMODATION REVIEW POLICY**

### Distribution of Vetting

Trustees	<input checked="" type="checkbox"/>	OEFTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Coun.	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OEFTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OEFTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: James Woods, Controller of Plant	Date of Notification to Committee of the Whole	October 2009
--	--	--------------

## POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	Winter 2009
Trustees	Date Draft Policy Sent to Trustees	Winter 2009
	Date Draft Policy Due From Trustees	Winter 2009
Stakeholders	Date Draft Policy Reviewed	Winter 2009
Policy Committee	Date Draft Policy Reviewed	Winter 2009
Committee of the Whole	Date Draft Policy Reviewed	Winter 2009
Board	Date Policy Approved	Winter 2009

} 7 Days

## COMMENTS



# POLICY REVIEW UPDATE

For the Month of October 2009

## NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy **COMMUNITY USE OF FACILITIES POLICY**

### Distribution of Vetting

Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Coun.	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: James Woods, Controller of Plant	Date of Notification to Committee of the Whole	October 2009
--	--	--------------

## POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	Winter 2009
Trustees	Date Draft Policy Sent to Trustees	Winter 2009
	Date Draft Policy Due From Trustees	Winter 2009
Stakeholders	Date Draft Policy Reviewed	Winter 2009
Policy Committee	Date Draft Policy Reviewed	Winter 2009
Committee of the Whole	Date Draft Policy Reviewed	Winter 2009
Board	Date Policy Approved	Winter 2009

} 7 Days

## COMMENTS



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY REVIEW UPDATE

For the Month of October 2009

## NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy **EMPLOYEE WORKPLACE HARASSMENT POLICY**

### Distribution of Vetting

Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Coun.	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: Rob Ciarlo, Superintendent

Date of Notification to Committee of the Whole

October 2009

## POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	Winter 2009
Trustees	Date Draft Policy Sent to Trustees	Winter 2009
	Date Draft Policy Due From Trustees	Winter 2009
Stakeholders	Date Draft Policy Reviewed	Winter 2009
Policy Committee	Date Draft Policy Reviewed	Winter 2009
Committee of the Whole	Date Draft Policy Reviewed	Winter 2009
Board	Date Policy Approved	Winter 2009

} 7 Days

## COMMENTS



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY REVIEW UPDATE

For the Month of October 2009

## NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

Name of Policy **SAFE ARRIVAL POLICY**

### Distribution of Vetting

Trustees	<input checked="" type="checkbox"/>	OECTA Occasionals	<input checked="" type="checkbox"/>	Regional Catholic School Coun.	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input type="checkbox"/>	Principals/V. Principals Assoc.	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

Resource: James Woods, Controller of Plant	Date of Notification to Committee of the Whole	October 2009
--	--	--------------

## POLICY REVIEW

Administrative Council	Date Draft Policy Reviewed	Winter 2009
Trustees	Date Draft Policy Sent to Trustees	Winter 2009
	Date Draft Policy Due From Trustees	Winter 2009
Stakeholders	Date Draft Policy Reviewed	Winter 2009
Policy Committee	Date Draft Policy Reviewed	Winter 2009
Committee of the Whole	Date Draft Policy Reviewed	Winter 2009
Board	Date Policy Approved	Winter 2009

} 7 Days

## COMMENTS



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: INTERNATIONAL STUDENT EXCHANGE (ISE)**

---

---

The report on the  
International Student Exchange (ISE)  
is presented for information.

---

Prepared By: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Mark Lefebvre, Administrator: School Effectiveness  
Jayne Evans, FSL /ESL / Arts Consultant

Presented By: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Mark Lefebvre, Administrator: School Effectiveness  
Jayne Evans, FSL /ESL / Arts Consultant

Approved By: John Crocco, Director of Education

Date: October 13, 2009



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 13, 2009

### INTERNATIONAL STUDENT EXCHANGE

---

---

#### BACKGROUND INFORMATION

International Student Exchange - Ontario (ISE) is a not for profit agency which specializes in coordinating educational and cultural exchanges.

This year ten (10) students from Niagara Catholic are participating in the international student exchange program and nine (9) will be travelling to European destinations next February 2010. One student has already completed her exchange last February and is presently hosting her partner. The visiting partners are spending the fall with us learning the Canadian culture and the English language while attending our secondary schools.

The ten (10) international exchange students and their Niagara Catholic student exchange partners will be introduced to the Committee of the Whole as part of this information report.

<b>Niagara Catholic Student</b>	<b>Exchange Partner</b>	<b>School</b>	<b>European Destination</b>
Victoria Ahle	Charlotte Grave	Denis Morris Catholic High School	France
Samantha Auger	Marine Saget	Denis Morris Catholic High School	France
Emily Burkholder	Aude Beaujean	Monsignor Clancy Catholic Elementary School	France
Patrick Fowler	Quentin Rance	Denis Morris Catholic High School	France
Lauren Kafal	Audrey Beaurepaire	Saint Paul Catholic High School	Completed her exchange in France, Feb. 09
Jillian Karner	Hélène Petitpierre	Holy Cross Catholic High School	France
Braden Kenny	Louis Gignoux	Monsignor Clancy Catholic Elementary School	France
Michelle Pressé	Leah Maury	Lakeshore Catholic High School	France
Christina Rome	Yasmina Mabrouk	Notre Dame College School	Switzerland
Dalton Vander Sanden	Rodolphe Riche	Notre Dame College School	France

The Report on the International Student Exchange Program is presented for information.

---

Prepared By: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Mark Lefebvre, Administrator: School Effectiveness  
Jayne Evans, FSL /ESL / Arts Consultant

Presented By: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Mark Lefebvre, Administrator: School Effectiveness  
Jayne Evans, FSL /ESL / Arts Consultant

Approved By: John Crocco, Director of Education

Date: October 13, 2009

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: SNAP (STOP NOW AND PLAN) PROGRAM**

---

---

The report on the  
SNAP (Stop Now and Plan) Program  
is presented for information.

---

---

Prepared by: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Marcel Jacques, Administrator: Special Education

Presented by: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Marcel Jacques, Administrator: Special Education

Approved by: John Crocco, Director of Education

Date: October 13, 2009



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 13, 2009

### SNAP (STOP NOW AND PLAN) PROGRAM

---

---

#### BACKGROUND INFORMATION

On September 28<sup>th</sup>, 2009, Rick Dykstra, Member of Parliament for St. Catharines and Parliamentary Secretary to the Minister of Citizenship and Immigration, on behalf of the Honourable Peter Van Loan, Minister of Public Safety, announced federal support of over \$4.7 million for a local project that will help at-risk youth in the Niagara Region of Ontario.

Through the National Crime Prevention Strategy, the Government of Canada is providing over \$4.7 million to implement the Niagara Region SNAP (Stop Now and Plan) for Schools Program. This evidence-based project will help at-risk youth who are showing signs of aggression, impulsivity and low achievement in school. The 3 1/2-year program will be administered by the John Howard Society of Niagara and operate through regional Catholic and Public schools. It is also a partnership with the Niagara Regional Police and Niagara Child and Youth Services.

The program, used generally with students in Grades 2 to 8, introduces youth to alternatives to the use of violence, aggressive behaviour, and internal anger by increasing emotional awareness and the ability to stop and think through positive alternatives before taking action. The project will also address mental health issues among youth and offer counseling and other support services to participating youth and their parents.



Staff of the Student Achievement K-12: Special Education will be working closely with our Niagara partners to plan the implementation of this project within the Niagara Catholic District School Board.

The Report on the SNAP (Stop Now and Plan) for Schools program is presented for information.

---

Prepared By: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Marcel Jacques, Administrator: Special Education

Presented By: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Marcel Jacques, Administrator: Special Education

Approved By: John Crocco, Director of Education

Date: October 13, 2009

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: STUDENT ACHIEVEMENT K-12 OFIP SCHOOLS IN THE  
MIDDLE: EFFECTIVE LEADERSHIP, EFFECTIVE SCHOOLS**

---

---

The report on Student Achievement K-12 OFIP Schools in the Middle:  
Effective Leadership, Effective Schools is presented for information.

---

---

Prepared By: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Mark Lefebvre, Administrator: School Effectiveness

Presented By: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Mark Lefebvre, Administrator: School Effectiveness

Approved By: John Crocco, Director of Education

Date: October 13, 2009



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## **REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 13, 2009**

### **STUDENT ACHIEVEMENT K - 12 OFIP SCHOOLS IN THE MIDDLE: EFFECTIVE LEADERSHIP, EFFECTIVE SCHOOLS**

---

---

#### **BACKGROUND INFORMATION**

The Ontario Focused Intervention Partnership (OFIP) is a key strategy intended to support all schools to improve student achievement. The Literacy and Numeracy Secretariat (LNS), Student Achievement Branch, has designated 17 Niagara Catholic Elementary Schools as OFIP 3 Schools (Schools in the Middle) where 50% to 74% of the students at these schools achieved the Provincial Standard on four of six (or two of three) 2008 - 2009 EQAO assessments.

The following Catholic elementary schools were designated OFIP 3, Schools in the Middle for 2009-2010: Canadian Martyrs, Cardinal Newman, Father Hennepin, Loretto Catholic, Monsignor Clancy, Our Lady of Victory Jr., St. Alexander, St. Ann (St. Catharines), St. Anthony, St. Charles, St. Denis, St. Gabriel Lalemont, St. John, St. Martin, St. Peter, St. Theresa and St. Thomas More.

A Niagara Catholic System Improvement Team consisting of Superintendents, the School Effectiveness Framework Administrator, Principals and consultants/coaches will support the work of the designated schools' School Improvement Teams to improve instructional effectiveness and pedagogy within and across these schools, and to further develop instructional leadership capacity. The designated School Improvement Teams will be invited to an initial "hub" meeting following a Ministry of Education District System Improvement Team Professional Learning Symposium scheduled during the month of October.

The Report on OFIP Schools in the Middle: Effectiveness Leadership, Effective Schools is presented for information.

---

---

Prepared By: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Mark Lefebvre, Administrator: School Effectiveness

Presented By: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Mark Lefebvre, Administrator: School Effectiveness

Approved By: John Crocco, Director of Education

Date: October 13, 2009



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

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

---

---

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

---

---

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

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

Approved by: John Crocco, Director of Education

Date: October 13, 2009



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 13, 2009

### STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

---

---

#### BACKGROUND INFORMATION

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

The following is a listing of activities that will be occurring during the period October 9, 2009 through November 10, 2009.

#### **Friday, October 9, 2009**

*Professional Activity Day- Elementary and Secondary Teachers and Support Staff:*

- The third Professional Activity Day on the Board's calendar devoted to a variety of in-services described on the attached Staff Development Memoranda – 022 (2009-2010) Elementary and Secondary.

#### **Wednesday, October 14, 2009**

*Guidance Counselors – Mini-Dialogue*

- An opportunity for Guidance Counselors to meet with the Ministry of Education personnel to establish the necessary guidelines and information flow-through required to serve the needs of this year's university applicants and their parents.

*Administrative Intern Program (AIP))*

- The first of four professional development opportunities for first and second-year Principals and Vice-Principals and Leadership Pool candidates that will concentrate on the Ontario Leadership Framework for Catholic Principals and Vice-Principals' Core Leadership Capacities viz., Setting Goals, Aligning Resources with Priorities, Promoting Professional Catholic Learning Communities, Using Data and Engaging in Courageous Conversations.

#### **Friday, October 16, 2009**

*Blessed Trinity Catholic High School Family of Schools' Intermediate Teachers – Electronic Annual Educational Plan*

- Roll out to this group of schools of a successful pilot conducted last year and dealing with the electronic compilation and transfer of the Ministry of Education sanctioned "Annual Education Plan" from the elementary panel to secondary.

## **Monday, October 19, 2009**

### *St. Michael Catholic High School Family of Schools' Intermediate Teachers – Electronic Annual Educational Plan*

- Roll out to this group of schools of a successful pilot conducted last year and dealing with the electronic compilation and transfer of the Ministry of Education sanctioned “Annual Education Plan” from the elementary panel to secondary.

## **Tuesday, October 20, 2009**

### *Leadership Intern Program (LIP)*

- The first of five professional development opportunities for candidates in this group to begin exploring the Ontario Leadership Strategy (OLS) and how their individual career aspirations relate.

### *Primary Teachers- Joint NCDSB and OECTA Numeracy*

- The second in a series of Numeracy workshops designed with a “hands-on” format to assist teachers of the Primary grades to better understand the curriculum and the implementation of “Numeracy Centres” in the primary classroom.

## **Wednesday, October 21, 2009**

### *Elementary Teachers – Word Study*

- Workshop designed by the Student Achievement Department to assist teachers with the most effective strategies involved in delivering “Word Study” in classrooms across the Elementary spectrum.

## **Monday, October 26, 2009**

### *Denis Morris Catholic High School Family of Schools' Intermediate Teachers – Electronic Annual Educational Plan*

- Roll out to this group of schools of a successful pilot conducted last year and dealing with the electronic compilation and transfer of the Ministry of Education sanctioned “Annual Education Plan” from the elementary panel to secondary.

## **Tuesday, October 27, 2009**

### *Secondary Principals*

- Workshop presented by the Ministry of Education to Secondary Principals designed to increase awareness and comfort with the role of the Principal as “Instructional Leader.”

## **Thursday, October 29, 2009**

### *Principals/Educational Resource Teachers and AIP Candidates- Behaviour Management Systems Training (BMS)*

- Workshop offered by the Student Achievement (Special Education) Department to this group with the focus being the understanding of factors which impact behaviour, early interventions of a non-physical nature, and the reduction (rather than control) of aggressive behaviour in our schools.

### *Child and Youth Workers (CYW)*

- A workshop offered by the Canadian Red Cross, entitled “It’s not your Fault” designed to continue the Board’s focus on Safe Schools and having staff trained in dealing with students and situations that could compromise student and staff safety.

**Thursday, November 5, 2009**

*Teachers of Grades 4-6 – Fully Alive*

- Workshop designed to address concerns and demonstrate effective strategies in delivering the “Fully Alive” Religious Education curriculum in the Junior classroom.

**Monday, November 9, 2009**

*Teachers of the Intermediate Grades – Literacy Pilot*

- Workshop designed to assist the teachers in the Intermediate grades embark on a program to evaluate the Nelson and Pearson Intermediate Literacy Programs using the NCDSB’s newly created “New Textbook and Resource Evaluation/Review Instrument.”

Attachments

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

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

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

Approved By: John Crocco, Director of Education

Date: October 13, 2009



**MEMO #:** *Staff Development Memorandum # 022 (2009-10) - Elementary*

**MEMO TO:** *Elementary Principals and Vice-Principals*

**FROM:** *Frank Iannantuono, Superintendent of Education*  
*Khayyam Syne, Administrator of Staff Development*

**DATE:** *Friday, October 2, 2009*

**SUBJECT:** **PROFESSIONAL ACTIVITY DAY, FRIDAY, OCTOBER 9, 2009**

**CONTACT:** *Khayyam Syne, Administrator of Staff Development*

---

---

The third Niagara Catholic District School Board Professional Activity Day for the current school year and scheduled for Friday, October 9, 2009, will see a host of activities intended to assist our teachers and academic support staff in our quest to ensure Student Success from Junior Kindergarten to Grade 12. Additional activities are also being offered to academic and non-academic support staff so as to ensure that we all strive toward a common goal.

- ***Please note that Elementary School based custodial and secretarial staffs will be at their regular work sites and conducting their regular duties on Friday, October 9, 2009, except for those identified for First Aid Training.***

The various programs offered throughout the day have been developed as a result of the recommendations of many stakeholders. The planning and execution reflect a great deal of co-operation and foresight on the part of several Board departments and a variety of Elementary curriculum councils.

- ***All activities begin at 8:30 a.m. and end at 3:00 p.m., punctuated by a nutrition break in the morning, and a hygiene break in the afternoon. The lunch period is scheduled from 12:00 noon - 1:00 p.m. Individual workshop times and rotations will be posted at each site and participants are urged to car-pool wherever possible and to be punctual for all activities.***
- ***The location of a person's workshop(s) for the day is considered the person's place of work for the day.***

Due to the nature of this Professional Activity Day and the variety of activities offered, this memo will be in two parts viz., SDM 022(2009-10) – Elementary and SDM 022(2009-10) – Secondary.

In addition, three (3) colour brochures will be arriving via the courier to school secretaries with a request to please post them. **All activities and locations can also be accessed at by clicking the following link:** [http://www.ncdsb.net/employee/staff\\_development/Elementary.doc](http://www.ncdsb.net/employee/staff_development/Elementary.doc)

<b><i>Student Achievement Program</i></b>	<b><i>Workshop Description</i></b>
<b>Early Years &amp; Primary Grades</b> <b>(Gr. 1, 1/2, 2, 2/3, 3, 3/4)</b>  <b>Location:</b> Denis Morris Catholic High School 40 Glen Morris Drive, St. Catharines	<b><u>Morning and Afternoon Sessions</u></b> Revised Arts Curriculum: Pre-determined groups of teachers will cycle through the following workshops throughout the day <ol style="list-style-type: none"> <li>1. Physical Education</li> <li>2. Drama</li> <li>3. Music</li> <li>4. Dance</li> </ol>
<b>Junior Grades</b> <b>(4, 4/5, 5, 5/6, 6, 6/7)</b>  <b>Location:</b> Saint Michael Catholic High School 8699 McLeod Road, Niagara Falls	<b><u>Morning and Afternoon Sessions</u></b> Revised Arts Curriculum: Pre-determined groups of teachers will cycle through the following workshops throughout the day <ol style="list-style-type: none"> <li>1. Physical Education</li> <li>2. Music</li> <li>3. Dance</li> <li>4. Drama</li> <li>5. Visual Arts</li> </ol>
<b>Intermediate Grades</b> <b>(7, 7/8, 8)</b>  <b>Location:</b> Notre Dame College School 64 Smith Street, Welland	<b><u>Morning and Afternoon Sessions</u></b> Revised Arts Curriculum: Pre-determined groups of teachers will cycle through the following workshops throughout the day <ol style="list-style-type: none"> <li>1. Drama</li> <li>2. Dance</li> <li>3. Visual Arts</li> <li>4. Music</li> <li>5. Ontario Educational Resource Bank (OERB)</li> </ol>
<b>Educational Resource Teachers</b> <b>(ERT's)</b>	With input from the school Principal, ERT's <b>will attend one of</b> Early Years and Primary, Junior, or Intermediate Division programs for the entire day at the location indicated
<b>English as a Second Language (ESL)</b>  <b>Location:</b> Holy Cross Catholic Secondary School 460 Linwell Road, St. Catharines	<b><u>Morning Session</u></b> Providing Special Education support for English Language Learners: Presentation by Speech Pathologist – Katherine Grzybala Presentation by Settlement Workers in Schools – Akram Bhatti <b><u>Afternoon Session</u></b> Planning and Preparing October Reports, ESL strategies and best practices
<b>French as a Second Language (FSL)</b>  <b>Location:</b> Holy Cross Catholic Secondary School 460 Linwell Road, St. Catharines	<b><u>Morning Session</u></b> In-service on Ecos – Literacy Resource – Diane Masschaele <b><u>Afternoon Session</u></b> New French Resource Presentation – Mike Ford Presentations on - IEP writing, Technology in the FSL classroom, Intensive French learning updates and best practices in the FSL classroom
<b>Child and Youth Workers</b>  <b>Location:</b> Catholic Education Centre 427 Rice Road, Welland	<b><u>Morning and Afternoon Sessions</u></b> An overview of violence in Schools

<b><i>Student Achievement Program</i></b>	<b><i>Workshop Description</i></b>
<b>Educational Assistants (EA's)</b>  <b>Location:</b> Quality Hotel Parkway Convention Centre, 327 Ontario Street, St. Catharines	<b><u>Morning and Afternoon Sessions</u></b> Educational Assistants will alternate between the following offerings: Introduction to the Principles of Structured Teaching – NCDSB Staff <b><u>Morning and Afternoon Sessions</u></b> Two-part in-service on appropriate strategies for students with ADHD and behavioural problems (“Leaky Brakes and Road to Hell”) - Dr. McKinley
<b>Library Technicians</b>  <b>Location:</b> Msgr. Clancy Catholic Elementary School, 41 Collier Road, South, Thorold	<b><u>Morning Session</u></b> Participants will cycle through the following workshops: <ol style="list-style-type: none"> <li>1. Getting Kids Interested in Reading</li> <li>2. Hooking Reluctant Readers – Hot Picks for 9-14 Yr. Olds</li> <li>3. Sharing of Best Practices</li> </ol> <b><u>Afternoon Session</u></b> “The Hollywood Librarian” Video – Viewing and applications
<b>First Aid</b>  <b>Location:</b> Saint Paul Catholic High School, 3834 Windermere Road, Niagara Falls	<b><u>Morning and Afternoon Sessions</u></b> First Aid Certification and Re-Certification involving several employee groups identified by the Human Resources Department - <b>2 day Certification (October 8 and 9) - Attachment # 1 (below)</b> - <b>1 Day Certification (October 9) - Attachment # 2 (below)</b>

cc Administrative Council  
Mark Lefebvre, Administrator – School Effectiveness Framework  
Marcel Jacques, Administrator – Special Education  
Human Resources Department  
OECTA Elementary and Secondary  
CUPE



**MEMO #:** *Staff Development Memorandum # 022 (2009-10) - Secondary*

**MEMO TO:** *Secondary Principals and Vice-Principals*

**FROM:** *Frank Iannantuono, Superintendent of Education  
Khayyam Syne, Administrator of Staff Development*

**DATE:** *Friday, October 2, 2009*

**SUBJECT:** **PROFESSIONAL ACTIVITY DAY, FRIDAY, OCTOBER 9, 2009**

**CONTACT:** *Khayyam Syne, Administrator of Staff Development*

---

---

The third Niagara Catholic District School Board Professional Activity Day for the current school year and scheduled for Friday, October 9, 2009, will see a host of activities intended to assist our teachers and academic support staff in our quest to ensure Student Success from Junior Kindergarten to Grade 12. Additional activities are also being offered to academic and non-academic support staff so as to ensure that we all strive toward a common goal.

- ***Please note that custodial and secretarial staffs will be at their regular work sites and conducting their regular duties on Friday, October 9, 2009, except for those Secondary Secretaries who have already taken Excel Training Part 1 and with their Principal's permission will be attending the Part 2 training on October 9.***

The various programs offered throughout the day have been developed as a result of the recommendations of many stakeholders. The planning and execution reflect a great deal of co-operation and foresight on the part of several Board departments and a variety of Elementary and Secondary curriculum councils.

- ***All activities begin at 8:30 a.m. and end at 3:00 p.m., punctuated by a nutrition break in the morning, and a hygiene break in the afternoon. The lunch period is scheduled from 12:00 noon - 1:00 p.m. Individual workshop times and rotations will be posted at each site and participants are urged to car-pool wherever possible and to be punctual for all activities.***
- ***The location of a person's workshop(s) for the day is considered the person's place of work for the day.***

Due to the nature of this Professional Activity Day and the variety of activities offered, this memo will be in two parts viz., SDM 022(2009-10) – Elementary and SDM 022(2009-10) – Secondary.

In addition, five (5) colour brochures will be arriving via the courier to school secretaries with a request to please post them. **All activities and locations can also be accessed at the following link:**  
[http://www.ncdsb.net/employee/staff\\_development/Secondary.doc](http://www.ncdsb.net/employee/staff_development/Secondary.doc)

**All workshop participants are deemed as such by virtue of teaching two or more sections of the subject advertised in the current semester.**



<b><i>Student Achievement Program</i></b>	<b><i>Workshop Description</i></b>
<b>Religion</b>  <b>Location:</b> Monsignor Clancy Catholic Elementary School, 41 Collier Road, Thorold	<b><u>Morning Session</u></b> <b>Teachers with 2 or more Sections of Religious Studies:</b> Introduction to and Resource Sharing – Prophets of Peace, NCDSB Grade 10 “Gift of Catholic Education in Niagara” Rich Culminating Performance Task Kairus Trading Cards - Millennium Goal Project <b><u>Afternoon Session</u></b> <b>Teachers with 2 or more Sections of Religious Studies:</b> Exploration of Differentiated Instruction in Religious Studies courses. Eucharistic Celebration – Fr. Paul MacNeil
<b>Arts</b>  <b>Location:</b> Holy Cross Catholic Secondary School 460 Linwell Road, St. Catharines	<b><u>Morning Sessions</u></b> In-Service on the development and understanding of Critical Thinking/Creative Process <b><u>Music</u></b> – “Breezin’ Thru” - Presentation - Jean McKen, Music and Technology <b><u>Drama</u></b> – Interactive presentation - Joe Norris, <b><u>Visual Arts</u></b> – Presentation of Visual Arts Resources <b><u>Afternoon Session</u></b> Subject specific best practices facilitated by Program Chairs
<b>Business Technology &amp; Cyber Quest</b>  <b>Location:</b> Holy Cross Secondary School, 460 Linwell Road, St. Catharines	<b><u>Morning Session</u></b> Eucharistic Celebration – Fr. Jim Mulligan The prominence of NCDSB Pilgrimages Poverty in Niagara: Brian Hutchings, Regional Municipality of Niagara: Specialist High Skills Major Overview <b><u>Afternoon Session</u></b> Niagara Region Update - Regional Chair Peter Partington Niagara Labour Market Plan - Patrick Geige Niagara Economic Development Commission
<b>Chaplains</b>  <b>Location:</b> Mount Carmel Spiritual Centre 7021 Stanley Street, Niagara Falls	<b><u>All Day Retreat</u></b> Fr. Paul MacNeil Eucharistic Celebration “Encountering God in Ministry”
<b>Child and Youth Workers</b>  <b>Location:</b> Catholic Education Centre 427 Rice Road, Welland	<b><u>Morning and Afternoon Sessions</u></b> An overview of violence in Schools
<b>Cooperative Education</b>  <b>Location:</b> Saint Michael Catholic High School 8699 McLeod Road, Niagara Falls	<b><u>Morning and Afternoon Sessions</u></b> Personalized Placement Learning Plan (PPLP) Exploration of the Ontario Education Resource Bank (OERB) to assist with credit recovery and e-learning
<b>Educational Assistants</b>  <b>Location:</b> Quality Hotel Parkway Convention Centre 327 Ontario Street, St. Catharines	<b><u>Morning and Afternoon Sessions</u></b> Participants will alternate between the following offerings throughout the day: Two- part in-service on appropriate strategies for students with ADHD and behavioural problems ( Leaky Brakes and Road to Hell) – Dr. McKinley Structured Teaching – NCDSB Special Education Staff

<b><i>Student Achievement Program</i></b>	<b><i>Workshop Description</i></b>
<p><b>English and English as a Second Language (ESL)</b></p> <p><b>Location:</b> Notre Dame College School 64 Smith Street, Welland</p>	<p><b><u>Morning Session</u></b>  <b>Teachers with 2 or more Sections of Grade 9 &amp; 10 English will alternate between both offerings in groups created ahead of time:</b>            In-service on Pearson Ontario Comprehension Assessment (OCA) Student Success Kit  <b>Teachers with 2 or more Sections of Grade 11 &amp; 12 English will alternate between both offerings in groups created ahead of time:</b>            Ontario Education Resource Bank (OERB) Training            In-service on Mobile Interactive Whiteboard System (MOBI)</p> <p><b><u>Afternoon Session</u></b>  <b>Teachers with 2 or more Sections of Grade 9 &amp; 10 English will alternate between both offerings in groups created ahead of time:</b>            In-service on Pearson Ontario Comprehension Assessment (OCA) Student Success Kit            In-service on Mobile Interactive Whiteboard System (MOBI) and CPS Units Second Session  <b>Teachers with 2 or more Sections of Grade 11 &amp; 12 English will alternate between both offerings in groups created ahead of time:</b>            In-service on Mobile Interactive Whiteboard System (MOBI)            Ontario Education Resource Bank (OERB) Training</p>
<p><b>First Year Long – Term Occasional (LTO) and Daily Occasional</b></p> <p><b>Location:</b> Four Points by Sheraton 3530 Schmon Parkway, Thorold</p>	<p><b><u>Morning and Afternoon Sessions</u></b>            Workshop on Classroom Management for Daily Occasional and first-year Long-Term Occasional teachers - Ron Morrish  <b>* First - year LTO's to be identified under separate cover</b>  <b>* Attendance for Daily Occasional Teachers is voluntary</b></p>
<p><b>French as a Second Language (FSL) International Languages</b></p> <p><b>Location:</b> Holy Cross Catholic Secondary School 460 Linwell Road, St. Catharines</p>	<p><b><u>Morning Sessions</u></b>            Presentation on FSL Recording resources – Mike Ford            FSL/International Languages Curriculum – Best Practices</p> <p><b><u>Afternoon Session</u></b>            Exploring FSL Events Planning, Excursions and Contests</p>
<p><b>Guidance/Success (SST)/Sr. and Jr. Success Success (SST) Guidance/ Sr. and Jr. Success</b></p> <p><b>Location:</b> Notre Dame College School 64 Smith Street, Welland</p>	<p><b><u>Morning Session</u></b>            Exploration of the Ontario Education Resource Bank (OERB) to assist with credit recovery and e-learning</p> <p><b><u>Afternoon Session</u></b>            In-service on the electronic AEP at one of the high schools            Workshop on revisions to the Student Success Communication Form</p> <p><b><u>Afternoon Session</u></b>            In-service on Mobile Interactive Whiteboard System (MOBI)</p>
<p><b>Library Technicians</b></p> <p><b>Location:</b> Msgr. Clancy Catholic Elementary School 41 Collier Road South, Thorold</p>	<p><b><u>Morning Session</u></b>            Promoting and Using Online Resources in schools</p> <p><b><u>Afternoon Session</u></b>            “The Hollywood Librarian” – Video viewing and Application</p>

<b><i>Student Achievement Program</i></b>	<b><i>Workshop Description</i></b>
<p><b>Mathematics</b></p> <p><b>Location:</b> Notre Dame College School 64 Smith Street, Welland</p>	<p><b><u>Morning Session</u></b> <b>Teachers with 2 or more Sections of Grade 9 &amp; 10 Mathematics will alternate between both offerings in groups created ahead of time:</b> In-service on newly purchased Pearson Math 9 Textbook and Project Card Kits <b>Teachers of Grades 11 &amp; 12 with 2 or more Sections</b> In-Service with Marian Small – Interactive Questioning and Problem Solving</p> <p><b><u>Afternoon Session</u></b> <b>Teachers with 2 or more Sections of Grade 9 &amp; 10 Mathematics will alternate between both offerings in groups created ahead of time:</b> In-Service with Marian Small – Interactive Questioning and Problem Solving <b>Teachers of Grade 11 &amp; 12 Mathematics</b> MFM 4C In-service on Pearson Textbooks MHF4U, MCV4U, MCF4U In-service on Nelson Textbooks</p>
<p><b>Physical Education and Health</b></p> <p><b>Location:</b> St. Francis Catholic Secondary School, 541 Lake Street, St. Catharines</p>	<p><b><u>Morning Session</u></b> <b>Teachers with 2 or more Sections of Grade 9 &amp; 10 Physical Education will alternate between both offerings in groups created ahead of time:</b> First Aid/CPR Re-Certification Training for use and application of defibrillator devices</p> <p><b><u>Afternoon Session</u></b> First Aid / CPR Re-Certification Training for use and application of defibrillator devices</p>
<p><b>Science</b></p> <p><b>Location:</b> Blessed Trinity Catholic Secondary School 145 Livingston Avenue, Grimsby</p>	<p><b><u>Morning Session</u></b> <b>Teachers with 2 or more Sections of Science</b> Optics Demonstration and Effective delivery of mandatory curriculum theme</p> <p><b><u>Afternoon Session</u></b> <b>Teachers with 2 or more Sections of Science</b> New Gr. 9 and 10 Academic Text – Focus on online resources that support these texts</p>
<p><b>Social Sciences</b></p> <p><b>Location:</b> Holy Cross Catholic Secondary School, 460 Linwell Road, St. Catharines</p>	<p><b><u>Morning Session</u></b> <b>Teachers with 2 or more Sections</b> Text - Book In-Service for Grade 9 Academic Geography Grade 10 Applied History and Grade 10 Civics</p> <p><b><u>Afternoon Session</u></b> <b>Teachers with 2 or more Sections</b> Text - Book In-Service for Grade 10 Academic and Applied History and Grade 10 Careers</p>
<p><b>Fashion</b></p> <p><b>Location:</b> Saint Paul Catholic High School 3834 Windermere Road, Niagara Falls</p>	<p><b><u>Morning Session</u></b> Workshop on Jewelry Making</p> <p><b><u>Afternoon Session</u></b> Demonstration on the T – Shirt Press and Best Practices</p>

<b><i>Student Achievement Program</i></b>	<b><i>Workshop Description</i></b>
<b>First Aid</b> <b>Location:</b> Saint Paul Catholic High School 3834 Windermere Road, Niagara Falls	<b><u>Morning and Afternoon Session</u></b> First Aid Certification and Re-Certification involving several employee groups identified by the Human Resources Department - <b>2 day Certification (October 8 and 9) - Attachment # 1 (below)</b> - <b>1 Day Certification (October 9) - Attachment # 2 (below)</b>
<b>Secretaries</b> <b>Location:</b> Catholic Education Centre 427 Rice Road, Welland  <b>*Credit Recovery Assistants and Fresh Start personnel to be notified under separate cover</b>	<b><u>Morning and Afternoon Session</u></b> ** Candidates who attended Part 1 Training, with their Principal's permission, will attend: Excel Training Level 2

cc Administrative Council  
 Mark Lefebvre, Administrator – School Effectiveness Framework  
 Marcel Jacques, Administrator – Special Education  
 Human Resources Department  
 OECTA Elementary and Secondary  
 CUPE

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: STAFF DEVELOPMENT DEPARTMENT  
THE ONTARIO LEADERSHIP STRATEGY (OLS)**

---

---

The report on the Staff Development Department:  
The Ontario Leadership Strategy (OLS)  
is presented for information.

---

---

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

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

Approved by: John Crocco, Director of Education

Date: October 13, 2009



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 13, 2009

### STAFF DEVELOPMENT DEPARTMENT THE ONTARIO LEADERSHIP STRATEGY (OLS)

---

---

#### BACKGROUND INFORMATION

School leaders have a profound impact on student achievement, second only to the teachers among school related factors, and play a critical role in fulfilling our educational priorities. The Ontario Leadership Strategy (OLS) was developed to foster leadership of the highest possible quality in schools and school boards across the province and it is the result of extensive research and broad consultations held in the Spring of 2008.

#### **The Ontario Leadership Strategy (OLS):**

The Ontario Leadership Strategy is a comprehensive plan of action designed to support student achievement and well-being by attracting and developing skilled and passionate school and system leaders. It incorporates a collaborative approach through which schools, school boards, education partners and the Ministry of Education work in partnership to make a difference.

In recognition of impact of Catholic education and Catholic School Boards throughout the province, the OLS, created two (2) Ontario Leadership Frameworks (OLF). One OLF identifies five pillars of leadership for School and system leaders to master in order to attain the desired level of effectiveness. The second Framework, dedicated to Catholic education, identifies the same five pillars, but has also added an additional pillar, called "Catholic Faith Community and Culture." This has allowed our Catholic leaders and system of Catholic education the opportunity to tailor our leadership programs and succession planning along the unique needs and challenges which we face, for the preservation and celebration of our Christ - centered, Faith- based education system.

#### ***Beneficiaries of the OLS:***

- School leaders benefit by getting supports they need to succeed in a complex and challenging role.
- System leaders benefit through supports that enable them to foster successful school leadership.
- School boards benefit from guidance, tools and support in developing succession plans and leadership strategies.
- Students benefit and they are supported to reach their highest potential.

#### ***Partners of the OLS:***

- School boards.
- Associations representing Principals, Supervisory Officers and Directors of Education.
- The Institute of Education Leadership (IEL).
- Teacher Federations eg., OECTA, OSSTF, ETFO.
- The Ministry of Education.
- The Ontario College of Teachers (OCT).

**Implementation:**

- Year 1 (2008-09)
  - Launch of the OLS through the Minister's Principal Reference Group.
  - Mentoring of Principals and Vice-Principals in their first and second year of appointment.
  - Leading Student Achievement (LSA) initiative, which fosters networks of Principals working toward a improved student achievement.
  
- Year 2 (2009-10)
  - Boards have succession plans in place.
  - Continuation of Mentoring process.
  - Continued supports for newly appointed leaders as they "graduate" from 2-year threshold.
  - Development of Principal and Vice-principal Performance Appraisal (PPA)
  
- Year 3 (2010-11)
  - Leadership strategy in place
  - Continuation of Year 1 and Year 2 initiatives as needed
  - Continuation of Mentoring and Principal and Vice-Principal Performance Appraisal (PPA)

The Report on The Ontario Leadership Strategy (OLS) is presented for information.

---

Prepared By: Frank Iannantuono, Superintendent of Education – Human Resources  
Khayyam Syne, Administrator of Staff Development

Presented By: Frank Iannantuono, Superintendent of Education – Human Resources  
Khayyam Syne, Administrator of Staff Development

Approved By: John Crocco, Director of Education

Date: October 13, 2009

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION  
AND EXCHANGE APPROVAL COMMITTEE 2009-2010**

---

---

The report on the Extended Overnight Field Trip,  
Excursion and Exchange Approval Committee 2009-2010  
is presented for information.

---

---

Prepared by: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Presented by: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12  
Approved by: John Crocco, Director of Education  
Date: October 13, 2009





NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 13, 2009

### EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE – 2009-2010

---

---

#### BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2009-2010 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 2009-2010 extended overnight field trips and excursions recently approved by the Committee as submitted by Friday, October 2, 2009.

The Report on the Extended Overnight Field Trip, Excursion and Exchange Approval Committee for 2009-2010 is presented for information.

---

Prepared By: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12

Presented By: Yolanda Baldasaro, Superintendent of Education: Student Achievement K-12

Approved By: John Crocco, Director of Education

Date: October 13, 2009

**EXECUTIVE SUMMARY**

**Appendix A**

**Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2009-2010**

School	Type	Approval Required	Destination	Curriculum Unit/Theme	Education Value	Date	Students on Trip	Duration	Cost (Approx)	Transportation
<b>Approved October 2009</b>										
Lakeshore Catholic Secondary School	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Dominica	Pilgrimage	A trip which focuses on the religious aspect of the curriculum and encourages students to become collaborative contributors, responsible global citizens, Christian (catholic) leaders and to see the value, rights and sacredness of all people	Sunday, February 28 <sup>th</sup> , 2010 - Saturday March 6 <sup>th</sup> , 2010	12 students 3 staff	7 days 6 nights 5 school days	\$1029.00 per person for flight and taxes.  Approx. \$305 additional costs.	Air
Niagara Catholic International Co-op Experience (NCICE) (8 Catholic Secondary Schools)	Extended Overnight Field Trip	Superintendent and Extended Overnight Field Trip Committee	Guatemala	International Co-Operative Education Courses; Senior Level Religious Education and Geography Courses	Students to work towards a 4 credit cooperative education course in various placements, including the Wells of Hope Water Development, medical clinic, construction, auto mechanics, retail sales, orphanage etc. Achieved coop credits issued by Secondary School Day Principal. Students to work on 2 additional credits (Religious Education and Geography) through Continuing Education. Achieved credits to be issued by Principal of Continuing Education.	February 15 <sup>th</sup> – May 15 <sup>th</sup> , 2010	Minimum 12 students; Maximum 16 students; 1 staff member; 1 chaperone	Approx. 4 months	\$3000.00 per person for flight, food in camp and all transportation costs.  Additional monies for souvenirs or other non-essential items will be responsibility of student	Air

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: NIAGARA CATHOLIC INTERNATIONAL CO-OP EXPERIENCE  
(NCICE)**

---

---

The report on the Niagara Catholic International  
Co-op Experience (NCICE) is presented for information.

---

---

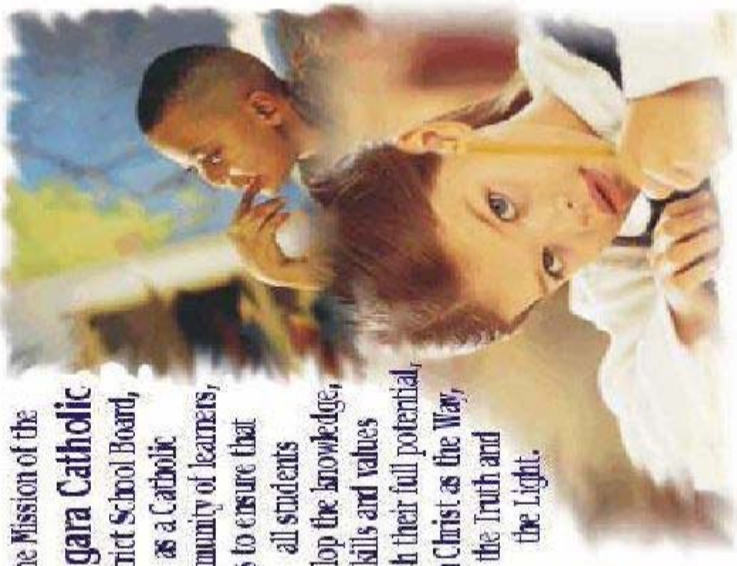
Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: October 13, 2009



# Niagara Catholic International Co-operative Education Program



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.



The students who participate in the Niagara Catholic Co-op Outreach Program will return to the Niagara Region with a global awareness that is second to none. These students will have cultivated a heart-set of gratitude for all the blessings that we enjoy here in Niagara. Many may never return to serve in a developing country but their experience in this Co-op opportunity will leave a permanent impression that will effect the rest of their lives. The students will rejoin our communities as responsible young adults, eager to contribute to the common good of the community as a result of the Outreach experience giving them the advantage of believing because they have seen and experienced for themselves.

This unique Niagara Catholic District School Board initiative allows for students to spend one semester and be a part of the Wells of Hope team in Guatemala. For three months the students will actively live and participate in the numerous development projects underway at that time, experience firsthand the burden of poverty of the Guatemalans, experience a different culture and lifestyle, stand in awe at the beauty of creation while living in the mountains of Central America, learn a new language, learn to live in community and work as a team, discover the freedom experienced when putting the needs of others before themselves, and experience that by coming together for the common good will allow for the seemingly impossible become possible! They will also earn six High School credits in the process.



**Denis Morris Students in Guatemala**  
 in the spring of 2008

## Niagara Catholic International Co-Op Program



**NIAGARA CATHOLIC**  
 DISTRICT SCHOOL BOARD

*Earn a Full Semester of Credits  
 In Guatemala  
 Living Christ's call to LOVE  
 In Action With:*

**WELLS OF HOPE**  
*...for those who thirst*

- Thirst for clean, reliable sources of water
- Thirst for improved health
- Thirst for a chance to learn
- Thirst for a better tomorrow

**For Further Information Contact:**  
**Denis Morris Catholic High School**  
 Tel: 905-684-8731

## **Destination:**

- Depart for Guatemala in second week of March. Students will be chaperoned by a NCDSB staff member during their journey. Return to Niagara in the second week of May



- This is a once in a life-time , unique learning and living experience for a high school student as they join the Wells of Hope team in Campo Esperanza (Wells of Hope Camp) just outside the town of Jalapa, Guatemala.
- The students will participate in, and experience, all aspects of development/aid work and earn a six credits in the process! (4 Co-op, a physical geography, and a religion)  
Course Code: CPGX



- Discover your own unique combination of gifts and talents while serving the needs of our less fortunate sisters and brothers!
- Students will have a hands-on opportunity to actively respond to the Gospel challenge in Matt 25:31 -46 of feeding the hungry, clothing the naked and visiting the lonely!



- Upon return to Niagara in mid-May, students will finish the semester by organizing visits to associate elementary schools sharing their testimony of recognizing Christ in the face of poverty!

- Continue to their post –secondary career armed with the strength of knowing from this experience, that with God, the seemingly impossible becomes possible!





# Niagara Catholic International Co-op Experience (NCICE)

## Preparation:

- The students who are interested in the Niagara Catholic Co-op initiative will be required to submit a letter containing back ground information about themselves as well as an essay detailing the reasons why they wish to participate in this program
- The Co-op team of teachers, Principal and Board Program staff will review the applications and make the selection of students.
- Students will conform to Airline baggage requirements for size and weight.
- Students and teacher will go over all the Board Co-op policies and procedures regarding Co-op that are outlined in detail in the Co-op handbook.
- Students would work on a cover letter and resume as would be the normal expectation in applying for a regular co-op placement.
- Students would be given instruction on ethics, confidentiality, harassment and employer expectations as it pertains to the given placement.
- Students chosen for the NCICE program will conform to all aspects of the Niagara Catholic Code of Conduct handbook. Students not in compliance will be sent home, unchaperoned, at the parent's expense. **No monies will be refunded.**
- Workplace safety would be outlined in detail as it pertains to the various jobs/responsibilities that the students would be involved with when in Guatemala.
- Finally, the students would be given a pre-employment test on all items covered/mentioned above.

## Destination:

- Depart for Guatemala in third week of February. Students will be chaperoned by approved representatives of the NCDSB on their journey. Return second week of May
- Students will be picked up by Wells of Hope Group at the Guatemala international airport in Guatemala City. They will be driven to Campo Esperanza (Wells of Hope Camp) just outside the town of Jalapa. Approximately a two and a half hour drive.
- The students will participate in, and experience, all aspects of Wells of Hope development/aid work with options of participating in the Guatemalan culture by experiencing family life in a city environment in contrast to the life of a family living in a poor community. (See proposed activities)
- Afternoon/evening sessions will be held as debriefing opportunities and time to deliver the Grade 12 Religion and Grade 12 Physical Geography course component.
- Students will be expected to participate with the Wells of Hope volunteers by attending Sunday Mass as part of the co-op experience
- Upon return to Niagara in mid-May, students will be guided in organizing voluntary visits to associate elementary schools interested in knowing more about their experience. Testimony of their faith in action, recognizing Christ in the face of poverty will be the focus of their message.
- Organize awareness around the Niagara Catholic community.

## **Camp Layout**

- Campo Esperanza is situated on a hill, just outside and overlooking the town of Jalapa.
- Campo Esperanza is self sufficient with its own water well. The water is tested on a regular basis to ensure safe drinking quality. The water passes through a filter and ultra violet system to maintain a potable quality at all times.
- Our base camp has electricity provided by Municipal power. A stand-by generator is on location to ensure electricity in case of power outages.
- The Camp is completely fenced in with a locked gate to maintain optimum security.
- The main camp building consists of twelve indoor bedrooms capable of four-person occupancy in each.
- Sufficient showers, hot and cold water, and bathrooms are in place. Designated as male and female.
- Durable, army quality dome tents are used when necessary for overflow visitors.
- Kitchen and laundry facilities are present in the main building.
- A large dining room allows the complete Wells of Hope population to share meals together.
- Cooking responsibilities fall on the Wells of Hope team with designated kitchen chores to be fulfilled by co-op participants.

## **Cost**

The NCICE program cost is \$ 3000.00 CA. This includes a round trip ticket to Guatemala, food in camp and all transportation costs. Additional monies for souvenirs or other non-essential items will be the responsibility of the student.

## **Parents Possible Travel to Camp**

It will be possible for parents or guardians to travel to camp for a 10 day trip during the placement. This will be at the discretion and co-ordination of the Wells of Hope organization.

## **Proposed Co-op Activities in Guatemala**

The students will come to Guatemala with a variety of God-given gifts and talents already discovered and even more gifts and talents not yet known. For work related activities, students will initially be broken into groups of no less than three students per group. The first month in Guatemala will have the students rotate and participate in the various aspects of the Wells of Hope initiatives in helping our less fortunate sisters and brothers. This will allow the students a full vision of the numerous areas available, in which to apply and discover ways to actively reach out in response to Matthew 25:31-46. The following are brief descriptions of possible placements:

### **Teaching/Education**

- Teaching (English) in rural elementary schools.
- Teaching basic computer skills in rural computer centres established by Wells of Hope.
- Teaching English, sewing, cooking, and computer skills at a local orphanage.
- Opportunities to teach (English) in urban elementary school settings
- Construction skills and their application in an urban and rural setting
- Opportunities to observe medical triage and clinic work



- Experience life as a Guatemalan high school student by being partnered with a high school student in Jalapa and participating as a student enrolled in an urban high school.

### **Construction**

- Learn building skills while participating in the construction of rural schools or family dwellings with volunteer Canadian contractors and local craftsmen.
  - 1) Experience rural methods of construction by participating in creating adobe bricks, building an adobe home, roofing an adobe dwelling.
  - 2) Experience construction methods of Wells of Hope by participating in the construction of an earthquake resistant cement block school or family dwelling.
    - i) Preparation of building site
    - ii) Excavation and construction of cistern and footings
    - iii) All aspects of brick laying (including prep. of doors and windows)
    - iv) preparation and construction of roof.
    - v) installation of rainwater collecting system.
- The construction and implementation of wood-efficient, smokeless stoves. The Wells of Hope stove program provides needing families with professionally designed and engineered affordable stoves made from local building material
  - 1) Many rural Guatemalan families suffer respiratory problems due to poor construction/ventilation of indoor, wood-burning stoves used to cook their meals.
  - 2) Construction of these stoves is an answer to the depletion of forests due to the huge volume of wood necessary to fuel cooking practices on inefficient stoves.

### **Auto Mechanics**

- Participate in/learn various maintenance and minor automobile and engine repair
  - 1) Help to maintain and repair Wells of Hope vehicles and equipment on Camp site workshop with assistance of Guatemalan mechanic and Wells of Hope mechanic/volunteer
  - 2) Have a placement with a Guatemalan mechanic/repair shop in the town of Jalapa.

### **Entrepreneurship / Retail Sales**

- Students will have the opportunity to help develop and participate in urban and rural, self-sustaining, small business opportunities.
  - 1) Many Guatemalan friends of Wells of Hope own a variety of retail shops in the town of Jalapa. The students will have the opportunity to work in retail sales and develop an appreciation and understanding of standard retail sales operations.
  - 2) In the rural, mountain communities of Jalapa exist many opportunities of introducing and developing self-sustaining small businesses. This experience allows the student a learning appreciation of the challenges faced by a poor Guatemalan family to improve their financial situation. The experience will also allow for successful small businesses to actually be implemented.

### **Social / Community Involvement**

- The students will have an opportunity to participate in numerous community activities and events, both religious and social, to build a comprehensive understanding of the rural and urban Guatemalan culture.
  - 1) Friends of Wells of Hope, in the town of Jalapa, participate in and organize numerous urban social events such as town celebrations and youth ministry activities. Participation in these events and youth groups will allow for a greater understanding and appreciation of the diversity in Guatemalan urban and rural life and culture.
  - 2) Wells of Hope is involved in many rural community based activities from cooperative community meetings to religious and social celebrations. Participation in these events will allow the co-op student unique opportunities to better understand the complexities and joys of rural Guatemalan life and culture.

### **Orphanage Support**

- Wells of Hope is actively involved in supporting orphanages in the Jalapa region. Due to abandonment and abusive situations, young girls and their families rely on local orphanages to provide for and nurture these girls. The orphanages rely on outside support to help finance the cost to house, feed, cloth and educate these children.
  - 1) Participate as a “Big Brother” or “Big Sister” to an orphaned child.
  - 2) Discover areas where the co-op student can contribute in the educational aspect of the orphaned girls.
  - 3) Participate in and develop a general understanding of the operation of an orphanage.

### **Family Life**

- The co-op student will have the unique opportunity to participate in family life in both the urban and rural setting. Families very close to Wells of Hope have been carefully selected to host co-op students for a predetermined period of time. This educational possibility allows the co-op student first hand experience to live the different lifestyle of an urban Guatemalan family compared to that of a rural Guatemalan family. The diverse living experience will help the co-op student generate a further appreciation of rural and urban culture as well as a better understanding of the complexities and challenges in bringing about equality and justice for all.

### **Water Development**

- The lack of clean, reliable water sources is the greatest killer of human life on this planet. Every eight seconds a child dies due to water related diseases. It is estimated that it would cost 10 billion dollars to provide every human being access to safe drinking water. Wells of Hope is actively working to make this a reality. Through our water program, students will gain knowledge and experience in water development and distribution.
  - 1) Community involvement will bring an acute awareness as to the needless suffering and death that the poor must endure due to the lack of clean, reliable water sources.
  - 2) Shadow a Guatemalan woman for one day in order to have first-hand experience of what it takes to live without water in the home.

- 3) Experience the drilling of deep water wells, pump installation and installation of water distribution systems.
- 4) Work on community based education to help bring further understanding as to how the water can best be used to maintain family health and provide possible income opportunities through small scale agriculture/irrigation techniques.

### **Health and Medical Assistance**

- Wells of Hope is blessed to have the participation of many volunteer doctors from both the Niagara Region and greater Toronto area. Medical teams come to Guatemala on a regular basis to provide much needed medical attention and health education for the people in the rural communities where we serve. The students will receive, through first-hand experience, an appreciation of the struggles of a rural Guatemalan family due to the lack of medical attention. They will also learn and experience viable solutions to meeting the medical needs of an impoverished community.
  - 1) With the guidance of seasoned Wells of Hope volunteers, the co-op student will help to organize a visitation program in the anticipation of an arriving medical team.
  - 2) Accompany the volunteer doctors to pre-chosen communities.
  - 3) Act as translator or dispense medicines with the guidance of trained personnel.
  - 4) Assist volunteer doctors with natural healing techniques.

## Schedule of a typical 6-Day Work Week

### **6:00 am. - 6:30 am** - Wake up call.

- Co-op students will have one hour to prepare themselves for the upcoming events of the day. A morning shower is possible.
- A schedule will be followed of those responsible for preparing and clearing of the breakfast table.
- A recapping of the day's schedule of events will take place.
- Sufficient drinking water and lunches will be prepared where necessary.

### **7:30 am.** – Departure

- Wells of Hope team members will accompany co-op students to their designated placement.

### **12:00 Noon** – Lunch

- Depending on the placement, lunch may be provided by the placement or a lunch will be brought from camp.

### **5:00 pm.** – Return

- If an over-night stay is not part of the placement, a Wells of Hope team member will accompany the co-op student back to Campo Esperanza.

### **5:00 pm. – 6:00 pm.** – Clean up/Dinner Preparation

- The co-op student will be expected to clean up and shower at this time, if needed.
- The co-op student will be expected to follow the schedule of designated chores participating with the preparation of dinner and table setting.

### **6:00 pm. – 7:00 pm.** – Dinner

- All are expected to participate in giving thanks to our Lord for the meal before us.
- While eating, sharing of the day's experiences will naturally occur.
- Before concluding the meal, each person present will be asked to share his or her "high point" and "low point" of the day.
- Those scheduled for clearing the table and dish duty will do so.

### **7:00 pm – 9:00 pm**

- This block of time will be reserved for the delivery of the necessary course material for the senior religion and geography courses.

### **9:00 pm. – 10:30** - Free time

- The co-op student will be expected to use their free time in a responsible manner, respecting the possibility that others may choose to sleep at this time

### **10:30 pm.** – Lights Out

- It is strongly encouraged (expected) that everyone be in bed at this time. (If not earlier)

## Sunday Schedule

It is expected that all co-op students participate in Sunday morning services. Realizing that not all students may be of the Catholic faith tradition, as a co-op program within the Niagara Catholic District School Board, it remains a requirement for a Niagara Catholic student to participate in all school related religious events. This unique co-op experience has more worship services than would be attended in a regular school calendar. To participate in this co-op experience, attending all Sunday services is a mandatory component if a student wishes to be accepted into the program.

- The time and location of Sunday worship will be discussed during the mealtime on Saturday evening.
- The format for Sunday worship will either take place in an outdoor rural community setting or at a Catholic Church in the town of Jalapa.
- After Sunday Mass, there may be a recreational excursion planned.
- A relaxing day in Campo Esperanza or walking the local market in Jalapa may also be an option.
- When applicable, attending a rural community celebration may also be a possibility.

### **Other information helpful to understanding the NCICE Program**

This additional information is designed for senior students travelling to Guatemala. Information contained is accurate at the time of printing but could change due to a number of factors. Use this information as a guide for your Guatemalan experience. Guatemala is a developing country where medical services and personal safety can be much different from Canada. Please read the following information carefully and be aware of conditions in Guatemala.

## What is Wells of Hope?

Wells of Hope is a non-profit, charitable, independent, non-denominational organization founded by Ted and Miriam van der Zalm. Our main purpose is to bring clean water to the poor in Guatemala and assist them with educational and medical help when possible. Our operating principles are rooted in solidarity with our Guatemalan friends and our Christian beliefs. Wells of Hope is managed by a board of directors in the Niagara Region and has been working in Guatemala since 2004.

## Purpose of Your Visit

Your visit to the Wells of Hope project in Guatemala will give you a first hand experience of life in a developing country and acquaint you with the realities of a Developing Country. You will have an opportunity to assist the project by providing physical labour to assist with various activities. The experience will help you to understand how Jesus calls us to help our brothers and sisters. We hope that participants will be able to look beyond their Canadian oriented views of the world by taking into account Developing Countries perspectives on global relationships and by sharing your experience with friends when you return to Canada.

## Our Camp

The camp is located about 4 km from the town of Jalapa in the state of Jalapa. It is approximately 1500m above sea level. The camp has the luxury of flush toilets and showering facilities. We have a gas stove and a refrigerator. Meals are simple, nutritious with minimal selection and less variety than home. Fresh fruit and vegetables are a part of every meal. Tents are provided for sleeping but a warm sleeping bag is needed for the cold nights. Everyone is expected to help with meal preparation and cleanup. There is no landline telephone at camp but we do have cell phones that work well. Internet cafes are available in Jalapa but the camp has no Internet connection.

## Paperwork

You are required to have a current Canadian Passport that will not expire within six months of your return date in mid-May. Secondary identification such as a health card or birth certificate should be carried. Make 3 photocopies of your identification and leave one photocopy at home and take the others with you, kept separate from the originals. A visa is not required for Canadians entering Guatemala.

## Medical

Planning for health protection prior to visiting Guatemala should take place 6 months before your intended travel in order to provide time for any necessary injections. Please ensure that you are in good health prior to departing for Guatemala. Ensure that vaccinations such as Tetanus and Diphtheria are up to date (check with your family doctor) Protection from Hepatitis A & B is desirable as is typhoid protection. Other vaccinations are not required for short-term visitors to Guatemala. Malaria is not a significant problem in the area that you will be visiting. Families, in consultation with their family doctor, will decide whether to they wish to take Malaria medication. **Students MUST ensure that they have health coverage for outside of Canada that includes evacuation to Canada. Coverage packages will be discussed with parents and students prior to acceptance in to the program.** Diarrhea is a common problem for many travellers and you may want to bring medication for this condition with you. For minor cases Pepto-Bismol is recommended supplemented with bananas. The use of Lomotil, Paregoric and Kaopectate is discouraged, as they can be dangerous in infectious diarrheas. **A consultation with the Niagara Public Health Travel Clinic is mandatory and will be coordinated with all students accepted to the NCICE program.** The health clinic will advise you of all medical concerns with regards to travel to Guatemala. The cost is \$30 per individual or \$20 per individual in a group. Wells of Hope is not a medical institution and therefore you should use the advice of medical professionals.

If you are carrying medications that you normally use, ensure that you have enough for you entire stay and that they are in the original container from the pharmacy.

Please take the heat and the sun very seriously. The heat and sun can deplete all the energy out of you before you know it leaving you wide open to a wide variety of unpleasant illnesses. So you must bring a hat, sunscreen and a water bottle.

## Food and Water

While in Guatemala you will be taking your meals at the campsite. Outside of the campsite do not consume drinks with ice cubes. Drink only bottled water and tinned beverages such as pop. If you have food allergies or have important dietary needs please inform Mr. van der Zalm prior to leaving Canada. Personal hygiene (thorough washing of hands) is very important and will help reduce the chances of getting ill.

## Contact Phone Numbers

Canadian Embassy in Guatemala 502 2333-6102 fax 502 2363-4208 Guatemalan Embassy in Canada 613-224-4322 Before leaving Canada NCICE students will be registered as a group with the Canadian Embassy in Guatemala online through the Canadian Consular website <http://www.voyage.gc.ca/main/sos/rocapage-en.asp> or by email [gtmla-cs@international.gc.ca](mailto:gtmla-cs@international.gc.ca) Mr. van der Zalm will need your passport number and other information to do so. Once in Guatemala he will contact the embassy to inform them of your arrival.

## Shopping / Souvenirs

The local market in Jalapa does not offer much for the tourist in terms of souvenirs although machetes, leather goods and some pottery are available. An attempt will be made to make a visit to the large central market in Guatemala City where a huge variety of tourist commodities are available.

## Currency

The base unit of currency is the quetzal, which is named for the country's rare national bird. The quetzal is divided into 100 centavos. There are coins of 1,5,10,25 100 centavos and bills of 1,5,10,20,50 and 100 quetzals. One Canadian dollar has a value of about 7 quetzals and a US dollar has a value of about 7 quetzals ( this rate changes constantly). American currency can be exchanged for the local currency in banks although this can be a time consuming event. **Local Guatemalan banks will not accept Canadian currency and the camp can not exchange Canadian dollars for local currency.**

The majority of ATM machines in Guatemala, are on the VISA/Plus system and use a four-digit PIN number. ATM's are not reliable and will be available to students only on an emergency basis. Very few businesses in Jalapa accept credit cards.

## General Information

You will be staying in a foreign country and are subject to the laws of that country. You must respect the customs, traditions, culture and economic conditions even if you disagree with them. Modesty in dress is highly regarded. Women wear skirts at or below the knee and rarely wear shorts. The sun in this area is very powerful due to the altitude and latitude. Sunscreen and hats are necessary. Politeness goes a long way and knowing some Spanish will help.

## Time Zones

During our standard time, Guatemala is 1 hour behind our time. When it is 9:00 am in St. Catharines, it is 8:00 am in Guatemala.

## Travel Arrangements

Airport and airline security has changed greatly in the last few years. Liquids and gels in carry on bags must not exceed 3 ounces and must be kept in a re-sealable clear plastic bag. Sharp items are not allowed on the plane. **Check carefully on the airline website or with your travel agent, as restricted objects will be confiscated by airport security.** Travel arrangements will be made through the Marlin Travel Agency on Niagara Street near Vine St. Catharines after three comparison quotations have been gained. Mr. Maxwell (Denis Morris teacher) is co-ordinating all travel Flights depart from Buffalo (typically 6a.m.) and change planes in Atlanta or Charlotte and arrive in Guatemala City about 2-p.m. Guatemalan time. It is a 3-hour drive to camp. **Please use the washroom before leaving the airport building as the next opportunity will be an hour or more later.** Wells of Hope volunteers will meet you at the airport in Guatemala.

**A \$20Q ( \$3 cdn) departure tax is charged to each person leaving the airport in Guatemala City. It must be paid in the local currency at the time of departure.**

## WHAT TO BRING

- Any prescription medication you are using ( including allergy medication)
- Personal grooming materials, towel, facecloth etc
- Personal size waterless hand sanitizer (e.g. Purell)
- Passport and other identification with three photocopies
- Sufficient clothing for your stay. Laundry facilities will be available. **Evening temperatures will range from 5-10 C** while daytime temperatures range from 18-24 C
- Camera ( if you wish – do not photograph people without permission – other restrictions may apply check with Wells of Hope personnel)
- Writing materials you are encouraged to keep a journal
- Sun screen, sun glasses, a hat and a personal water bottle
- Sleeping Bag ( a warm one as nights are cold)
- A limit of 2 pieces of luggage per person is essential due to the nature of our accommodations
- Small Flashlight (the headlight variety are great)
- Rugged foot wear such as hiking boots or work boots
- Small Musical instrument that you play, deck of cards
- Small gifts for children (if you wish) soccer balls (deflated for travel) hats, bar soap, stickers, small toys, crayons, etc) Please do not give out any cash.
- Due to the length of stay, a personal music device may be brought but its use be supervised
- A backpack is really great as you can use it as a carry on for the plane trip and to carry your lunch camera etc while in Guatemala.**

## WHAT NOT TO BRING

- Expensive Jewellery
- Expensive electrical items ( gameboys, walkmans etc)
- Tobacco products
- Pen knives etc
- Be sure to follow airline regulations for your carry on items.**



## **THE LAST WORDS**

The great attitudes past visitors have helped Wells of Hope to achieve and maintain its positive reputation. Your actions during and after your visit will help uphold the quality of the relationship we enjoy in Guatemala. Guatemala's needs and the needs of individual families are very large and almost no amount of gifts can eliminate these problems. In contrast, material aid, raised before or after the trip and given to appropriate institutions and organizations helps address these needs in a more beneficial way.

While the material presented here is very serious, we do know how to have fun, and Guatemalans smile and laugh a lot. A good sense of humour, patience and a willingness to be flexible are some of the best things a visitor can bring to Guatemala. We hope the laughter and experience we will share in Guatemala will remain with you long afterwards.

### [Canadian Embassy in Guatemala City](#)

**Street Address:**

13 Calle 8-44 Zone 10,  
Edificio Edyma Plaza

**Mailing Address:**

Canadian Embassy  
Apartado Postal 400,  
Guatemala, C.A.

**Telephone:** (502) 2363-4348

**Fax:** (502) 2365 1210 (General)  
(502) 2365 1211 (Political)  
(502) 2365 1216 (CIDA/Consular)

**Email:** General: [gtmla@dfait-maeci.gc.ca](mailto:gtmla@dfait-maeci.gc.ca)

[Embassy staff](#)

**Hours of Operation**

**Monday - Thursday:** 8:00 a.m. - 5:00 p.m.

**Friday:** 8:00 a.m. - 1:30 p.m. (Administration, Consular, Commercial, Political/Public Affairs and Development Assistance Programs)

**After hours emergency contact information**

**(for Canadian citizens only)**

**Call collect: (613) 996-8885 / (613) 944-1310 (TTY)** - The [Emergency Operations Centre of the Department of Foreign Affairs and International Trade](#) operates 24 hours a day, seven days a week. An experienced officer is always available to respond to emergency calls from anywhere in the world.

You can also phone the numbers above and follow the recorded instructions to reach the Emergency Operations Centre.

### Ambassador's Office Staff

Cook, Kenneth, Ambassador  
Chacon, Jennifer, Social Secretary  
Dogterom, Diane, Attache

## **WELLS OF HOPE / NIAGARA WAREHOUSE OF HOPE LIABILITY WAIVER**

Warning: by signing this legal document, you give up certain legal rights, including the right to sue.

**PLEASE READ CAREFULLY**

Name \_\_\_\_\_

### **PREAMBLE**

**The opportunity to visit the Wells of Hope camp in Guatemala is an exceptional opportunity to understand the culture and conditions in a developing country, but it is not without certain risks, dangers and liabilities to all participants. These include, but are not limited to, personal injury, death, property damage, expense and other loss delay or inconvenience and cancellation or curtailment. All participants are required to accept these and other risks as a condition of their participation. Wells of Hope / Niagara Warehouse of Hope or persons associated with them will not accept any liability for injury, loss, damage or expense sustained as a result of any person's participation in Wells of Hope / Niagara Warehouse of Hope volunteer program. The statement of risk set out below is intended to enable the participants to better understand the various risks involved in this volunteer program.**

### **STATEMENT OF RISKS**

**The volunteer program involves the risks inherent in international travel. The volunteer program will take place in Guatemala. There are risks, hazards and dangers to which all travellers in Guatemala are exposed. These include but are not limited to, a sometimes-poor transportation system, diseases and different political systems. The medical facilities are of a lower standard than what might be expected in Canada. Guatemala is a relatively poor country and there is potential for crime and political unrest. I understand that I may suffer from physical injury, sickness or death, homesickness and loneliness. I freely and voluntarily accept and assume all such risks, dangers and hazards. Accordingly, I understand the Wells of Hope/ Niagara Warehouse of Hope may not be able to ensure my complete safety at all times from such risks and dangers.**

### **ASSUMPTION OF RESPONSIBILITY**

**I understand that Wells of Hope / Niagara Warehouse of Hope does not carry accident or injury insurance for my personal benefit. I understand that it is my responsibility to abide by the laws of the countries in which I will travel and that I have adequate medical, personal health, dental and accident coverage, as well as protection of my personal possessions.**

### **WAIVER**

**I acknowledge that I have been advised by Wells of Hope / Niagara Warehouse of Hope of risk and dangers. My signature below is given freely in order to indicate my understanding and acceptance of these realities and in consideration for being permitted to participate in the above mentioned volunteer program. I release and hold harmless Wells of Hope / Niagara Warehouse of Hope, their volunteers, employees and agents from any and all liability for any loss, damage, injury or expense that I or my next of kin may suffer as a result of my participation in the volunteer program, including but not limited to acts of God, war, civil unrest, sickness, transportation, scheduling, government restrictions or regulations, and all expense which I may incur while participating in the volunteer program.**

**This waiver is effective for the period of time that I will be participating in the volunteer program. I understand that this agreement cannot be modified or interpreted except in writing by Wells of Hope / Niagara Warehouse of Hope and that no oral modification or interpretation shall be valid. This agreement shall be effective and binding upon my heirs, next of kin, executors, administrators and assigns, in the event of my death.**

I HAVE READ THIS DOCUMENT CAREFULLY AND I ACKNOWLEDGE MY RESPONSIBILITIES AND THE EFFECT OF THIS LIABILITY WAIVER.

signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Participant signature \_\_\_\_\_ Print \_\_\_\_\_

Witness signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

**PARENT CONSENT**

( IF PARTICIPANT IS UNDER THE AGE OF 19)

**I minor's parent and/or legal guardian, have read and understand the above terms and conditions. Further I understand the nature of the risks posed by the volunteer program and the minor's experience and capabilities and believe the minor to be qualified to participate in the volunteer program. I hereby release, discharge and covenant not to sue the Wells of Hope / Niagara Warehouse of Hope their directors, officers, agents and volunteers for all liability claims, demands, losses or damages that have been addressed by the above terms and conditions.**

Name of Parent/Guardian \_\_\_\_\_

Address: \_\_\_\_\_

---

Phone \_\_\_\_\_

Dated \_\_\_\_\_

Signature \_\_\_\_\_ Print \_\_\_\_\_



Niagara Catholic International Cooperative Education (NCICE) Program to Guatemala  
Application Form

This application is the first stage of the selection process. Your next stage involves participation in an evaluation session. All candidates who complete this form and the required references will be notified as to their application status.

Please print all information

Date of Application: \_\_\_\_\_ Gender:  Male  Female

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Address: \_\_\_\_\_  
# Street City Province Postal Code

Home Phone: ( ) Other Phone: ( )

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Note: All students must be a minimum of 16 years of age by departure date.  
Month / Day / Year

E-Mail: \_\_\_\_\_

School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Citizenship:  Canadian Citizen or  Landed Immigrant \_\_\_\_\_  
Indicate Country of Citizenship

1. Please indicate how you heard about the International Cooperative Education Program (ICE)?

- Internet
- Parent
- Poster
- Your School's Community-Based Education Dept. (Co-op)
- Flyer
- Classroom Teacher (which subject) \_\_\_\_\_
- Past Participant/Alumni
- Presentation (indicate who presented) \_\_\_\_\_
- Friend
- Other (please specify) \_\_\_\_\_

2. In the school semester immediately before departing for overseas, all students should further their learning of Spanish.

What credits do you presently hold in Spanish? \_\_\_\_\_

Are you currently enrolled in Spanish for semester one next year?  YES  NO

Is Spanish offered at your high school?  YES  NO

3. What accommodations, if any, would the NCICE Program have to make to meet your special needs (health, physical, learning needs)?

---



---

4. Parental/Guardian support for your involvement in NCICE is a NCDSB mandatory legal requirement, **regardless of age.**

Have you talked with your parents/guardians about this Program?     YES         NO

How supportive are your parents/guardians of your potential involvement in NCICE?

not at all supportive     a little bit supportive     fairly supportive     highly supportive

5. State the names of three school teachers who will act as references for you. Your most recent contact with each should be within the last two years.

NAME OF TEACHER	SUBJECT(S) THEY TAUGHT YOU	SCHOOL
1)		
2)		
3)		

*Each teacher must be given a copy of the attached Reference Form to fill out. The teacher(s) should forward the completed Reference Form(s) directly to the Student Services Chair in your school.*

6. Optional: You may wish to ask a non-school referee (e.g. sports coach, service club leader, religious or ethnic community leader, employer) to also act as a reference for you. If choosing this option, please provide the contact information noted below, and then respect confidentiality by having the referee complete the Reference Form, seal the completed form in an envelope, sign across the seal, and mail the Reference Form directly to Scott Maxwell (see the address below).

NAME OF REFEREE	POSITION / ROLE	CONTACT TELEPHONE AND E-MAIL

7. Please include the following:

- On a separate piece of paper, in one or more paragraphs, and covering 400-600 words in length, indicate the four most important reasons why you wish to participate in the Niagara Catholic International Cooperative Education (NCICE) Program.
- Include a copy of your current résumé highlighting employment, volunteer experience, and interests.

**Complete and submit this form and supporting documents to:**

- ▶ the Student Services Chair in your school, or mail to:  
 Scott Maxwell, Denis Morris Catholic High School, 40 Glen Morris Drive, St. Catharines, ON L2T 4M9  
 905-684-8731

MUNICIPAL FREEDOM OF INFORMATION (FOIPOP)  
 Pursuant to subsection 29(2) of The Municipal Freedom of Information and Protection of Privacy Act, and under the authority of the Education Act, the personal information obtained will be used for the ongoing administration of Cooperative Education Programs. If you have any questions about the information collected, please contact the Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario L3C 7C1 , 905-735-0240



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## **LIABILITY WAIVER**

**TO:** Niagara Catholic District School Board (NCDSB)

**WARNING:** By signing this legal document, you give up certain legal rights, including the right to sue.

### **PLEASE READ CAREFULLY**

#### **PREAMBLE**

The NCDSB allows selected students to participate in the Wells of Hope/Niagara Warehouse of Hope program in Guatemala. Notwithstanding that a teacher employed by the NCDSB may be accompanying students, this is a program owned, operated and directed by Wells of Hope/Niagara Warehouse of Hope. The opportunity to visit the Wells of Hope camp in Guatemala is an exceptional opportunity to understand the culture and conditions in a developing country, but it is not without certain risks, dangers and the liabilities to all participants. These include, but are not limited to, health risks, personal injury, death, property damage, expense and other loss delay or inconvenience and cancellation or curtailment. All participants are required to accept these and other risks as a condition of their participation. NCDSB or persons associated with it will not accept any liability for injury, loss, damage or expense sustained as a result of any person's participation in Wells of Hope/Niagara Warehouse of Hope volunteer program. The statement of risk set out below is intended to enable the participants to better understand the various risks involved in this volunteer program.

#### **STATEMENT OF RISKS**

The volunteer program involves the risks inherent in international travel. The volunteer program will take place in Guatemala. There are risks, hazards and dangers to which all travelers in Guatemala are exposed. These include but are not limited to, a sometimes-poor transportation system, diseases and different political systems. The medical facilities are of a lower standard than what might be expected in Canada. Guatemala is a relatively poor country and there is a potential for crime and political unrest. I understand that I may suffer from physical injury, sickness or death, homesickness and loneliness. I freely and voluntarily accept and assume all such risks, dangers and hazards. Accordingly, I understand the NCDSB may not be able to ensure my complete safety at all times from such risks and dangers.

#### **ASSUMPTION OF RESPONSIBILITY**

I understand the NCDSB does not carry accident or injury insurance for my personal benefit. I understand that it is my responsibility to abide by the laws of the countries in which I will travel and that I have adequate medical, personal health, dental and accident coverage, as well as protection of my personal possessions.

## **WAIVER**

I acknowledge that I have been advised by Wells of Hope/Niagara Warehouse of Hope and NCDSB of risk and dangers. My signature below is given freely in order to indicate my understanding and acceptance of these realities and in consideration for being permitted to participate in the above mentioned volunteer program. I release and hold harmless NCDSB, their volunteers, employees and agents from and all liability of any loss, damage, injury or expense that I or my next of kin may suffer as a result of my participation in the volunteer program, including but not limited to Acts of God, war, civil unrest, sickness, transportation, scheduling, government restrictions or regulations, and all expense which I may incur while participating in the volunteer program, but only if arising out of my sole negligence.

This waiver is effective for the period of time that I will be participating in the volunteer program. I understand that this agreement cannot be modified or interpreted except in writing by the NCDSB and that no oral modification or interpretation shall be valid. This agreement shall be effective and binding upon my heirs, next of kin, executors, administrators and assigns, in the event of my death.

### **I HAVE READ THIS DOCUMENT CAREFULLY AND I ACKNOWLEDGE MY RESPONSIBILITIES AND THE EFFECT OF THIS LIABILITY WAIVER.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Participant signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Witness signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## **PARENT CONSENT AND WAIVER OF LIABILITY**

I, the undersigned parent and/or legal guardian of the above student, have read and understand the above terms and conditions. Further, I understand the nature of the risks posed by the volunteer program and my child's experience and capabilities and believe my child to be qualified to participate in the volunteer program. I hereby release, discharge and covenant not to sue the NCDSB, its trustees, officers, agents, employers and volunteers for all liability claims, demands, losses or damages that have been addressed by the above terms and conditions.

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Witness signature: \_\_\_\_\_ Print Name: \_\_\_\_\_



## **INFORMED CONSENT AND LIABILITY WAIVER**

**TO:** Niagara Catholic District School Board (NCDSB)

**WARNING:** By signing this legal document, you may be giving up certain legal rights.

### **PLEASE READ CAREFULLY**

**Name:** \_\_\_\_\_  
(Please print name here)

### **PREAMBLE**

The NCDSB allows selected students to participate in the Wells of Hope/Niagara Warehouse of Hope program in Guatemala. Notwithstanding that a teacher employed by the NCDSB may be accompanying students, this is a program owned, operated and directed by Wells of Hope/Niagara Warehouse of Hope. The opportunity to visit the Wells of Hope camp in Guatemala is an exceptional opportunity to understand the culture and conditions in a developing country, but it is not without certain risks, dangers and liabilities to all participants. These include, but are not limited to, health risks, personal injury, death, property damage, expense and other loss delay or inconvenience and cancellation or curtailment. All participants are required to accept these and other risks as a condition of their participation. NCDSB or persons associated with it will not accept any liability for injury, loss, damage or expense sustained as a result of any person's participation in Wells of Hope/Niagara Warehouse of Hope volunteer program. The statement of risk set out below is intended to enable the participants to better understand the various risks involved in this volunteer program.

### **STATEMENT OF RISKS**

The volunteer program involves the risks inherent in international travel. The volunteer program will take place in Guatemala. There are risks, hazards and dangers to which all travelers in Guatemala are exposed. These include but are not limited to, a sometimes-poor transportation system, disease and different political systems. The medical facilities are of a lower standard than what might be expected in Canada. Guatemala is a relatively poor country and there is a potential for crime and political unrest. I understand that I may suffer from physical injury, sickness or death, homesickness and loneliness. I freely and voluntarily accept and assume all such risks, dangers and hazards. Accordingly, I understand the NCDSB may not be able to ensure my complete safety at all times from such risks and dangers.

### **ASSUMPTION OF RESPONSIBILITY**

I understand the NCDSB does not carry accident or injury insurance for my personal benefit. I understand that it is my responsibility to abide by the laws of the countries in which I will travel and that I have adequate medical, personal health, dental and accident coverage, as well as protection of my personal possessions.



## CONSENT

I acknowledge that I have been advised by Wells of Hope/Niagara Warehouse of Hope and NCDSB of risk and dangers. My signature below is given freely in order to indicate my understanding and acceptance of these realities and in consideration for being permitted to participate in the above mentioned volunteer program.

The consent is effective for the period of time that I will be participating in the volunteer program. I understand that this agreement can be used to indicate my voluntary assumption of the risks set out herein. This agreement shall be effective and binding upon my heirs, next of kin, executors, administrators and assigns, in the event of my death.

### **I HAVE READ THIS DOCUMENT CAREFULLY AND I ACKNOWLEDGE MY RESPONSIBILITIES AND THE EFFECT OF THIS VOLUNTARY ASSUMPTION OF RISK.**

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Participant signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Witness signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## PARENT CONSENT AND WAIVER OF LIABILITY

I, the undersigned parent and/or legal guardian of the above student, have read and understand the above terms and conditions. Further, I understand the nature of the risks posed by the volunteer program and my child's experience and capabilities and believe my child to be qualified to participate in the volunteer program. I hereby release, discharge and covenant not to sue the NCDSB, its trustees, officers, agents, employers and volunteers for all liability claims, demands, losses or damages that have been addressed by the above terms and conditions.

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Witness signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

# International Co-op Guatemala

## 4 Credit Co-operative Education Overview

### Pre-Placement Orientation

To prepare the students prior to their departure, students will be given a two-week pre-placement orientation covering the policies and procedures as per the curriculum guidelines for Co-operative Education.

Standard to pre-employment, students will take part in various presentations and workshops.

### Health and Safety

In week one, students will take part in a presentation provided by the Workers Health and Safety Centre as part of the Young Workers Awareness Program covering many of the standard safety practices necessary at the workplace. In addition, students will complete their Passport to Safety Certificate online.

To ensure the physical safety and personal wellbeing of students, students should be able to demonstrate the following prior to placement:

- an understanding of workplace health and safety rules.
- the appropriate use of safety equipment, including fire extinguishers and smoke and carbon monoxide detectors.
- an understanding of the need for personal protective equipment, including goggles, gloves, boots, and aprons.
- an understanding of the Occupational Health and Safety Act.
- the correct handling of materials and equipment as specified in the Workplace Hazardous Materials Information Systems (WHMIS) training program.
- an understanding of the coverage provided by the Workplace Safety and Insurance Act.
- the procedures for reporting accidents.
- the procedures for reporting unsafe practices.

### Student Preparation for the Workplace

In general, over the pre-employment session, students will gain an understanding of safety workplace and employees' and employers' rights and responsibilities specific to this experience.

In this section, students will have:

- created effective resumés, cover letters, and thank-you letters for the work search process, using word-processing software and appropriate vocabulary and conventions;
- completed job applications effectively and without spelling or grammatical errors;
- demonstrated the ability to communicate their interest in a work opportunity effectively (e.g., by telephone, in person, or through the mail or e-mail and the Internet);
- identified common interview questions and demonstrated the ability to respond appropriately and effectively.

### Coverage Under the Workplace Safety and Insurance Act

To ensure Workplace Safety and Insurance Board (WSIB) coverage for students at the placement, a Ministry of Education Work Education Agreement form must be completed and signed by all parties prior to student placement.

### Integration

Throughout the semester, the co-operative education course includes sessions with students that are held at various times throughout the course to reflect on and analyze their personal experiences.

A variety of strategies, activities, and tools will be used to relate the co-operative education placement experience to the curriculum expectations.

### The Placement Component

The co-operative education teacher will conduct an assessment of each placement to best address student's interests and needs.

The students upon their arrival will be given a two-week orientation of the various placements available to them. The students will be exposed to the following areas:

- teaching English, domestic skills, hygiene and general health care
- working with orphanages in a social work capacity
- working in malnutrition centers a social work capacity
- developing water distribution centers (i.e. plumbing, trenching, and various other manual tasks)
- construction (i.e. building mud brick homes and cement block elementary schools)
- auto mechanics
- cooking
- agriculture: indigenous crops and introducing new crops
- medical-working with doctors/dentists/assistants

Upon completion of the orientation, the co-operative education teacher will assess which placements are suitable to the students based on their interests and needs.

At this point, the personalized placement learning plan (PPLP) will be developed as this is an ongoing process involving the co-operative education teacher, the placement supervisor and the student.

### Assessment and Evaluation

When evaluating the student's overall achievement, the teacher will take into consideration the expectations included in the student's personalized placement learning plan, the student's performance on classroom assignments, and the supervisor's performance appraisals.

### Placement Learning Assessment and Evaluation

The primary purposes of placement learning assessment are to advocate for and ensure appropriate student learning at the placement, to monitor the student progress, and to ensure the student's safety at the placement.

### Accreditation and Reporting of Student Achievement

<b>Number of Credits</b>	<b>Pre-placement</b>	<b>Integration</b>	<b>Placement</b>	<b>Total Hours</b>
4 credit	15-20 hours	28 hours	392-397 hours	440 hours

The students will be in Guatemala for a period of 13 weeks. Students will work 8 to 10 hours a day, 6 days a week. When totaling daily work hours, integration days and the fact that the students will be there for a period of 78 working days, this totals to a number of hours that will more than suffice for the minimum time required to attain four co-operative education credits.

In addition, as part of their summative evaluation in conjunction with their final career project, students will present to the feeder schools of their respective high schools an overview of their International Co-operative Education experience. This experience will have our students of the Niagara Catholic District School Board demonstrate their Christian faith put into action through their firsthand experiences.



## Policy/Program Memorandum No. 76A

Issued under the authority of the Deputy Minister of Education

---

<b>Date of Issue:</b>	September 27, 2000	<b>Effective:</b> Until revoked or modified
<b>Subject:</b>	<b>Workplace Safety and Insurance Coverage for Students in Work Education Programs</b>	
<b>Application:</b>	District Office Managers Directors of Education Principals of Secondary Schools Principals of Provincial Schools	
<b>Reference:</b>	This memorandum replaces Policy/Program Memorandum No. 76A, December 6, 1995.	

---

### Coverage Under the Workplace Safety and Insurance Act, 1997

In 1983, coverage under the Workers' Compensation Act was implemented for students involved in work education programs, including work experience and cooperative education programs. Coverage was added in 1987 to include students in the Supervised Alternative Learning for Excused Pupils program (SALEP).

In all of these programs, local commercial enterprises and community agencies work with school boards to provide students with experiential learning opportunities. Because the emphasis of these programs is on educational experience rather than productivity, *students do not normally receive wages*. Although some students may receive expense allowances or honoraria, these do not necessarily give them employee status. Consequently, the training organizations may not be able to provide coverage under the Workplace Safety and Insurance Act, since only employees on their payrolls are eligible. Before a student is placed with an employer, boards should determine whether the student will be covered by the employer.

### Obtaining Coverage

To ensure Workplace Safety and Insurance coverage, the Work Education Agreement form *must be completed* by the parties concerned *before* the student starts at the training station. District school boards must use the Work Education Agreement form for individual students. The form should be

completed for students in cooperative education, work experience, and Supervised Alternative Learning for Excused Pupils (SALEP) programs who are not receiving wages or are not covered by their employer.

The student's signature must appear on the Work Education Agreement form, indicating consent to the conditions of coverage in the agreement. The consent of a parent or guardian is also required if a student is under eighteen years of age. (This requirement is still valid despite the fact that the Municipal Freedom of Information and Protection of Privacy Act gives students who are sixteen years old the right to protection of their personal information.)

A Work Education Agreement form must also be completed for students who are participating for more than one day in job shadowing or "job twinning" in which they are involved in hands-on work, provided that they are at least 14 years of age. *Coverage is not provided for students under fourteen.* Job-shadowing or job-twinning experiences lasting *one day* should be treated as field trips; that is, all the necessary forms that apply to field trips should be completed for students involved in these experiences.

## Conditions of Coverage

1. Students are covered under the Workplace Safety and Insurance Act during the time that they are performing the duties of a trainee at the training station under the supervision of a training supervisor.
2. Students are covered when their training station is located on district school board property, and when they are supervised by non-teaching staff members (for example, building custodians, electrical maintenance supervisors, audio-visual technicians, or purchasing officers).
3. Students are covered when assigned to placements that do not have compulsory Workplace Safety and Insurance coverage (e.g., banks), since they are considered to be employees of the Ministry of Education for this purpose.
4. Students enrolled in the Ontario Youth Apprenticeship Program (OYAP) are covered under the Workplace Safety and Insurance Act before they become paid registered apprentices. Those registered under the Trades Qualification and Apprenticeship Act will establish an employer-employee relationship with their employer, and the employer will assume responsibility for providing coverage. OYAP students registered under the Apprenticeship and Certification Act are covered by the Ministry of Education if they are not being paid a salary. Once a student is on an employer's payroll, the employer assumes responsibility for the student's coverage.
5. Students whose training station is outside the province – for example, students enrolled in international cooperative education programs – are covered under the Workplace Safety and Insurance Act for up to six months while at their work placement in the host province or country. If the placement continues beyond the six months, a written request for extension of coverage must be sent to the Ministry of Education.
6. Students are *not* covered while travelling to and from the training station. Students are covered while they are travelling in the course of their work for the training organization.
7. Students are *not* covered when working as teacher aides in a classroom or shop in a school. In a traditional school placement, students are under the constant supervision of teachers, and teachers have greater control over the working conditions in a classroom setting than they have

over the working conditions in a placement in the community. The Workplace Safety and Insurance Board table of accident rates by type of industry shows that the level of risk is generally much higher in jobs in the community. The ministry's main concern is to provide coverage for students in placements in the higher-risk areas.

8. Students are *not* covered during the time that they are in training for, or are participating in, individual or team sports. Amateur or professional athletes are *not* covered under the Workplace Safety and Insurance Act.
9. Students are *not* covered under the Workplace Safety and Insurance Act while they are being transported by ambulance from a cooperative education work station to a hospital as a result of an injury.

## Benefits

The Workplace Safety and Insurance Act provides for compensation for loss of earnings; health care; rehabilitation services; and disability pensions for employees injured in on-the-job accidents. See the Workplace Safety and Insurance Board pamphlets for additional details regarding benefits. These pamphlets are available from local Workplace Safety and Insurance Board offices.

For the purpose of Workplace Safety and Insurance coverage only, students are deemed to be employees of the Ministry of Education, although they do not receive wages.

If a student has an accident during unpaid cooperative education hours that results in loss of time, and if the accident results in loss of wages from a part-time job not connected with the cooperative education program, the student is entitled to compensation for the hours missed at that part-time job. Loss-of-earnings benefits are paid at the rate of the student's pay for the part-time job. Details regarding the student's part-time job (i.e., number of hours worked weekly and rate of pay) must be provided to the Workplace Safety and Insurance Board. For details regarding the procedures to be followed, see the section "Procedures for Students Who Miss Time from Work", page 6.

## Reporting Procedures and Claims

Any injury, however minor, suffered by a student in the course of a work education program should be reported by the student to the employer and to the appropriate teacher with full details, including the time, the place, and the precise circumstances under which the injury occurred. Accidents requiring only first-aid treatment do not have to be reported to the Workplace Safety and Insurance Board, but a record of the details must be kept by the district school board. If medical treatment by a doctor, dentist, hospital, or other treatment agency is required, or if an accident results in loss of time from the program, a report must be sent by the school board representative to the Workplace Safety and Insurance Board.

In the case of an accident, the Employers' Report of Injury/Disease (form 7) *must be submitted by the school board representative to the Workplace Safety and Insurance Board within three (3) days of the accident.* There is a \$250.00 fine for late filing of this report. The original copy of the report, with a copy of the Work Education Agreement, must be received by the Workplace Safety and Insurance Board within seven (7) working days of the accident. This information must also be sent to the

Ministry of Education. The school board representative who completes form 7 must ensure that the Ministry of Education is identified as the employer, and that the firm number 250379-FJ is included. The name and address of the training organization, as well as the name and telephone number of the training supervisor, must also be indicated on form 7. If all pertinent information is not available at the time the report is filed, the phrase "details to follow" should be entered on the form. A completed report must be submitted as soon as all details have been obtained.

If a student requires medical treatment, a Treatment Memorandum (form 156C) must be presented to the medical practitioner, who will then submit it to the Workplace Safety and Insurance Board. The Ministry of Education must be identified as the employer, and the firm number 250379-FJ must be entered on the form. Boards should routinely provide copies of this form to students and employers. Use of this form will ensure that the claim is not recorded by the Workplace Safety and Insurance Board as a claim made by the training organization or the school board.

Copies of the Employers' Report of Injury/Disease (form 7) and the Treatment Memorandum (form 156C) are available from:

<p><b>Workplace Safety and Insurance Board</b>  <b>200 Front Street West</b>  <b>Toronto ON M5V 3J1</b>  <b>Telephone: (416) 344-3862</b></p>
---

When requesting forms, please identify the Ministry of Education as the employer and cite the firm number 250379-FJ.

Reports of injury or industrial disease must be submitted either by mail or by fax to the ministry and to the appropriate office of the Workplace Safety and Insurance Board (see details below).

*Head Offices*

<p><b>Ministry of Education</b>  <b>Secondary School Project</b>  <b>Mowat Block, 8<sup>th</sup> Floor</b>  <b>900 Bay Street</b>  <b>Toronto ON M7A 1L2</b>  <b>Telephone: (416) 325-2547</b>  <b>Fax: (416) 325-2552</b></p>	<p><b>Workplace Safety and Insurance Board</b>  <b>200 Front Street West</b>  <b>Toronto ON M5V 3J1</b>  <b>Telephone: (416) 344-1000 or 1-800-387-0750</b>  <b>Fax: (416) 344-4684 or 1-888-313-7373</b></p>
--	---

*Regional Offices of the Workplace Safety and Insurance Board*

- a. For injured students living in Huron, Oxford, Middlesex, and Elgin counties:  
 Workplace Safety and Insurance Board  
 148 Fullarton Street,  
 London ON N6A 5P3



Telephone: (519) 663-2331 or 1-800-265-4752;  
Fax: (519) 663-2333.

b. For injured students living in Sudbury:

Workplace Safety and Insurance  
Board 30 Cedar Street,  
5<sup>th</sup> Floor,  
Sudbury ON P3E 1A4  
Telephone: (705) 675-9301 or 1-800-461-3350  
Fax: (705) 675-9367.

c. For injured students living in Brant County and the regional municipalities of Haldimand-Norfolk, Halton, Niagara, and Hamilton-Wentworth:

Workplace Safety and Insurance Board  
120 King Street West  
Hamilton ON L8N 4C5  
Telephone: (905) 523-1800 or 1-800-263-8488  
Fax: (905) 521-4558.

d. For injured students living in Windsor:

Workplace Safety and Insurance Board  
235 Eugenie Street West  
Windsor ON N8X 2X7  
Telephone: (519) 966-0660 or 1-800-265-7380  
Fax: (519) 972-4181.

e. For injured students living in Kenora, Rainy River, Algoma, Manitoulin, and Thunder Bay districts:

Workplace Safety and Insurance Board  
P.O. Box 7000 410 Memorial Avenue  
Thunder Bay ON P7C 5S2  
Telephone: (807) 343-1710 or 1-800-465-3934;  
Fax: (807) 343-1702 or 1-800-461-5699.

f. For injured students living in Dundas, Glengarry, Grenville, Lanark, Leeds, Prescott, Renfrew, Russell, Stormont, Frontenac, Hastings, Lennox, Addington, and Prince Edward counties, and in the Regional Municipality of Ottawa-Carleton:

Workplace Safety and Insurance Board  
360 Albert Street  
Suite 200  
Ottawa ON K1R 7X7  
Telephone: (613) 238-7851 or 1-800-267-9601;  
Fax: (613) 239-3321 or 239-3349.

---

## Procedures for Students Who Miss Time from Work

To receive benefits under the Workplace Safety and Insurance Act, the injured student is required to apply for benefits within six (6) months of the time of occupational injury or disease. At the time of

filing a claim for benefits, the injured student must also consent to the disclosure of information regarding his/her ability to return to work provided by a health professional to the employer for the sole purpose of facilitating return to work (see reverse side of Functional Abilities Form No. 2647A). Failure to file a claim or provide consent for the release of such information can result in the denial of benefits. The injured student is also required to provide a copy of the claim and the consent to his or her work placement employer.

## Ministry Data Collection

The Ministry of Education requires the following data from school boards annually:

- a. the total number of hours, during the *school* year, for which the ministry has supplied Workplace Safety and Insurance coverage (This total should be compiled from the cumulative totals on students log sheets. It is important that the hours reported are the actual hours during which a student was at a training station. Hours of placement as a teacher aide are to be excluded);
- b. the total number of hours, during the school year, for which training organizations have supplied Workplace Safety and Insurance coverage;
- c. the names of the students for whom reports were filed with the Workplace Safety and Insurance Board, the dates of injury, and the assigned claim numbers.

A request for this information will be sent to school boards in early December. This information should be supplied by January 15 of the following year.

The ministry appreciates your assistance in providing coverage under the Workplace Safety and Insurance Act for students in work education programs.

## Additional Safety Concerns

Concern has been expressed about the placement of students in areas where they may be exposed to infectious diseases. Such areas include hospitals, laboratories, dental offices, ambulance services, veterinarian offices, day-care centres, and nursing homes. These placements are not consistent in requiring vaccinations against various diseases. As well, schools and day-care centres are not consistent in requiring tuberculosis tests.

District school boards are advised to investigate the need for vaccinations or tests in each particular situation. If it is determined that a risk exists, vaccination or testing of the student must be a condition of accepting the placement. Further, if there are other safety concerns specific to the placement, the board should decide if any additional preplacement action is required.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

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

---

The report on the H1N1 Pandemic  
Niagara Catholic Preparation and Management  
is presented for information.

---

Prepared by: John Crocco, Director of Education  
Presented by: John Crocco, Director of Education  
Date: October 13, 2009

**Crocco, John**

---

**From:** H1N1Update [H1N1Update@niagararegion.ca]  
**Sent:** Friday, October 09, 2009 4:03 PM  
**To:** undisclosed-recipients  
**Subject:** What's new on the Niagara Region H1N1 flu virus site



*You are subscribed to updates from Niagara Region Public Health.*

**Niagara Region H1N1 Website Update – October 9, 2009**

**New information:**

**Recovering from the Flu: Caring for Yourself and Others**  
Information on how to take care of yourself and others if you get the flu.

**6 new cases in Niagara region**

For the reporting period of October 3 – October 9, 2009 there has been six new cases of H1N1 flu virus in Niagara region, resulting in a total of 31 lab confirmed cases and one death.

Niagara Region Public Health continues to monitor H1N1 activity in Niagara. We work closely with other health agencies to track activities and keep our local area hospitals and health care partners informed about preventive measures, symptoms, and protective measures.

For more information visit [H1N1 Flu Virus Website](#).

**Please note, this email account is for outgoing messages only. Please do not reply to this email. Any inquiries can be directed to our H1N1 flu virus Information Line at 905-688-8248, ext. 7950 or toll free at 1-888-505-6074.**

[Unsubscribe from this Email List](#)

**The Regional Municipality of Niagara Confidentiality Notice**

The information contained in this communication including any attachments may be confidential, is intended for the use of the individual(s) named above, and may be legally privileged. If the reader of this message is not the intended recipient, please do not disseminate, distribute or copy this e-mail. If you have received this communication in error, please notify the sender immediately by e-mail if you have received this communication by mistake and delete this e-mail from your system. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this communication by mistake and delete this e-mail from your system. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this communication by mistake and delete this e-mail from your system.

**Crocco, John**

---

**From:** H1N1Update [H1N1Update@niagararegion.ca]  
**Sent:** Monday, October 05, 2009 9:00 AM  
**To:** undisclosed-recipients  
**Subject:** What's new on the Niagara Region H1N1 flu virus site - October 2, 2009



*You are subscribed to updates from Niagara Region Public Health.*

**Niagara Region H1N1 Website Update – October 2, 2009**

**New information:**

**3 new cases in Niagara region**

For the reporting period of September 26 – October 2, 2009 there has been three new cases of H1N1 flu virus in the Niagara region, resulting in a total of 25 lab confirmed cases and one death.

Niagara Region Public Health continues to monitor H1N1 activity in Niagara. We work closely with other health agencies to track activities and keep our local area hospitals and health care partners informed about preventive measures, symptoms, and protective measures.

**Media Release**

Media was notified of the presence of 3 new cases in Niagara, signaling the beginning of the autumn 2009 flu season.

For more information visit: [H1N1 Flu Virus Website](#).

**Please note, this email account is for outgoing messages only. Please do not reply to this email. Any inquiries can be directed to our H1N1 Flu Virus Information Line at 905-688-8248, ext. 7950 or toll free at 1-888-505-6074.**

[Unsubscribe from this Email List](#)

**The Regional Municipality of Niagara Confidentiality Notice**

The information contained in this communication including any attachments may be confidential (s) named above, and may be legally privileged. If the reader of this message is not the intended recipient, please do not disseminate, distribute or copy this communication. If you have received this communication in error, please notify the sender immediately by e-mail if you have received this communication in error and permanently delete the original and any copy of it from your system.

10/6/2009



Dear Parent/Guardian:

As indicated in the Director of Education's welcome back to school letter sent home to all families on the first day of school, as part of Niagara Catholic's Pandemic Plan, we would continue to keep all families updated on the actions we are taking to prepare for H1N1 – the new strain of flu. This letter includes information about what you can do to protect yourself and your family as provided by the Ministry of Health and Long-Term Care.

This fall and winter, there will be two types of flu viruses circulating – the seasonal flu and H1N1. In Ontario, the majority of cases of this new flu strain have been in healthy young adults and most cases have been mild. Younger children are at risk of infection, possibly because they don't wash their hands consistently or use proper etiquette when sneezing/coughing.

Symptoms of H1N1 are similar to seasonal flu, including headache, chills and cough followed by fever, loss of appetite, muscle aches and fatigue, runny nose, sneezing, watery eyes and throat irritation. Nausea, vomiting and diarrhea may occur in adults as well as in children. In more severe cases, or in people with chronic conditions, complications such as pneumonia may develop.

We are taking steps to prevent the spread of H1N1 in our school and will keep you updated with new information as it becomes available. Some of these steps include:

- Watching students for symptoms of H1N1
- Consulting with the local public health unit on infection prevention and control
- Ensuring soap and water is available for hand washing, as well as placing alcohol-based hand sanitizer (used under adult supervision) in areas where hand washing is not available; and,
- Frequently cleaning commonly touched surfaces/items.

The Ontario Ministry of Health and Long-Term Care advises everyone to take an active role in protecting themselves from H1N1. Here are a few things you can do:

- **Teach your children to wash their hands with soap and water** thoroughly and often.
- **Keep alcohol-based sanitizer (gel or wipes) handy** at work and in your car. Note that alcohol-based sanitizer should contain at least 60% alcohol to be effective.
- **Teach your children not to share personal items** like pens, pencils, drinks, or food.
- **Teach your children to cough or sneeze into their sleeve or a tissue, not their hand.** This includes teaching them to dispose of tissues in the garbage immediately, and to follow-up by washing their hands or using an alcohol-based hand sanitizer.
- **Keep sick children at home** until they are feeling well and are able to fully participate in all normal day-to-day activities.

For more information on H1N1, contact your local public health unit or visit the Ministry of Health and Long-Term Care's website at [www.ontario.ca/flu](http://www.ontario.ca/flu).

If you have any questions on what our school is doing, please let me know.

Sincerely,  
[Principal]

# Staying Healthy:

---

## What You Can Do to Fight the Flu

---



Good hand hygiene is the best way to fight the flu. Teach children to wash their hands thoroughly and often.



Fight the flu and other illnesses. If you can't wash your hands keep an alcohol-based hand sanitizer close by.



Teach children to cough or sneeze into a tissue or their sleeve, not their hand. Dispose of tissues immediately.



If children become sick, keep them away from the rest of the group.



Keep commonly touched surfaces and items clean and disinfected.



If you get sick, be sure to keep your distance from others and stay home until you're well.

Be a  
**FLU FIGHTER!**  
Always clean your hands



after you cough, sneeze  
or blow your nose



before eating



after playing



after using the bathroom



# Flu & U:

How you and your friends can stay healthy



Give your hands a good wash as often as you can. It's the best way to fight the flu!



If you can't wash your hands, use a hand sanitizer.



Cough or sneeze into a tissue or your sleeve, not your hand. Throw away the tissue right away.



Protect your friends - stay at home when ill and tell them not to visit when you're sick. Keep in touch online.

To find out more, visit [ontario.ca/flu](http://ontario.ca/flu)

# FLU & YOU:

## What you need to know

---



Wash hands thoroughly and often for at least 15 seconds with soap and water.



Keep commonly touched surfaces and items clean and disinfected.



Keep an alcohol-based hand sanitizer handy at home and in your car.



Cough or sneeze into a tissue or your sleeve, not your hand. Dispose of tissues immediately.



If you are feeling ill, stay home.

---

For more information about seasonal flu, H1N1 and pandemic preparedness visit: [ontario.ca/flu](http://ontario.ca/flu)  
Or call **ServiceOntario INFOline** at:  
**1-800-476-9708**  
**TTY: 1-800-387-5559**

If you have symptoms, call **Telehealth Ontario** at:  
**1-866-797-0000**  
**TTY: 1-866-797-0007**  
Or contact your health care provider.

# FLU & YOU:

## What you need to know

---



Good hand hygiene is the best way to fight the flu. Teach your children to wash their hands thoroughly and often for at least 15 seconds with soap and water.



Keep commonly touched surfaces and items clean and disinfected.



If you can't wash your hands keep an alcohol-based hand sanitizer handy such as in your car.



Teach children to cough or sneeze into a tissue or their sleeve, not their hand. Dispose of tissues immediately.



If your children are sick keep them at home.



Make sure you provide your up to date emergency contact information to the school in case your child becomes ill while at school.

---

For more information about seasonal flu, H1N1 and pandemic preparedness visit: [ontario.ca/flu](http://ontario.ca/flu)  
Or call **ServiceOntario INFOline** at:  
**1-800-476-9708**  
**TTY: 1-800-387-5559**

If you have symptoms, call **Telehealth Ontario** at:  
**1-866-797-0000**  
**TTY: 1-866-797-0007**  
Or contact your health care provider.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: FINANCIAL REPORTS  
MONTHLY BANKING TRANSACTIONS  
SEPTEMBER 2009**

---

---

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the report on the Monthly Banking Transactions for the month of September 2009, 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: October 13, 2009



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE COMMITTEE OF THE WHOLE  
OCTOBER 13, 2009**

**MONTHLY BANKING TRANSACTIONS  
FOR THE MONTH OF SEPTEMBER, 2009**

---

---

**BACKGROUND INFORMATION**

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Monthly Banking Transactions for the month of September, 2009 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 September, 2009, 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: October 13, 2009

Appendix A

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS	
SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF:	SEPTEMBER, 2009
DESCRIPTION OF ITEMS	BANK ACCOUNT
CASH BALANCE AT BEGINNING OF MONTH	(A) 31,197,018
<b>OPERATING CASH RECEIPTS FOR THE MONTH</b>	
1. GENERAL LEGISLATIVE GRANTS	22,513,773
2. OTHER GRANTS (EPO, O.E.Y.C.)	2,018,900
3. INTEREST REVENUE	8,452
4. MUNICIPAL TAXES	11,917,469
5. TUITION FEES REVENUE - A.C.E. & OTHER	579,279
6. CHARITABLE DONATIONS	0
7. GOVERNMENT REBATES (GST 68% REBATE ON TAXABLE PURCHASES)	114,575
8. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS)	355,534
9. OTHER CASH RECEIPTS	
- Reimbursements of Employee Benefits	10,876
- Green Shield Refund	0
10. PROCEEDS FROM DEBENTURE ISSUE (NET)	0
11. CAPITAL LOAN PRINCIPAL ADVANCES	0
<b>TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE</b>	<b>(B) 37,518,857</b>
<b>OPERATING CASH DISBURSEMENTS FOR THE MONTH</b>	
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)	(17,280,750)
2. TEACHER PENSION DEDUCTIONS	(1,033,175)
3. O.M.E.R.S. PENSION DEDUCTIONS	(141,375)
4. CANADA SAVINGS BONDS DEDUCTIONS	(116,813)
5. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS	(44,347)
6. OTHER DEBITS	(33,433)
7. INTEREST PAYMENTS ON CAPITAL DEBT	(664,936)
8. PRINCIPAL PAYMENTS ON CAPITAL DEBT	(303,895)
<b>TOTAL OPERATING CASH DISBURSEMENTS</b>	<b>(C) (19,618,724)</b>
CASH BALANCE AT END OF MONTH	(D) 49,097,151
A + B - C = D	

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES				
SUMMARY OF LOAN BALANCES AS AT : SEPTEMBER, 2009				
The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. GPL1 Loan 25 YR.	(13,199,588.06)			(13,199,588.06)
2. GPL2 Loan 25 YR.	(10,129,567.35)			(10,129,567.35)
3. GPL3 Loan 25 YR.	(4,683,110.00)			(4,683,110.00)
4. Capital Loan 20 YR.	0.00			0.00
5. Capital Loan 20 YR.	0.00			0.00
6. Debenture (Niagara Region)	(2,373,000.00)			(2,373,000.00)
7. Debenture (Niagara Region)	(3,539,000.00)			(3,539,000.00)
8. Capital Projects - Completed 2001	(21,188,846.99)			(21,188,846.99)
9. Capital Projects - Completed 2002/03	(22,632,733.02)			(22,328,838.18)
10 Capital Projects - Completed 2004/05	(9,084,725.98)		303,894.84	(9,084,725.98)
11 Capital Projects - Completed 2005/06	(8,171,752.73)			(8,171,752.73)
<b>Total Debentures &amp; Capital Loans</b>	<b>(95,002,324.13)</b>	<b>0.00</b>	<b>(303,894.84)</b>	<b>(94,698,429.29)</b>

PREPARED BY : William Tumath  
PRESENTED BY: Larry Reich

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: FINANCIAL REPORTS  
STATEMENT OF REVENUE AND EXPENDITURES  
SEPTEMBER 30, 2009**

---

---

**RECOMMENDATION**

**THAT** the Committee of the Whole recommend that the Niagara Catholic District School Board approve the report on the Statement of Revenue and Expenditures as at September 30, 2009, 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: October 13, 2009



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE COMMITTEE OF THE WHOLE  
OCTOBER 13, 2009**

**STATEMENT OF REVENUE AND EXPENDITURES  
AS AT SEPTEMBER 30, 2009**

---

---

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Statement of Revenue and Expenditures as at September 30, 2009 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 recommend that the Niagara Catholic District School Board approve the Report on the Statement of Revenue and Expenditures as at September 30, 2009, 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: October 13, 2009



Appendix A

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SUMMARY OF REVENUE AND EXPENDITURES  
AS AT SEPTEMBER 30, 2009**

ACCOUNT DISCRIPTION	THIS YEAR					LAST YEAR		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMITTED	EXPENDED	BUDGET	% AVAIL
<b>REVENUE</b>								
REVENUE	-35,117,865	-228,706,573	84.6%	-193,588,708	0	-34,247,508	-221,457,182	84.5%
<b>TOTAL REVENUE</b>	<b>-35,117,865</b>	<b>-228,706,573</b>	<b>84.6%</b>	<b>-193,588,708</b>	<b>0</b>	<b>-34,247,508</b>	<b>-221,457,182</b>	<b>84.5%</b>
<b>EXPENDITURES</b>								
BOARD ADMINISTRATION	789,802	7,247,593	89.1%	6,457,791	49,929	581,034	7,168,736	91.9%
ELEMENTARY SCHOOLS	7,360,347	107,959,111	93.2%	100,598,764	261,574	7,040,559	103,557,495	93.2%
SECONDARY SCHOOLS	4,619,048	64,695,655	92.9%	60,076,607	286,616	4,288,513	62,845,816	93.2%
CONTINUING EDUCATION	225,471	6,097,576	96.3%	5,872,105	62,864	223,727	5,986,817	96.3%
PLANT OPERATIONS	903,891	16,781,170	94.6%	15,877,279	162,599	571,676	16,683,203	96.6%
PLANT MAINTENANCE	139,547	3,365,294	95.9%	3,225,747	18,157	129,078	3,358,014	96.2%
TRANSPORTATION	62,210	10,692,347	99.4%	10,630,137	10	10,104	10,779,861	99.9%
CAPITAL AND OTHER EXPENDITURES	1,890,870	11,867,827	84.1%	9,976,957	16,724	537,287	11,077,240	95.1%
<b>TOTAL EXPENDITURES</b>	<b>15,991,186.00</b>	<b>228,706,573</b>	<b>93.0%</b>	<b>212,715,387</b>	<b>858,473</b>	<b>13,381,978</b>	<b>221,457,182</b>	<b>94.0%</b>

PREPARED BY : William Tumath  
Finance Department

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**BOARD ADMINISTRATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE				
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL		
<b>SALARY &amp; BEN - TRUSTEES</b>										
<b>SALARY &amp; BEN - TRUSTEES</b>										
31 101	TRUSTEE HONORARIUM	8,068	101,821	92.1	93,753	0	8,106	102,107	92.1	
31 201	BENEFITS - TRUSTEES	260	5,392	95.2	5,132	0	274	5,412	94.9	
31 317	PROFESSIONAL DEVELOPMENT (NT)	0	30,000	100.0	30,000	0	0	30,000	100.0	
31 361	TRAVEL EXPENSE	776	10,000	92.2	9,224	0	0	10,000	100.0	
31 408	NETWORK SYSTEM	240	0	0.0	240-	0	240	0	0.0	
31 413	COURIER & MOVING	0	5,000	100.0	5,000	0	0	5,000	100.0	
31 552	ADDITIONAL - COMPUTERS	0	0	0.0	0	3,142	2,657	0	0.0	
31 701	OCSTA & OCSOA FEES	78,969	75,000	5.3-	3,969-	0	0	75,000	100.0	
<b>TOTAL - SALARY &amp; BEN - TRUSTEES</b>		<b>88,313</b>	<b>227,213</b>	<b>61.1</b>	<b>138,900</b>	<b>3,142</b>	<b>11,277</b>	<b>227,519</b>	<b>95.0</b>	
<b>SALARY &amp; BEN - SENIOR STAFF</b>										
32 102	SENIOR STAFF	86,006	1,006,522	91.5	920,516	0	75,696	964,257	92.2	
32 202	BENEFITS - SENIOR STAFF	5,317	88,500	94.0	83,183	0	3,197	87,163	96.3	
32 362	TRAVEL ALLOWANCE	0	0	0.0	0	0	548	0	0.0	
<b>TOTAL - SALARY &amp; BEN - SENIOR ST</b>		<b>91,323</b>	<b>1,095,022</b>	<b>91.7</b>	<b>1,003,699</b>	<b>0</b>	<b>79,441</b>	<b>1,051,420</b>	<b>92.4</b>	
<b>SALARY &amp; BEN - MANAGERS</b>										
33 103	DEPARTMENT MANAGERS	31,897	447,700	92.9	415,803	0	38,669	537,324	92.8	
33 111	COORDINATORS	4,230	0	0.0	4,230-	0	0	105,000	100.0	
33 113	COORDINATORS - WSIB	16,952	279,325	93.9	262,373	0	0	69,000	100.0	
33 203	BENEFITS - DEPT. MANAGERS	4,295	89,575	95.2	85,280	0	6,282	131,627	95.2	
33 213	BENEFITS - COORDINATORS	5,338	55,889	90.5	50,551	0	0	10,302	100.0	
34 103	DEPARTMENT MANAGERS	9,151	125,143	92.7	115,992	0	8,587	120,000	92.8	
34 113	COORDINATORS - WSIB	5,319	122,367	95.7	117,048	0	8,440	118,159	92.9	
34 203	BENEFITS - DEPT. MANAGERS	1,317	23,983	94.5	22,666	0	1,244	23,285	94.7	
34 213	BENEFITS - COORDINATORS	1,513	23,453	93.6	21,940	0	1,056	22,928	95.4	
35 103	DEPARTMENT MANAGERS	26,098	360,200	92.8	334,102	0	17,123	235,144	92.7	
35 203	BENEFITS - DEPT. MANAGERS	3,384	68,211	95.0	64,827	0	2,699	46,432	94.2	
<b>TOTAL - SALARY &amp; BEN - MANAGERS</b>		<b>109,494</b>	<b>1,595,846</b>	<b>93.1</b>	<b>1,486,352</b>	<b>0</b>	<b>84,100</b>	<b>1,419,201</b>	<b>94.1</b>	
<b>SALARY &amp; BENEFITS - TECHNICAL</b>										
33 104	COURIER STAFF	3,064	41,391	92.6	38,327	0	3,071	38,550	92.0	
33 204	BENEFITS - COURIER STAFF	821	10,717	92.3	9,896	0	811	9,743	91.7	
35 110	TECHNICAL & OPERATIONS	3,531	46,965	92.5	43,434	0	3,399	46,134	92.6	
35 210	BENEFITS - TECHNICAL STAFF	896	7,278	87.7	6,382	0	897	7,191	87.5	
44 108	CARETAKER	9,788	84,782	88.5	74,994	0	6,307	100,000	93.7	
44 109	CLEANER	1,674	84,782	98.0	83,108	0	1,653	29,741	94.4	
44 118	CARETAKER REPLACEMENT	1,726	0	0.0	1,726-	0	1,214	0	0.0	
44 119	CLEANER REPLACEMENT	2,757	0	0.0	2,757-	0	0	0	0.0	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**BOARD ADMINISTRATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
44 141 MODIFIED WORK - CARETAKERS	0	0	0.0	0	0	2,305	0	0.0
44 208 BENEFITS - CARETAKER	2,338	21,948	89.4	19,610	0	1,436	25,274	94.3
44 209 BENEFITS - CLEANER	279	21,948	98.7	21,669	0	352	7,517	95.3
44 218 BENEFITS - CARETAKER REPL.	0	0	0.0	0	0	215	0	0.0
44 219 BENEFITS - CLEANER REPL.	219	0	0.0	219-	0	0	0	0.0
44 241 BENEFITS - MODIFIED WORK (CTKRS)	0	0	0.0	0	0	370	0	0.0
<b>TOTAL - SALARY &amp; BENEFITS - TECH</b>	<b>27,093</b>	<b>319,811</b>	<b>91.5</b>	<b>292,718</b>	<b>0</b>	<b>22,030</b>	<b>264,150</b>	<b>91.7</b>

**SALARY & BEN - CLERICAL**

33 112 CLERICAL	101,359	1,525,472	93.4	1,424,113	0	100,747	1,311,778	92.3
33 116 OVERTIME	0	0	0.0	0	0	0	20,000	100.0
33 212 BENEFITS - CLERICAL	41,530	379,840	89.1	338,310	0	24,934	377,771	93.4
34 112 CLERICAL	22,076	299,618	92.6	277,543	0	23,512	295,526	92.0
34 212 BENEFITS - CLERICAL	5,094	72,308	93.0	67,214	0	6,345	71,409	91.1
<b>TOTAL - SALARY &amp; BEN - CLERICAL</b>	<b>170,059</b>	<b>2,277,238</b>	<b>92.5</b>	<b>2,107,180</b>	<b>0</b>	<b>155,538</b>	<b>2,076,484</b>	<b>92.5</b>

**SALARY & BEN - TEMPORARY**

33 115 TEMPORARY ASSISTANT	7,500	60,000	87.5	52,500	0	3,203	60,000	94.7
33 215 BENEFITS - TEMP ASSISTANT	600	4,970	87.9	4,370	0	661	4,969	86.7
34 115 TEMPORARY ASSISTANT	4,506	0	0.0	4,506-	0	1,595	0	0.0
34 215 BENEFITS - TEMP ASSISTANT	518	0	0.0	518-	0	258	0	0.0
<b>TOTAL - SALARY &amp; BEN - TEMPORAR</b>	<b>13,124</b>	<b>64,970</b>	<b>79.8</b>	<b>51,846</b>	<b>0</b>	<b>5,717</b>	<b>64,969</b>	<b>91.2</b>

**PROFESSIONAL DEVELOPMENT**

33 317 PROFESSIONAL DEVELOPMENT (NT)	1,860	40,000	95.4	38,140	2,795	1,407	40,000	96.5
33 318 PROF. MEMBERSHIPS	11,178	15,000	25.5	3,822	0	9,205	15,000	38.6
34 317 PROFESSIONAL DEVELOPMENT (NT)	411	5,000	91.8	4,589	0	0	2,000	100.0
34 318 PROF. MEMBERSHIPS	706	0	0.0	706-	0	503	0	0.0
34 319 COURSE SUBSIDY	0	0	0.0	0	0	0	3,000	100.0
<b>TOTAL - PROFESSIONAL DEVELOPM</b>	<b>14,155</b>	<b>60,000</b>	<b>76.4</b>	<b>45,845</b>	<b>2,795</b>	<b>11,115</b>	<b>60,000</b>	<b>81.5</b>

**SUPPLIES & SERV - BUSINESS ADMIN.**

33 325 COMPUTER SOFTWARE/CD ROM	1,171	15,000	92.2	13,829	0	1,173	10,000	88.3
33 336 PRINTING & COPIER	0	30,000	100.0	30,000	0	1,620	65,000	97.5
33 337 PRINT SHOP	3,606	100,000	96.4	96,394	2,454	17,276-	155,000	111.2
33 353 ADVERTISING & PROMOTION	5,270	55,000	90.4	49,730	0	284	45,000	99.4
33 354 PROMOTION	-8	40,000	100.0	40,008	0	164	30,000	99.5
33 361 TRAVEL EXPENSE	290	5,000	94.2	4,710	0	1,413	10,000	85.9
33 401 REPAIRS - F & E	0	2,493	100.0	2,493	0	0	2,493	100.0
33 404 REPAIRS - TELEPHONE	60	0	0.0	60-	0	0	0	0.0
33 405 TELEPHONE - VOICE	4,837	50,000	90.3	45,163	0	3,874	67,500	94.3

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**BOARD ADMINISTRATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE				
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL		
33 406 DATA COMMUNICATION LINES	177	0	0.0	177-	0	170	0	0.0		
33 407 CELLULAR	3,489	12,500	72.1	9,011	0	1,168	35,000	96.7		
33 408 NETWORK SYSTEM	0	0	0.0	0	0	1,973	0	0.0		
33 409 NETWORK SECURITY	0	0	0.0	0	0	1,644	0	0.0		
33 410 OFFICE SUPPLIES & SERVICES	5,219	80,000	93.5	74,781	6,009	2,825	80,000	96.5		
33 411 POSTAGE	0	20,000	100.0	20,000	0	0	20,000	100.0		
33 412 SUBSCRIPTIONS	504	10,000	95.0	9,496	0	0	10,000	100.0		
33 413 COURIER & MOVING	393	20,000	98.0	19,607	0	505	20,000	97.5		
33 414 PUBLICATIONS & NEWSLETTERS	0	15,000	100.0	15,000	0	875	0	0.0		
33 416 SCHOOL COUNCIL - SPECIAL	0	60,000	100.0	60,000	0	0	0	0.0		
33 420 HOSPITALITY	1,481	15,000	90.1	13,519	0	1,380	10,000	86.2		
33 710 INTEREST CHARGES	46	10,000	99.6	9,955	0	30	5,000	99.4		
<b>TOTAL - SUPPLIES &amp; SERV - BUSINE</b>	<b>26,535</b>	<b>539,993</b>	<b>95.1</b>	<b>513,459</b>	<b>8,463</b>	<b>1,822</b>	<b>564,993</b>	<b>99.7</b>		

**SUPPLIES & SERV - HUMAN RESOURCES**

34 325 COMPUTER SOFTWARE/CD ROM	0	10,000	100.0	10,000	0	0	5,000	100.0
34 361 TRAVEL EXPENSE	0	2,500	100.0	2,500	0	0	2,500	100.0
34 406 DATA COMMUNICATION LINES	0	0	0.0	0	0	0	5,000	100.0
34 407 CELLULAR	100	2,500	96.0	2,400	0	0	2,500	100.0
34 420 HOSPITALITY	340	10,000	96.6	9,660	0	306	10,000	96.9
34 421 RECRUITMENT OF STAFF	121	5,000	97.6	4,879	0	0	5,000	100.0
<b>TOTAL - SUPPLIES &amp; SERV - HUMAN</b>	<b>561</b>	<b>30,000</b>	<b>98.1</b>	<b>29,439</b>	<b>0</b>	<b>306</b>	<b>30,000</b>	<b>99.0</b>

**SUPPLIES & SERV - COMPUTER SERVICE**

35 325 COMPUTER SOFTWARE/CD ROM	23,310	0	0.0	23,310-	0	0	20,000	100.0
35 361 TRAVEL EXPENSE	202	2,500	91.9	2,298	0	580	2,500	76.8
35 402 REPAIRS - COMPUTERS	9,398	25,000	62.4	15,602	15,203	2,019	50,000	96.0
35 407 CELLULAR	448	5,000	91.0	4,552	0	147	5,000	97.1
35 408 NETWORK SYSTEM	1,198	30,000	96.0	28,802	0	1,198	25,000	95.2
<b>TOTAL - SUPPLIES &amp; SERV - COMPU</b>	<b>34,556</b>	<b>62,500</b>	<b>44.7</b>	<b>27,944</b>	<b>15,203</b>	<b>3,944</b>	<b>102,500</b>	<b>96.2</b>

**SUPPLIES & SERV - PLANT OPERATIONS**

44 341 HYDRO	8,985	250,000	96.4	241,015	0	5,500	350,000	98.4
44 346 WATER & SEWAGE	89	0	0.0	89-	532	67	0	0.0
44 371 CLEANING PRODUCTS	0	0	0.0	0	446	0	0	0.0
44 377 INTRUSION ALARMS	0	0	0.0	0	55	0	0	0.0
44 379 REPAIRS - HEALTH & SAFETY	519	0	0.0	519-	1,863	0	0	0.0
44 383 LANDSCAPING	0	0	0.0	0	0	334	0	0.0
44 384 DRAINAGE	0	0	0.0	0	236	0	0	0.0
44 388 GARBAGE DISPOSAL	483	0	0.0	483-	0	0	0	0.0
44 611 RENTAL/LEASE - NON INSTRUCT AC	2,709	80,000	96.6	77,291	0	2,709	92,500	97.1

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**BOARD ADMINISTRATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE			
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL	
44 653 PROFESSIONAL FEES	0	0	0.0	0	3,906	0	0	0.0	
<b>TOTAL - SUPPLIES &amp; SERV - PLANT</b>	<b>12,785</b>	<b>330,000</b>	<b>96.1</b>	<b>317,215</b>	<b>7,038</b>	<b>8,610</b>	<b>442,500</b>	<b>98.1</b>	
<b>SUPPLIES &amp; SERVICES- BUILDING MTC.</b>									
44 460 H.V.A.C.	552	0	0.0	552-	0	0	0	0.0	
44 468 FLOOR & CEILING	0	0	0.0	0	0	839	0	0.0	
44 470 CARPENTRY	0	0	0.0	0	0	16	0	0.0	
44 473 TOOLS	33	0	0.0	33-	0	94	0	0.0	
44 654 OTHER CONTRACTUAL SERVICES	0	100,000	100.0	100,000	0	678	150,000	99.6	
<b>TOTAL - SUPPLIES &amp; SERVICES- BUI</b>	<b>585</b>	<b>100,000</b>	<b>99.4</b>	<b>99,415</b>	<b>0</b>	<b>1,627</b>	<b>150,000</b>	<b>98.9</b>	
<b>FURNITURE &amp; EQUIPMENT</b>									
33 551 ADDITIONAL - FURNITURE	0	10,000	100.0	10,000	1,506	5,031	10,000	49.7	
33 552 ADDITIONAL - COMPUTERS	0	25,000	100.0	25,000	11,782	0	90,000	100.0	
35 552 ADDITIONAL - COMPUTERS	0	0	0.0	0	0	14,041	35,000	59.9	
<b>TOTAL - FURNITURE &amp; EQUIPMENT</b>	<b>0</b>	<b>35,000</b>	<b>100.0</b>	<b>35,000</b>	<b>13,288</b>	<b>19,072</b>	<b>135,000</b>	<b>85.9</b>	
<b>FEES &amp; CONTRACTS</b>									
33 651 AUDIT FEES	0	85,000	100.0	85,000	0	0	75,000	100.0	
33 652 LEGAL FEES	48,235	75,000	35.7	26,766	0	0	75,000	100.0	
33 653 PROFESSIONAL FEES	0	40,000	100.0	40,000	0	0	10,000	100.0	
34 653 PROFESSIONAL FEES	1,739	25,000	93.0	23,261	0	1,524	70,000	97.8	
35 653 PROFESSIONAL FEES	3,948	25,000	84.2	21,052	0	4,584	60,000	92.4	
35 661 SOFTWARE LICENSES & SUPPORT	109,730	40,000	74.3-	69,730-	0	124,423	225,000	44.7	
35 662 HARDWARE MAINTENANCE & SUPP	37,447	180,000	79.2	142,553	0	45,316	25,000	81.3-	
<b>TOTAL - FEES &amp; CONTRACTS</b>	<b>201,099</b>	<b>470,000</b>	<b>57.2</b>	<b>268,902</b>	<b>0</b>	<b>175,847</b>	<b>540,000</b>	<b>67.4</b>	
<b>MISCELLANEOUS EXPENDITURES</b>									
33 702 SCHOOL COUNCILS/CPTA FEES	0	5,000	100.0	5,000	0	0	5,000	100.0	
33 704 DIRECTOR'S DISCRETIONARY	0	2,500	100.0	2,500	0	0	2,500	100.0	
33 707 BOARD APPRECIATION NIGHT	0	15,000	100.0	15,000	0	162-	15,000	101.1	
33 708 SCHOLARSHIP	0	2,500	100.0	2,500	0	750	2,500	70.0	
33 709 TRIBUTES & GIFTS	120	15,000	99.2	14,880	0	0	15,000	100.0	
<b>TOTAL - MISCELLANEOUS EXPENDIT</b>	<b>120</b>	<b>40,000</b>	<b>99.7</b>	<b>39,880</b>	<b>0</b>	<b>588</b>	<b>40,000</b>	<b>98.5</b>	
<b>TOTAL - BOARD ADMINISTRATION</b>	<b>789,802</b>	<b>7,247,593</b>	<b>89.1</b>	<b>6,457,794</b>	<b>49,929</b>	<b>581,034</b>	<b>7,168,736</b>	<b>91.9</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE			
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL	
<b>CLASSROOM TEACHERS</b>									
<b>CLASSROOM TEACHERS</b>									
10 165	SECONDMENT LEAVE	10,977	0	0.0	10,977-	0	10,347	0	0.0
10 170	REGULAR DAY SCHOOL TEACHER	3,431,508	44,696,564	92.3	41,265,056	54,726	3,227,314	43,609,227	92.6
10 171	SPECIAL EDUCATION TEACHERS	336,363	4,184,286	92.0	3,847,923	0	336,253	3,961,762	91.5
10 172	PREP & PLANNING TEACHER	64,736	0	0.0	64,736-	0	64,091	0	0.0
10 173	HOME INSTRUCTION TEACHER	858	10,000	91.4	9,142	0	0	10,000	100.0
10 174	F.S.L. TEACHER GR. 1-3	204,859	3,364,340	93.9	3,159,481	0	174,287	2,722,000	93.6
10 175	F.S.L. TEACHER GR. 4-8	237,029	3,500,000	93.2	3,262,971	0	205,781	3,620,000	94.3
10 179	E.S.L. TEACHER	71,106	1,100,000	93.5	1,028,894	0	57,332	1,220,395	95.3
10 180	LEARNING OPPORTUNITY TEACHER	110,375	1,905,344	94.2	1,794,969	0	100,624	1,809,186	94.4
10 184	LONG-TERM LEAVE OF ABSENCE	0	7,000,000	100.0	7,000,000	0	3,605	6,000,000	99.9
10 265	BENEFITS - SECONDMENT	674	0	0.0	674-	0	634	0	0.0
10 270	BENEFITS - REG. DAY SCHOOL TEAC	375,711	5,745,376	93.5	5,369,665	0	313,377	5,694,862	94.5
10 271	BENEFITS - SPEC. ED. TEACHERS	25,575	498,661	94.9	473,086	0	26,281	485,483	94.6
10 272	BENEFITS - PREP & PLANNING TEAC	6,025	0	0.0	6,025-	0	6,090	0	0.0
10 273	BENEFITS - HOME INSTRUCTION TEA	53	600	91.2	547	0	0	611	100.0
10 274	BENEFITS - F.S.L. (GR 1-3)	19,629	400,945	95.1	381,316	0	15,940	333,560	95.2
10 275	BENEFITS - F.S.L. (GR 4-8)	19,999	417,109	95.2	397,110	0	20,212	443,602	95.4
10 279	BENEFITS - E.S.L. TEACHER	5,293	131,091	96.0	125,798	0	3,648	149,550	97.6
10 280	BENEFITS - L.O.P. & OTHER TEACHE	9,380	227,069	95.9	217,689	0	8,991	221,701	95.9
10 284	BENEFITS - LONG TERM OCCASSION	0	416,141	100.0	416,141	0	336	366,713	99.9
<b>TOTAL - CLASSROOM TEACHERS</b>		<b>4,930,150</b>	<b>73,597,526</b>	<b>93.3</b>	<b>68,667,376</b>	<b>54,726</b>	<b>4,575,143</b>	<b>70,648,652</b>	<b>93.5</b>
<b>OCCASSIONAL TEACHERS</b>									
10 181	LONG-TERM SICK LEAVE	0	225,000	100.0	225,000	0	0	275,000	100.0
10 182	SHORT TERM TEACHER REPLACEM	56,599	1,508,814	96.3	1,452,215	0	106,241	1,394,002	92.4
10 183	SHORT TERM - OCCASSIONAL TEAC	0	0	0.0	0	0	0	25,000	100.0
10 281	BENEFITS - L/T SICK LEAVE	0	35,133	100.0	35,133	0	0	43,620	100.0
10 282	BENEFITS - SHORT TERM REPLACE	2,589	235,606	98.9	233,017	0	5,519	221,109	97.5
10 283	BENEFITS - SHORT TERM OCCASSIO	0	0	0.0	0	0	0	3,966	100.0
25 182	SHORT TERM TEACHER REPLACEM	0	52,280	100.0	52,280	0	0	53,803	100.0
25 282	BENEFITS - SHORT TERM REPLACE	0	8,163	100.0	8,163	0	0	8,534	100.0
<b>TOTAL - OCCASSIONAL TEACHERS</b>		<b>59,188</b>	<b>2,064,996</b>	<b>97.1</b>	<b>2,005,808</b>	<b>0</b>	<b>111,760</b>	<b>2,025,034</b>	<b>94.5</b>
<b>TEACHER ASSISTANTS</b>									
10 190	CHILD & YOUTH WORKER	77,750	1,151,969	93.3	1,074,219	0	79,606	781,782	89.8
10 191	EDUCATIONAL ASST.	626,345	8,353,077	92.5	7,726,732	0	635,213	7,399,297	91.4
10 195	EDUCATIONAL ASST. - TEMPORARY	1,082	170,000	99.4	168,918	0	5,598	150,000	96.3
10 196	TUTORS IN THE CLASSROOM	0	0	0.0	0	0	0	53,000	100.0
10 290	BENEFIT - C & Y WORKERS	18,509	274,927	93.3	256,418	0	17,247	200,156	91.4

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
10 291 BENEFITS - ED. ASST.	150,431	1,980,343	92.4	1,829,912	0	143,749	1,809,633	92.1
10 295 BENEFITS - ED. ASST. (TEMP)	43	25,024	99.8	24,981	0	327	22,013	98.5
21 137 COMMUNICATION ASSISTANT	14,515	200,000	92.7	185,485	0	20,124	175,000	88.5
21 237 BENEFITS - COMM. ASST.	3,359	47,732	93.0	44,373	0	4,522	44,804	89.9
<b>TOTAL - TEACHER ASSISTANTS</b>	<b>892,034</b>	<b>12,203,072</b>	<b>92.7</b>	<b>11,311,038</b>	<b>0</b>	<b>906,386</b>	<b>10,635,685</b>	<b>91.5</b>

**PROFESSIONAL & PARA-PROFESSIONAL**

10 170 REGULAR DAY SCHOOL TEACHER	77,665	713,459	89.1	635,794	0	82,702	945,000	91.3
10 270 BENEFITS - REG. DAY SCHOOL TEAC	7,315	85,024	91.4	77,709	0	7,676	115,803	93.4
21 131 INTERPRETERS	939	106,090	99.1	105,151	0	0	103,000	100.0
21 132 PSYCHOLOGIST	7,203	100,000	92.8	92,797	0	7,927	130,000	93.9
21 133 SPEECH PATHOLOGIST	25,431	288,098	91.2	262,667	0	23,971	279,707	91.4
21 134 SOCIAL WORKER	0	20,000	100.0	20,000	0	0	20,000	100.0
21 136 SPECIAL NEEDS FACILITATOR	17,757	219,181	91.9	201,424	0	17,259	212,797	91.9
21 231 BENEFITS - INTERPRETERS	82	0	0.0	82-	0	0	0	0.0
21 233 BENEFITS - SPEECH PATH.	3,754	83,569	95.5	79,815	0	2,663	81,848	96.8
21 236 BENEFITS - SPECIAL NEEDS	3,637	63,576	94.3	59,939	0	2,689	62,269	95.7
22 116 OVERTIME	0	0	0.0	0	0	295	0	0.0
22 135 TECHNICIANS	27,368	371,549	92.6	344,181	0	26,026	386,182	93.3
22 235 BENEFITS - TECHNICIANS	6,102	81,564	92.5	75,463	0	5,412	83,961	93.6
25 129 TEACHER TRAINER	0	0	0.0	0	0	2,227	0	0.0
25 229 BENEFITS - TEACHER TRAINER	0	0	0.0	0	0	478	0	0.0
<b>TOTAL - PROFESSIONAL &amp; PARA-PR</b>	<b>177,253</b>	<b>2,132,110</b>	<b>91.7</b>	<b>1,954,858</b>	<b>0</b>	<b>179,325</b>	<b>2,420,567</b>	<b>92.6</b>

**LIBRARY & GUIDANCE**

23 135 TECHNICIANS	117,339	1,532,829	92.3	1,415,490	0	127,586	1,529,404	91.7
23 138 TEMPORARY ASSISTANCE	877	20,000	95.6	19,123	0	0	25,000	100.0
23 235 BENEFITS - TECHNICIANS	30,190	446,159	93.2	415,969	0	31,268	419,804	92.6
23 238 BENEFITS - TEMPORARY ASSIS ST.S	46	1,830	97.5	1,784	0	3	2,084	99.8
<b>TOTAL - LIBRARY &amp; GUIDANCE</b>	<b>148,452</b>	<b>2,000,818</b>	<b>92.6</b>	<b>1,852,366</b>	<b>0</b>	<b>158,857</b>	<b>1,976,292</b>	<b>92.0</b>

**PRINCIPALS & V.P.**

15 151 PRINCIPALS	461,518	5,466,778	91.6	5,005,260	0	445,440	5,266,085	91.5
15 152 VICE-PRINCIPALS	45,756	581,000	92.1	535,244	0	49,805	607,000	91.8
15 251 BENEFITS - PRINCIPALS	27,222	490,360	94.5	463,138	0	9,317	481,253	98.1
15 252 BENEFITS - VICE PRINCIPALS	2,681	49,232	94.6	46,551	0	971	51,410	98.1
<b>TOTAL - PRINCIPALS &amp; V.P.</b>	<b>537,177</b>	<b>6,587,370</b>	<b>91.9</b>	<b>6,050,193</b>	<b>0</b>	<b>505,533</b>	<b>6,405,748</b>	<b>92.1</b>

**SCHOOL SECRETARIES**

15 112 CLERICAL	143,151	1,748,295	91.8	1,605,144	0	140,919	1,792,399	92.1
15 115 TEMPORARY ASSISTANT	1,597	35,000	95.4	33,403	0	73	50,000	99.9

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE				
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL		
15 212 BENEFITS - CLERICAL	36,158	503,325	92.8	467,167	0	36,817	506,759	92.7		
15 215 BENEFITS - TEMP ASSISTANT	90	2,938	96.9	2,848	0	30	4,212	99.3		
<b>TOTAL - SCHOOL SECRETARIES</b>	<b>180,996</b>	<b>2,289,558</b>	<b>92.1</b>	<b>2,108,562</b>	<b>0</b>	<b>177,839</b>	<b>2,353,370</b>	<b>92.4</b>		

**TEACHER CONSULTANTS**

21 161 CONSULTANT TEACHER	0	0	0.0	0	0	15,765	200,000	92.1		
21 162 CO-ORDINATOR TEACHER	6,311	191,000	96.7	184,689	0	12,156	180,000	93.3		
21 163 PROGRAM OFFICER	9,929	105,000	90.5	95,071	0	9,639	106,000	90.9		
21 261 BENEFITS - CONSULTANT	352	0	0.0	352-	0	846	24,508	96.6		
21 262 BENEFITS - CO-ORDINATOR	512	22,762	97.8	22,250	0	967	22,059	95.6		
21 263 BENEFITS - PROGRAM OFFICER	580	12,513	95.4	11,933	0	188	12,989	98.6		
25 161 CONSULTANT TEACHER	33,552	1,251,507	97.3	1,217,955	0	38,395	914,000	95.8		
25 162 CO-ORDINATOR TEACHER	7,782	0	0.0	7,782-	0	851	0	0.0		
25 163 PROGRAM OFFICER	9,929	105,000	90.5	95,071	0	9,639	106,000	90.9		
25 261 BENEFITS - CONSULTANT	2,645	149,148	98.2	146,503	0	2,886	112,003	97.4		
25 262 BENEFITS - CO-ORDINATOR	1,288	0	0.0	1,288-	0	0	0	0.0		
25 263 BENEFITS - PROGRAM OFFICER	580	12,513	95.4	11,933	0	188	12,989	98.6		
<b>TOTAL - TEACHER CONSULTANTS</b>	<b>73,460</b>	<b>1,849,443</b>	<b>96.0</b>	<b>1,775,983</b>	<b>0</b>	<b>91,520</b>	<b>1,690,548</b>	<b>94.6</b>		

**PROFESSIONAL DEVELOPMENT**

10 315 PROF. DEVELOP. - ACADEMIC	13,111	190,000	93.1	176,889	218	4,162	170,000	97.6		
15 314 PROF. DEVEL. SCHOOL SEC.	0	4,000	100.0	4,000	0	0	0	0.0		
15 317 PROFESSIONAL DEVELOPMENT (NT)	1,200	96,000	98.8	94,800	0	868	130,000	99.3		
21 317 PROFESSIONAL DEVELOPMENT (NT)	0	5,000	100.0	5,000	0	0	25,000	100.0		
23 317 PROFESSIONAL DEVELOPMENT (NT)	0	10,000	100.0	10,000	0	0	20,000	100.0		
25 317 PROFESSIONAL DEVELOPMENT (NT)	0	0	0.0	0	0	0	25,000	100.0		
<b>TOTAL - PROFESSIONAL DEVELOPM</b>	<b>14,311</b>	<b>305,000</b>	<b>95.3</b>	<b>290,689</b>	<b>218</b>	<b>5,030</b>	<b>370,000</b>	<b>98.6</b>		

**CENTRAL PROGRAM CLASSROOM RESOU**

10 320 TEXTBOOKS, LEARNING MATERIAL	0	218,300	100.0	218,300	0	0	300,000	100.0		
10 330 CLASSROOM SUPPLIES & SERVICES	80,806	1,166,700	93.1	1,085,894	100,068	159,898	1,012,100	84.2		
21 330 CLASSROOM SUPPLIES & SERVICES	573	75,000	99.2	74,427	1,058	44-	95,000	100.1		
<b>TOTAL - CENTRAL PROGRAM CLASS</b>	<b>81,379</b>	<b>1,460,000</b>	<b>94.4</b>	<b>1,378,621</b>	<b>101,126</b>	<b>159,854</b>	<b>1,407,100</b>	<b>88.6</b>		

**CLASSROOM SUPPLIES & SERVICES**

10 320 TEXTBOOKS, LEARNING MATERIAL	105,865	353,162	70.0	247,297	34,200	2,308	398,146	99.4		
10 330 CLASSROOM SUPPLIES & SERVICES	26,418	731,147	96.4	704,729	44,755	15,369	750,593	98.0		
10 335 PRINTING & COPIER - INSTR.	21,558	297,748	92.8	276,190	9,210	30,166	296,100	89.8		
10 361 TRAVEL EXPENSE	1,202	48,876	97.5	47,675	0	72	30,000	99.8		
10 450 EDUCATIONAL FIELD TRIPS	1,538	139,703	98.9	138,165	1,141	792-	114,725	100.7		
10 451 SPORT COUNCIL	-17,400	0	0.0	17,400	0	17,400-	0	0.0		



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
23 320 TEXTBOOKS, LEARNING MATERIAL	1,028	70,806	98.6	69,778	2,752	2,667	69,006	96.1
<b>TOTAL - CLASSROOM SUPPLIES &amp; S</b>	<b>140,209</b>	<b>1,641,442</b>	<b>91.5</b>	<b>1,501,234</b>	<b>92,058</b>	<b>32,390</b>	<b>1,658,570</b>	<b>98.1</b>

**INSTRUCTIONAL SUPPLIES & SERVICES**

21 317 PROFESSIONAL DEVELOPMENT (NT)	-138	20,000	100.7	20,138	0	423	20,000	97.9
21 336 PRINTING & COPIER	0	15,000	100.0	15,000	0	473	15,000	96.9
21 361 TRAVEL EXPENSE	436	100,000	99.6	99,564	0	914	100,000	99.1
21 402 REPAIRS - COMPUTERS	0	5,000	100.0	5,000	0	5,283	5,000	5.7-
21 407 CELLULAR	594	5,000	88.1	4,406	0	196	5,000	96.1
21 420 HOSPITALITY	230	15,000	98.5	14,770	0	126	15,000	99.2
25 317 PROFESSIONAL DEVELOPMENT (NT)	392	20,000	98.0	19,608	0	0	20,000	100.0
25 336 PRINTING & COPIER	116	10,000	98.8	9,884	0	553	7,623	92.8
25 361 TRAVEL EXPENSE	281	25,000	98.9	24,719	0	431	25,000	98.3
25 402 REPAIRS - COMPUTERS	0	20,000	100.0	20,000	0	0	0	0.0
25 407 CELLULAR	1,136	10,000	88.6	8,864	0	539	5,000	89.2
25 420 HOSPITALITY	604	20,000	97.0	19,396	0	33	10,000	99.7
<b>TOTAL - INSTRUCTIONAL SUPPLIES</b>	<b>3,651</b>	<b>265,000</b>	<b>98.6</b>	<b>261,349</b>	<b>0</b>	<b>8,971</b>	<b>227,623</b>	<b>96.1</b>

**SCHOOL ADMIN. SUPPLIES & SERVICES**

15 361 TRAVEL EXPENSE	788	30,000	97.4	29,212	0	4,817	30,000	83.9
15 404 REPAIRS - TELEPHONE	2,168	100,000	97.8	97,832	0	2,278	108,876	97.9
15 405 TELEPHONE - VOICE	13,803	200,000	93.1	186,197	0	13,747	180,000	92.4
15 407 CELLULAR	234	0	0.0	234-	0	0	0	0.0
15 410 OFFICE SUPPLIES & SERVICES	7,419	107,656	93.1	100,237	5,143	3,866	98,964	96.1
15 415 SCHOOL COUNCIL (SCH)	335	17,344	98.1	17,009	0	579	57,640	99.0
15 416 SCHOOL COUNCIL - SPECIAL	0	0	0.0	0	0	2,139-	0	0.0
15 420 HOSPITALITY	681	0	0.0	681-	0	1,345	24,389	94.5
15 422 PRO GRANT	0	0	0.0	0	0	677-	0	0.0
<b>TOTAL - SCHOOL ADMIN. SUPPLIES</b>	<b>25,428</b>	<b>455,000</b>	<b>94.4</b>	<b>429,572</b>	<b>5,143</b>	<b>23,816</b>	<b>499,869</b>	<b>95.2</b>

**COMPUTERS - CLASSROOM**

10 402 REPAIRS - COMPUTERS	384	52,000	99.3	51,616	669	898	55,000	98.4
10 406 DATA COMMUNICATION LINES	6,994	107,843	93.5	100,849	0	6,994	107,843	93.5
10 408 NETWORK SYSTEM	29,417	343,899	91.5	314,482	0	31,121	343,899	91.0
10 552 ADDITIONAL - COMPUTERS	1,600	120,812	98.7	119,212	10	0	192,196	100.0
10 661 SOFTWARE LICENSES & SUPPORT	16,414	41,340	60.3	24,926	0	16,414	41,340	60.3
22 361 TRAVEL EXPENSE	854	0	0.0	854-	0	2,435	0	0.0
22 402 REPAIRS - COMPUTERS	1,491	48,000	96.9	46,509	2,305	4,091	55,000	92.6
22 407 CELLULAR	210	0	0.0	210-	0	60	0	0.0
<b>TOTAL - COMPUTERS - CLASSROOM</b>	<b>57,364</b>	<b>713,894</b>	<b>92.0</b>	<b>656,530</b>	<b>2,984</b>	<b>62,013</b>	<b>795,278</b>	<b>92.2</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>COMPUTERS - NON CLASSROOM</b>								
15 552 ADDITIONAL - COMPUTERS	0	50,000	100.0	50,000	0	0	75,000	100.0
<b>TOTAL - COMPUTERS - NON CLASSR</b>	<b>0</b>	<b>50,000</b>	<b>100.0</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>75,000</b>	<b>100.0</b>
<b>F &amp; E - CLASSROOM</b>								
10 551 ADDITIONAL - FURNITURE	39,295	301,485	87.0	262,190	5,319	40,530	325,004	87.5
<b>TOTAL - F &amp; E - CLASSROOM</b>	<b>39,295</b>	<b>301,485</b>	<b>87.0</b>	<b>262,190</b>	<b>5,319</b>	<b>40,530</b>	<b>325,004</b>	<b>87.5</b>
<b>F &amp; E - NON CLASSROOM</b>								
15 551 ADDITIONAL - FURNITURE	0	42,397	100.0	42,397	0	1,592	38,155	95.8
15 601 RENTAL/LEASE - FURNITURE	0	0	0.0	0	0	0	5,000	100.0
<b>TOTAL - F &amp; E - NON CLASSROOM</b>	<b>0</b>	<b>42,397</b>	<b>100.0</b>	<b>42,397</b>	<b>0</b>	<b>1,592</b>	<b>43,155</b>	<b>96.3</b>
<b>TOTAL - ELEMENTARY SCHOOLS</b>	<b>7,360,347</b>	<b>107,959,111</b>	<b>93.2</b>	<b>100,598,766</b>	<b>261,574</b>	<b>7,040,559</b>	<b>03,557,495</b>	<b>93.2</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**SECONDARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>CLASSROOM TEACHERS</b>								
<b>CLASSROOM TEACHERS</b>								
10 165	SECONDMENT LEAVE	13,583	0	0.0	13,583-	0	13,701-	0 0.0
10 170	REGULAR DAY SCHOOL TEACHER	2,851,503	36,149,782	92.1	33,298,279	0	2,624,565	34,738,148 92.4
10 171	SPECIAL EDUCATION TEACHERS	100,909	2,375,525	95.8	2,274,616	0	108,519	1,752,076 93.8
10 173	HOME INSTRUCTION TEACHER	530	20,000	97.4	19,470	0	0	15,000 100.0
10 179	E.S.L. TEACHER	20,708	197,960	89.5	177,252	0	22,101	183,920 88.0
10 184	LONG-TERM LEAVE OF ABSENCE	465	2,500,000	100.0	2,499,535	0	586-	2,350,000 100.0
10 265	BENEFITS - SECONDMENT	803	0	0.0	803-	0	301-	0 0.0
10 270	BENEFITS - REG. DAY SCHOOL TEAC	234,012	4,115,774	94.3	3,881,762	0	211,522	4,135,795 94.9
10 271	BENEFITS - SPEC. ED. TEACHERS	7,515	261,642	97.1	254,127	0	8,126	258,105 96.9
10 273	BENEFITS - HOME INSTRUCTION TEA	27	1,137	97.6	1,110	0	0	892 100.0
10 279	BENEFITS - E.S.L. TEACHER	1,564	21,803	92.8	20,239	0	1,668	21,080 92.1
10 284	BENEFITS - LONG TERM OCCASSION	20	142,198	100.0	142,178	0	26-	139,689 100.0
15 153	DEPARTMENT HEAD - ALLOWANCE	0	357,000	100.0	357,000	0	0	357,000 100.0
15 253	BENEFITS - DEPT HEAD ALLOWANC	0	9,314	100.0	9,314	0	0	9,689 100.0
<b>TOTAL - CLASSROOM TEACHERS</b>		<b>3,231,639</b>	<b>46,152,135</b>	<b>93.0</b>	<b>42,920,496</b>	<b>0</b>	<b>2,961,887</b>	<b>43,961,394 93.3</b>
<b>OCCASSIONAL TEACHERS</b>								
10 181	LONG-TERM SICK LEAVE	0	150,000	100.0	150,000	0	0	200,000 100.0
10 182	SHORT TERM TEACHER REPLACEM	25,864	934,496	97.2	908,632	0	52,531	875,044 94.0
10 281	BENEFITS - L/T SICK LEAVE	0	17,017	100.0	17,017	0	0	22,893 100.0
10 282	BENEFITS - SHORT TERM REPLACE	1,188	106,011	98.9	104,823	0	2,909	100,162 97.1
24 182	SHORT TERM TEACHER REPLACEM	0	1,966	100.0	1,966	0	0	1,908 100.0
24 282	BENEFITS - SHORT TERM REPLACE	0	223	100.0	223	0	0	219 100.0
25 182	SHORT TERM TEACHER REPLACEM	0	16,730	100.0	16,730	0	0	12,182 100.0
25 282	BENEFITS - SHORT TERM REPLACE	0	1,899	100.0	1,899	0	0	1,394 100.0
<b>TOTAL - OCCASSIONAL TEACHERS</b>		<b>27,052</b>	<b>1,228,342</b>	<b>97.8</b>	<b>1,201,290</b>	<b>0</b>	<b>55,440</b>	<b>1,213,802 95.4</b>
<b>TEACHER ASSISTANTS</b>								
10 190	CHILD & YOUTH WORKER	22,065	291,103	92.4	269,038	0	22,362	260,166 91.4
10 191	EDUCATIONAL ASST.	232,474	3,034,532	92.3	2,802,058	0	229,024	2,621,972 91.3
10 195	EDUCATIONAL ASST. - TEMPORARY	1,212	85,000	98.6	83,788	0	1,350	75,000 98.2
10 290	BENEFIT - C & Y WORKERS	5,200	80,367	93.5	75,167	0	5,077	74,618 93.2
10 291	BENEFITS - ED. ASST.	56,370	745,041	92.4	688,671	0	52,661	669,410 92.1
10 295	BENEFITS - ED. ASST. (TEMP)	54	7,170	99.3	7,116	0	67	6,290 98.9
<b>TOTAL - TEACHER ASSISTANTS</b>		<b>317,375</b>	<b>4,243,213</b>	<b>92.5</b>	<b>3,925,838</b>	<b>0</b>	<b>310,541</b>	<b>3,707,456 91.6</b>
<b>PROFESSIONAL &amp; PARA-PROFESSIONAL</b>								
10 177	CHAPLAIN - NON TEACHER	35,403	486,667	92.7	451,264	0	36,732	472,638 92.2
10 277	BENEFITS - CHAPLAIN NON TEACHE	6,156	112,385	94.5	106,229	0	4,906	110,112 95.5

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**SECONDARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
21 131 INTERPRETERS	1,301	35,845	96.4	34,544	0	2,620	35,845	92.7
21 134 SOCIAL WORKER	6,203	80,732	92.3	74,529	0	5,855	78,381	92.5
21 231 BENEFITS - INTERPRETERS	195	3,266	94.0	3,071	0	117	6,020	98.1
21 234 BENEFITS - SOCIAL WORKER	978	16,216	94.0	15,238	0	926	13,161	93.0
22 135 TECHNICIANS	28,317	372,747	92.4	344,430	0	26,750	421,707	93.7
22 236 BENEFITS - TECHNICIANS	6,025	203,121	97.0	197,096	0	6,323	212,038	97.0
25 129 TEACHER TRAINER	0	0	0.0	0	0	2,227	0	0.0
25 229 BENEFITS - TEACHER TRAINER	0	0	0.0	0	0	478	0	0.0
<b>TOTAL - PROFESSIONAL &amp; PARA-PR</b>	<b>84,578</b>	<b>1,310,979</b>	<b>93.6</b>	<b>1,226,401</b>	<b>0</b>	<b>86,934</b>	<b>1,349,902</b>	<b>93.6</b>

**LIBRARY & GUIDANCE**

23 135 TECHNICIANS	23,731	286,857	91.7	263,126	0	25,666	283,556	91.0
23 138 TEMPORARY ASSISTANCE	0	10,000	100.0	10,000	0	551	5,000	89.0
23 235 BENEFITS - TECHNICIANS	6,037	77,716	92.2	71,679	0	6,210	76,150	91.8
23 238 BENEFITS - TEMPORARY ASSIS ST.S	0	844	100.0	844	0	24	422	94.3
<b>TOTAL - LIBRARY &amp; GUIDANCE</b>	<b>29,768</b>	<b>375,417</b>	<b>92.1</b>	<b>345,649</b>	<b>0</b>	<b>32,451</b>	<b>365,128</b>	<b>91.1</b>

**PRINCIPALS & V.P.**

15 151 PRINCIPALS	78,735	956,069	91.8	877,334	0	82,376	1,001,220	91.8
15 152 VICE-PRINCIPALS	132,728	1,491,634	91.1	1,358,906	0	113,456	1,360,000	91.7
15 251 BENEFITS - PRINCIPALS	65,558	99,918	34.4	34,360	0	1,606	107,264	98.5
15 252 BENEFITS - VICE PRINCIPALS	9,068	155,890	94.2	146,822	0	2,212	145,700	98.5
<b>TOTAL - PRINCIPALS &amp; V.P.</b>	<b>286,089</b>	<b>2,703,511</b>	<b>89.4</b>	<b>2,417,422</b>	<b>0</b>	<b>199,650</b>	<b>2,614,184</b>	<b>92.4</b>

**SCHOOL SECRETARIES**

15 112 CLERICAL	123,072	1,349,042	90.9	1,225,970	0	117,415	1,496,344	92.2
15 115 TEMPORARY ASSISTANT	5,803	75,000	92.3	69,197	0	841	25,000	96.6
15 212 BENEFITS - CLERICAL	28,933	357,116	91.9	328,183	0	27,525	393,827	93.0
15 215 BENEFITS - TEMP ASSISTANT	1,557	6,374	75.6	4,817	0	93	2,152	95.7
<b>TOTAL - SCHOOL SECRETARIES</b>	<b>159,365</b>	<b>1,787,532</b>	<b>91.1</b>	<b>1,628,167</b>	<b>0</b>	<b>145,874</b>	<b>1,917,323</b>	<b>92.4</b>

**TEACHER CONSULTANTS**

25 161 CONSULTANT TEACHER	35,886	599,047	94.0	563,161	0	30,009	556,340	94.6
25 261 BENEFITS - CONSULTANT	2,420	65,979	96.3	63,559	0	1,571	63,761	97.5
<b>TOTAL - TEACHER CONSULTANTS</b>	<b>38,306</b>	<b>665,026</b>	<b>94.2</b>	<b>626,720</b>	<b>0</b>	<b>31,580</b>	<b>620,101</b>	<b>94.9</b>

**SALARY & BEN - LIBRARY & GUIDANCE**

24 178 LIBRARY/GUIDANCE TEACHER	169,908	1,591,601	89.3	1,421,693	0	146,465	2,008,891	92.7
24 278 BENEFITS - LIBRARY/GUIDANCE TEA	12,635	175,300	92.8	162,665	0	10,423	172,931	94.0
<b>TOTAL - SALARY &amp; BEN - LIBRARY &amp;</b>	<b>182,543</b>	<b>1,766,901</b>	<b>89.7</b>	<b>1,584,358</b>	<b>0</b>	<b>156,888</b>	<b>2,181,822</b>	<b>92.8</b>

**PROFESSIONAL DEVELOPMENT**

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**SECONDARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE				
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL		
10 315 PROF. DEVELOP. - ACADEMIC	2,840	80,000	96.5	77,160	0	290	80,000	99.6		
15 317 PROFESSIONAL DEVELOPMENT (NT)	300	35,000	99.1	34,700	0	332	35,000	99.1		
21 315 PROF. DEVELOP. - ACADEMIC	0	5,000	100.0	5,000	0	0	5,000	100.0		
24 317 PROFESSIONAL DEVELOPMENT (NT)	0	0	0.0	0	0	0	10,000	100.0		
25 317 PROFESSIONAL DEVELOPMENT (NT)	0	0	0.0	0	0	0	5,000	100.0		
<b>TOTAL - PROFESSIONAL DEVELOPM</b>	<b>3,140</b>	<b>120,000</b>	<b>97.4</b>	<b>116,860</b>	<b>0</b>	<b>622</b>	<b>135,000</b>	<b>99.5</b>		

**CENTRAL PROGRAM CLASSROOM RESOU**

10 320 TEXTBOOKS, LEARNING MATERIAL	8,064	200,000	96.0	191,936	0	0	485,000	100.0		
10 330 CLASSROOM SUPPLIES & SERVICES	141,811	1,470,950	90.4	1,329,139	112,793	132,085	1,518,206	91.3		
21 330 CLASSROOM SUPPLIES & SERVICES	0	20,000	100.0	20,000	486	174	30,000	99.4		
<b>TOTAL - CENTRAL PROGRAM CLASS</b>	<b>149,875</b>	<b>1,690,950</b>	<b>91.1</b>	<b>1,541,075</b>	<b>113,279</b>	<b>132,259</b>	<b>2,033,206</b>	<b>93.5</b>		

**CLASSROOM SUPPLIES & SERVICES**

10 320 TEXTBOOKS, LEARNING MATERIAL	13,662	315,319	95.7	301,657	29,060	20,550	380,965	94.6		
10 330 CLASSROOM SUPPLIES & SERVICES	45,625	852,137	94.7	806,512	69,652	16,632	775,451	97.9		
10 335 PRINTING & COPIER - INSTR.	6,259	254,189	97.5	247,930	797	25,663	249,944	89.7		
10 350 FOOD SUPPLIES & SERVICES	0	80,000	100.0	80,000	0	0	80,000	100.0		
10 361 TRAVEL EXPENSE	-20,867	66,131	131.6	86,998	0	820	50,000	98.4		
10 450 EDUCATIONAL FIELD TRIPS	2,002	104,729	98.1	102,727	50,889	1,590	101,750	98.4		
23 320 TEXTBOOKS, LEARNING MATERIAL	3,930	84,729	95.4	80,799	6,740	281	74,223	99.6		
<b>TOTAL - CLASSROOM SUPPLIES &amp; S</b>	<b>50,611</b>	<b>1,757,234</b>	<b>97.1</b>	<b>1,706,623</b>	<b>157,138</b>	<b>65,536</b>	<b>1,712,333</b>	<b>96.2</b>		

**INSTRUCTIONAL SUPPLIES & SERVICES**

21 317 PROFESSIONAL DEVELOPMENT (NT)	0	1,000	100.0	1,000	0	100	1,000	90.0		
21 336 PRINTING & COPIER	0	5,000	100.0	5,000	0	0	5,000	100.0		
21 361 TRAVEL EXPENSE	0	20,000	100.0	20,000	0	0	20,000	100.0		
21 402 REPAIRS - COMPUTERS	0	1,000	100.0	1,000	0	0	1,000	100.0		
25 317 PROFESSIONAL DEVELOPMENT (NT)	0	2,000	100.0	2,000	0	0	2,000	100.0		
25 336 PRINTING & COPIER	0	10,000	100.0	10,000	0	0	10,000	100.0		
25 361 TRAVEL EXPENSE	1,182	9,000	86.9	7,818	0	1,583	9,000	82.4		
25 402 REPAIRS - COMPUTERS	0	1,000	100.0	1,000	0	0	1,000	100.0		
25 420 HOSPITALITY	17	15,000	99.9	14,983	0	94	15,000	99.4		
<b>TOTAL - INSTRUCTIONAL SUPPLIES</b>	<b>1,199</b>	<b>64,000</b>	<b>98.1</b>	<b>62,801</b>	<b>0</b>	<b>1,777</b>	<b>64,000</b>	<b>97.2</b>		

**SCHOOL ADMIN. SUPPLIES & SERVICES**

15 361 TRAVEL EXPENSE	1,389	15,000	90.7	13,611	0	1,368	15,000	90.9		
15 404 REPAIRS - TELEPHONE	418	50,000	99.2	49,582	0	2,145	61,131	96.5		
15 405 TELEPHONE - VOICE	4,380	100,000	95.6	95,620	0	4,307	100,000	95.7		
15 407 CELLULAR	1,716	0	0.0	1,716	0	0	0	0.0		
15 410 OFFICE SUPPLIES & SERVICES	4,507	95,127	95.3	90,620	4,209	6,307	112,361	94.4		

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**SECONDARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE						LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL	
15 415 SCHOOL COUNCIL (SCH)	174	8,473	98.0	8,299	63	107	24,013	99.6	
15 416 SCHOOL COUNCIL - SPECIAL	65	0	0.0	65-	0	470-	0	0.0	
15 420 HOSPITALITY	0	6,400	100.0	6,400	0	807-	6,400	112.6	
15 422 PRO GRANT	172	0	0.0	172-	0	0	0	0.0	
<b>TOTAL - SCHOOL ADMIN. SUPPLIES</b>	<b>12,821</b>	<b>275,000</b>	<b>95.3</b>	<b>262,179</b>	<b>4,272</b>	<b>12,957</b>	<b>318,905</b>	<b>95.9</b>	
<b>COMPUTERS - CLASSROOM</b>									
10 402 REPAIRS - COMPUTERS	542	16,000	96.6	15,458	158	818	28,500	97.1	
10 406 DATA COMMUNICATION LINES	2,819	52,000	94.6	49,181	0	2,819	72,000	96.1	
10 408 NETWORK SYSTEM	5,126	68,000	92.5	62,874	0	4,910	78,000	93.7	
10 552 ADDITIONAL - COMPUTERS	7,245	146,469	95.1	139,224	481	38,245	207,988	81.6	
10 661 SOFTWARE LICENSES & SUPPORT	16,414	30,000	45.3	13,586	0	16,414	30,000	45.3	
22 361 TRAVEL EXPENSE	141	0	0.0	141-	0	268	0	0.0	
22 402 REPAIRS - COMPUTERS	0	34,000	100.0	34,000	0	0	26,500	100.0	
22 407 CELLULAR	333	0	0.0	333-	0	0	0	0.0	
<b>TOTAL - COMPUTERS - CLASSROOM</b>	<b>32,620</b>	<b>346,469</b>	<b>90.6</b>	<b>313,849</b>	<b>639</b>	<b>63,474</b>	<b>442,988</b>	<b>85.7</b>	
<b>COMPUTERS - NON CLASSROOM</b>									
15 552 ADDITIONAL - COMPUTERS	0	25,000	100.0	25,000	0	0	25,000	100.0	
<b>TOTAL - COMPUTERS - NON CLASSR</b>	<b>0</b>	<b>25,000</b>	<b>100.0</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>100.0</b>	
<b>F &amp; E - CLASSROOM</b>									
10 551 ADDITIONAL - FURNITURE	7,217	87,622	91.8	80,405	10,052	30,643	87,104	64.8	
<b>TOTAL - F &amp; E - CLASSROOM</b>	<b>7,217</b>	<b>87,622</b>	<b>91.8</b>	<b>80,405</b>	<b>10,052</b>	<b>30,643</b>	<b>87,104</b>	<b>64.8</b>	
<b>F &amp; E - NON CLASSROOM</b>									
15 551 ADDITIONAL - FURNITURE	4,850	24,324	80.1	19,474	1,436	0	24,168	100.0	
<b>TOTAL - F &amp; E - NON CLASSROOM</b>	<b>4,850</b>	<b>24,324</b>	<b>80.1</b>	<b>19,474</b>	<b>1,436</b>	<b>0</b>	<b>24,168</b>	<b>100.0</b>	
<b>FEES &amp; CONTRACTS</b>									
10 654 OTHER CONTRACTUAL SERVICES	0	72,000	100.0	72,000	0	0	72,000	100.0	
<b>TOTAL - FEES &amp; CONTRACTS</b>	<b>0</b>	<b>72,000</b>	<b>100.0</b>	<b>72,000</b>	<b>0</b>	<b>0</b>	<b>72,000</b>	<b>100.0</b>	
<b>TOTAL - SECONDARY SCHOOLS</b>	<b>4,619,048</b>	<b>64,695,655</b>	<b>92.9</b>	<b>60,076,607</b>	<b>286,816</b>	<b>4,288,513</b>	<b>62,845,816</b>	<b>93.2</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**CONTINUING EDUCATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>TEACHER ASSISTANTS</b>								
<b>TEACHER ASSISTANTS</b>								
55 191 EDUCATIONAL ASST.	2,891	27,418	89.5	24,527	0	5,401	24,584	78.0
55 291 BENEFITS - ED. ASST.	702	7,403	90.5	6,701	0	1,440	4,425	67.5
<b>TOTAL - TEACHER ASSISTANTS</b>	<b>3,593</b>	<b>34,821</b>	<b>89.7</b>	<b>31,228</b>	<b>0</b>	<b>6,841</b>	<b>29,009</b>	<b>76.4</b>
<b>PROFESSIONAL &amp; PARA-PROFESSIONAL</b>								
55 107 INFO. TECHNOLOGY ASSISTANT	0	0	0.0	0	0	538	0	0.0
55 125 DAY CARE PROVIDER	2,570	39,175	93.4	36,605	0	2,474	42,290	94.2
55 135 TECHNICIANS	3,483	0	0.0	3,483	0	0	0	0.0
55 225 BENEFITS - DAY CARE PROVIDER	744	7,052	89.5	6,308	0	711	7,612	90.7
55 235 BENEFITS - TECHNICIANS	796	0	0.0	796	0	0	0	0.0
<b>TOTAL - PROFESSIONAL &amp; PARA-PR</b>	<b>7,593</b>	<b>46,227</b>	<b>83.6</b>	<b>38,634</b>	<b>0</b>	<b>3,723</b>	<b>49,902</b>	<b>92.5</b>
<b>PRINCIPALS &amp; V.P.</b>								
55 103 DEPARTMENT MANAGERS	12,604	213,131	94.1	200,527	0	12,387	207,489	94.0
55 111 COORDINATORS	0	118,890	100.0	118,890	0	0	77,800	100.0
55 151 PRINCIPALS	9,251	112,283	91.8	103,032	0	8,820	109,013	91.9
55 203 BENEFITS - DEPT. MANAGERS	1,997	37,139	94.6	35,142	0	2,069	35,973	94.3
55 211 BENEFITS - COORDINATORS	0	20,622	100.0	20,622	0	0	12,733	100.0
55 251 BENEFITS - PRINCIPALS	567	11,228	95.0	10,661	0	172	10,901	98.4
<b>TOTAL - PRINCIPALS &amp; V.P.</b>	<b>24,419</b>	<b>513,293</b>	<b>95.2</b>	<b>488,874</b>	<b>0</b>	<b>23,448</b>	<b>453,909</b>	<b>94.8</b>
<b>SCHOOL SECRETARIES</b>								
55 112 CLERICAL	23,149	279,844	91.7	256,695	0	22,849	279,844	91.8
55 212 BENEFITS - CLERICAL	5,423	75,558	92.8	70,135	0	5,774	75,558	92.4
<b>TOTAL - SCHOOL SECRETARIES</b>	<b>28,572</b>	<b>355,402</b>	<b>92.0</b>	<b>326,830</b>	<b>0</b>	<b>28,623</b>	<b>355,402</b>	<b>92.0</b>
<b>SALARY &amp; BEN - TEMPORARY</b>								
55 115 TEMPORARY ASSISTANT	289	51,095	99.4	50,806	0	70	50,000	99.9
55 215 BENEFITS - TEMP ASSISTANT	14	4,863	99.7	4,849	0	47	4,704	99.0
<b>TOTAL - SALARY &amp; BEN - TEMPORAR</b>	<b>303</b>	<b>55,958</b>	<b>99.5</b>	<b>55,655</b>	<b>0</b>	<b>117</b>	<b>54,704</b>	<b>99.8</b>
<b>SALARY &amp; BEN - GRANT OFFICERS</b>								
55 155 ADMINISTRATORS & GRANT OFFICE	0	0	0.0	0	0	4,453	0	0.0
55 255 BENEFITS - ADMIN & GRANT OFFICE	0	0	0.0	0	0	956	0	0.0
<b>TOTAL - SALARY &amp; BEN - GRANT OFF</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>	<b>5,409</b>	<b>0</b>	<b>0.0</b>
<b>SALARY &amp; BEN - ADULT ED. TEACHERS</b>								
55 192 CLASSROOM INSTRUCTORS	31,076	2,015,997	98.5	1,984,921	318	67,255	2,177,388	96.9
55 193 CLASSROOM TEACHERS	10,363	1,298,123	99.2	1,287,760	0	3,992	1,185,571	99.7
55 292 BENEFITS - CON'T ED INSTRUCTORS	9,748	254,884	96.2	245,136	0	10,082	259,652	96.1

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**CONTINUING EDUCATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
55 293 BENEFITS - CON'T ED. TEACHERS	487	205,315	99.8	204,828	0	598	185,345	99.7
<b>TOTAL - SALARY &amp; BEN - ADULT ED.</b>	<b>51,674</b>	<b>3,774,319</b>	<b>98.6</b>	<b>3,722,645</b>	<b>318</b>	<b>81,927</b>	<b>3,807,956</b>	<b>97.9</b>

**PROFESSIONAL DEVELOPMENT**

55 315 PROF. DEVELOP. - ACADEMIC	0	10,360	100.0	10,360	0	0	11,300	100.0
55 317 PROFESSIONAL DEVELOPMENT (NT)	0	5,500	100.0	5,500	0	0	4,500	100.0
55 318 PROF. MEMBERSHIPS	0	9,500	100.0	9,500	0	0	8,650	100.0
<b>TOTAL - PROFESSIONAL DEVELOPM</b>	<b>0</b>	<b>25,360</b>	<b>100.0</b>	<b>25,360</b>	<b>0</b>	<b>0</b>	<b>24,450</b>	<b>100.0</b>

**CENTRAL PROGRAM CLASSROOM RESOU**

55 325 COMPUTER SOFTWARE/CD ROM	0	35,500	100.0	35,500	0	7,047	59,500	88.2
55 335 PRINTING & COPIER - INSTR.	0	65,340	100.0	65,340	0	3,226	70,200	95.4
55 353 ADVERTISING & PROMOTION	1,225	120,000	99.0	118,775	1,575	1,247	91,500	98.6
55 356 CHILDMINDING	0	37,625	100.0	37,625	0	0	35,000	100.0
55 361 TRAVEL EXPENSE	1,482	11,258	86.8	9,776	0	1,136	17,150	93.4
55 401 REPAIRS - F & E	0	2,000	100.0	2,000	0	0	5,000	100.0
55 402 REPAIRS - COMPUTERS	0	5,000	100.0	5,000	45	0	5,000	100.0
55 404 REPAIRS - TELEPHONE	0	10,000	100.0	10,000	0	0	10,000	100.0
55 405 TELEPHONE - VOICE	1,279	25,900	95.1	24,621	0	1,297	30,500	95.8
55 406 DATA COMMUNICATION LINES	229	7,500	97.0	7,271	0	229	7,500	96.9
55 407 CELLULAR	482	10,000	95.2	9,518	0	45	10,000	99.6
55 410 OFFICE SUPPLIES & SERVICES	721	29,846	97.6	29,125	1,684	1,528	29,000	94.7
55 411 POSTAGE	4	5,000	99.9	4,996	0	0	5,250	100.0
55 413 COURIER & MOVING	0	5,000	100.0	5,000	0	0	5,000	100.0
55 416 SCHOOL COUNCIL - SPECIAL	0	2,000	100.0	2,000	0	0	2,000	100.0
55 420 HOSPITALITY	0	6,000	100.0	6,000	0	0	30,000	100.0
55 610 RENTAL/LEASE - INSTRUCT. ACCOM	26,500	163,357	83.8	136,857	0	0	223,800	100.0
<b>TOTAL - CENTRAL PROGRAM CLASS</b>	<b>31,922</b>	<b>541,326</b>	<b>94.1</b>	<b>509,404</b>	<b>3,304</b>	<b>15,755</b>	<b>636,400</b>	<b>97.5</b>

**CLASSROOM SUPPLIES & SERVICES**

55 320 TEXTBOOKS, LEARNING MATERIAL	365	46,485	99.2	46,120	38	6,840	61,600	88.9
55 325 COMPUTER SOFTWARE/CD ROM	17,323	19,500	11.2	2,177	0	0	0	0.0
55 330 CLASSROOM SUPPLIES & SERVICES	44,011	316,606	86.1	272,595	53,045	40,152	297,400	86.5
55 331 APPLICATION SOFTWARE	2,192	35,000	93.7	32,808	0	2,217	42,500	94.8
55 450 EDUCATIONAL FIELD TRIPS	6,434	175,750	96.3	169,316	4,281	5,392	133,200	96.0
55 682 PUBLIC TRANSIT FARES	705	98,529	99.3	97,824	1,878	1,350	15,385	91.2
<b>TOTAL - CLASSROOM SUPPLIES &amp; S</b>	<b>71,030</b>	<b>691,870</b>	<b>89.7</b>	<b>620,840</b>	<b>59,242</b>	<b>55,951</b>	<b>550,085</b>	<b>89.8</b>

**COMPUTERS - CLASSROOM**

55 552 ADDITIONAL - COMPUTERS	4,541	45,000	89.9	40,459	0	109	15,000	99.3
<b>TOTAL - COMPUTERS - CLASSROOM</b>	<b>4,541</b>	<b>45,000</b>	<b>89.9</b>	<b>40,459</b>	<b>0</b>	<b>109</b>	<b>15,000</b>	<b>99.3</b>



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**CONTINUING EDUCATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>F &amp; E - CLASSROOM</b>								
55 501 REPLACEMENT - FURNITURE & EQUI	0	0	0.0	0	0	0	10,000	100.0
55 551 ADDITIONAL - FURNITURE	0	10,000	100.0	10,000	0	0	0	0.0
<b>TOTAL - F &amp; E - CLASSROOM</b>	<b>0</b>	<b>10,000</b>	<b>100.0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>100.0</b>
<b>FEES &amp; CONTRACTS</b>								
55 661 SOFTWARE LICENSES & SUPPORT	1,824	4,000	54.4	2,176	0	1,824	0	0.0
<b>TOTAL - FEES &amp; CONTRACTS</b>	<b>1,824</b>	<b>4,000</b>	<b>54.4</b>	<b>2,176</b>	<b>0</b>	<b>1,824</b>	<b>0</b>	<b>0.0</b>
<b>TOTAL - CONTINUING EDUCATION</b>	<b>225,471</b>	<b>6,097,576</b>	<b>96.3</b>	<b>5,872,105</b>	<b>62,864</b>	<b>223,727</b>	<b>5,986,817</b>	<b>96.3</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED: SEPTEMBER 30, 2009**

**PLANT OPERATIONS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE				
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL		
<b>SALARY &amp; BEN - MANAGERS</b>										
<b>SALARY &amp; BEN - MANAGERS</b>										
40 103	DEPARTMENT MANAGERS	16,639	214,195	92.2	197,556	0	15,119	203,905	92.6	
40 110	TECHNICAL & OPERATIONS	2,468	0	0.0	2,468-	0	2,950	40,000	92.6	
40 111	COORDINATORS	14,022	140,251	90.0	126,229	0	13,281	201,633	93.4	
40 113	COORDINATORS - WSIB	4,719	62,417	92.4	57,698	0	4,453	94,373	95.3	
40 115	TEMPORARY ASSISTANT	0	0	0.0	0	0	0	5,000	100.0	
40 203	BENEFITS - DEPT. MANAGERS	2,431	52,304	95.4	49,873	0	2,246	49,993	95.5	
40 210	BENEFITS - TECHNICAL STAFF	728	0	0.0	728-	0	786	9,806	92.0	
40 213	BENEFITS - COORDINATORS	3,644	49,489	92.6	45,845	0	3,678	72,576	94.9	
40 215	BENEFITS - TEMP ASSISTANT	0	0	0.0	0	0	0	436	100.0	
<b>TOTAL - SALARY &amp; BEN - MANAGERS</b>		<b>44,651</b>	<b>518,656</b>	<b>91.4</b>	<b>474,005</b>	<b>0</b>	<b>42,513</b>	<b>677,722</b>	<b>93.7</b>	
<b>SALARY &amp; BEN - CARETAKER</b>										
40 108	CARETAKER	243,368	3,253,959	92.5	3,010,591	0	234,555	3,192,392	92.7	
40 118	CARETAKER REPLACEMENT	14,860	250,000	94.1	235,140	0	5,025	250,000	98.0	
40 141	MODIFIED WORK - CARETAKERS	2,754	0	0.0	2,754-	0	2,027	0	0.0	
40 208	BENEFITS - CARETAKER	56,832	794,588	92.9	737,756	0	56,103	805,435	93.0	
40 218	BENEFITS - CARETAKER REPL.	153	61,046	99.8	60,893	0	327	38,614	99.2	
40 241	BENEFITS - MODIFIED WORK (CTKRS)	799	0	0.0	799-	0	132	0	0.0	
40 418	CONTRACTED CLEANING	0	300,000	100.0	300,000	0	4,400	300,000	98.5	
<b>TOTAL - SALARY &amp; BEN - CARETAKE</b>		<b>318,766</b>	<b>4,659,593</b>	<b>93.2</b>	<b>4,340,827</b>	<b>0</b>	<b>302,569</b>	<b>4,586,441</b>	<b>93.4</b>	
<b>SALARY &amp; BEN - CLEANER</b>										
40 109	CLEANER	251,690	3,540,707	92.9	3,289,017	0	120,423	3,352,671	96.4	
40 119	CLEANER REPLACEMENT	59,292	150,000	60.5	90,708	0	4,021	150,000	97.3	
40 209	BENEFITS - CLEANER	66,817	864,600	92.3	797,783	0	64,354	845,071	92.4	
40 219	BENEFITS - CLEANER REPL.	4,470	36,829	87.8	32,159	0	1,378	23,166	94.1	
<b>TOTAL - SALARY &amp; BEN - CLEANER</b>		<b>382,269</b>	<b>4,591,936</b>	<b>91.7</b>	<b>4,209,667</b>	<b>0</b>	<b>190,176</b>	<b>4,370,908</b>	<b>95.7</b>	
<b>SALARY &amp; BEN - CLERICAL</b>										
40 112	CLERICAL	7,203	94,026	92.3	86,823	0	10,592	79,756	86.7	
40 212	BENEFITS - CLERICAL	1,818	22,959	92.1	21,141	0	2,649	19,554	86.5	
<b>TOTAL - SALARY &amp; BEN - CLERICAL</b>		<b>9,021</b>	<b>116,985</b>	<b>92.3</b>	<b>107,964</b>	<b>0</b>	<b>13,241</b>	<b>99,310</b>	<b>86.7</b>	
<b>PROFESSIONAL DEVELOPMENT</b>										
40 317	PROFESSIONAL DEVELOPMENT (NT)	2,735	9,000	69.6	6,265	0	266	18,500	98.6	
40 318	PROF. MEMBERSHIPS	0	1,000	100.0	1,000	0	168	1,500	88.8	
<b>TOTAL - PROFESSIONAL DEVELOPM</b>		<b>2,735</b>	<b>10,000</b>	<b>72.7</b>	<b>7,265</b>	<b>0</b>	<b>434</b>	<b>20,000</b>	<b>97.8</b>	
<b>SUPPLIES &amp; SERV - UTILITIES</b>										
40 341	HYDRO	98,858	2,300,000	95.7	2,201,142	0	2,900	2,400,000	99.9	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**PLANT OPERATIONS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE				
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL		
40 343 HEATING - GAS	15,350	2,000,000	99.2	1,984,650	0	72-	1,850,000	100.0		
40 346 WATER & SEWAGE	9,362	400,000	97.7	390,638	0	311-	400,000	100.1		
<b>TOTAL - SUPPLIES &amp; SERV - UTILITIE</b>	<b>123,570</b>	<b>4,700,000</b>	<b>97.4</b>	<b>4,576,430</b>	<b>0</b>		<b>4,650,000</b>	<b>100.0</b>		

**SUPPLIES & SERV - PLANT OPERATIONS**

40 325 COMPUTER SOFTWARE/CD ROM	0	40,000	100.0	40,000	0	0	38,322	100.0	
40 361 TRAVEL EXPENSE	3,484	25,000	86.1	21,516	0	6,040	30,000	79.9	
40 371 CLEANING PRODUCTS	10,960	360,000	97.0	349,040	47,063	6,646	350,000	98.1	
40 372 CLEANING TOOLS	0	10,000	100.0	10,000	0	25	40,000	99.9	
40 373 TOILET PAPER	224	95,000	99.8	94,776	17,672	175	80,000	99.8	
40 375 UNIFORMS	0	0	0.0	0	0	0	50,000	100.0	
40 376 LIGHTING	0	5,000	100.0	5,000	0	0	5,000	100.0	
40 379 REPAIRS - HEALTH & SAFETY	2,469	75,000	96.7	72,531	44,701	652	50,000	98.7	
40 380 REPAIRS - EQUIPMENT	0	70,000	100.0	70,000	0	0	60,000	100.0	
40 407 CELLULAR	334	10,000	96.7	9,666	0	0	8,000	100.0	
40 408 NETWORK SYSTEM	91	0	0.0	91-	0	0	0	0.0	
40 410 OFFICE SUPPLIES & SERVICES	940	5,000	81.2	4,060	0	36	5,000	99.3	
40 417 SECURITY & SURVIELANCE	0	20,000	100.0	20,000	0	0	5,000	100.0	
40 420 HOSPITALITY	30	2,500	98.8	2,470	0	63	2,500	97.5	
<b>TOTAL - SUPPLIES &amp; SERV - PLANT</b>	<b>18,532</b>	<b>717,500</b>	<b>97.4</b>	<b>698,968</b>	<b>109,436</b>	<b>13,637</b>	<b>723,822</b>	<b>98.1</b>	

**SUPPLIES & SERVICES - GROUNDS**

40 385 GRASS CUTTING	0	110,000	100.0	110,000	0	0	100,000	100.0	
40 386 SNOW PLOWING	0	600,000	100.0	600,000	0	0	600,000	100.0	
40 388 GARBAGE DISPOSAL	1,172	170,000	99.3	168,828	0	0	145,000	100.0	
<b>TOTAL - SUPPLIES &amp; SERVICES - GR</b>	<b>1,172</b>	<b>880,000</b>	<b>99.9</b>	<b>878,828</b>	<b>0</b>	<b>0</b>	<b>845,000</b>	<b>100.0</b>	

**F & E - PLANT OPERATIONS**

40 551 ADDITIONAL - FURNITURE	0	20,000	100.0	20,000	0	0	30,000	100.0	
40 552 ADDITIONAL - COMPUTERS	0	1,500	100.0	1,500	0	0	40,000	100.0	
40 554 ADDITIONAL EQUIPMENT - VEHICLES	0	0	0.0	0	0	0	25,000	100.0	
40 630 RENTAL/LEASE - OTHER	3,175	50,000	93.7	46,825	35,000	6,589	100,000	93.4	
<b>TOTAL - F &amp; E - PLANT OPERATIONS</b>	<b>3,175</b>	<b>71,500</b>	<b>95.6</b>	<b>68,325</b>	<b>35,000</b>	<b>6,589</b>	<b>195,000</b>	<b>96.6</b>	

**FEES & CONTRACTS**

40 653 PROFESSIONAL FEES	0	10,000	100.0	10,000	0	0	40,000	100.0	
40 665 RECYCLING	0	25,000	100.0	25,000	18,163	0	25,000	100.0	
40 671 PROPERTY INSURANCE	0	165,000	100.0	165,000	0	0	175,000	100.0	
40 672 LIABILITY INSURANCE	0	315,000	100.0	315,000	0	0	275,000	100.0	
<b>TOTAL - FEES &amp; CONTRACTS</b>	<b>0</b>	<b>515,000</b>	<b>100.0</b>	<b>515,000</b>	<b>18,163</b>	<b>0</b>	<b>515,000</b>	<b>100.0</b>	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
 UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN  
 FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**PLANT OPERATIONS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>TOTAL - PLANT OPERATIONS</b>	903,891	16,781,170	94.6	15,877,279	162,599	571,676	16,683,203	96.6

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**PLANT MAINTENANCE**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE			
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL	
<b>SALARY &amp; BEN - MANAGERS</b>									
<b>SALARY &amp; BEN - MANAGERS</b>									
41 103	DEPARTMENT MANAGERS	9,939	86,499	88.5	76,560	0	6,272	84,000	92.5
41 111	COORDINATORS	22,559	313,679	92.8	291,120	0	20,849	294,502	92.9
41 203	BENEFITS - DEPT. MANAGERS	2,077	20,921	90.1	18,844	0	976	19,943	95.1
41 211	BENEFITS - COORDINATORS	5,027	75,871	93.4	70,844	0	4,993	69,926	92.9
<b>TOTAL - SALARY &amp; BEN - MANAGERS</b>		<b>39,602</b>	<b>496,970</b>	<b>92.0</b>	<b>457,368</b>	<b>0</b>	<b>33,090</b>	<b>468,371</b>	<b>92.9</b>
<b>SALARY &amp; BENEFITS - TECHNICAL</b>									
41 110	TECHNICAL & OPERATIONS	51,893	602,550	91.4	550,657	0	49,966	625,000	92.0
41 210	BENEFITS - TECHNICAL STAFF	11,396	145,750	92.2	134,354	0	11,928	148,403	92.0
<b>TOTAL - SALARY &amp; BENEFITS - TECH</b>		<b>63,289</b>	<b>748,300</b>	<b>91.5</b>	<b>685,011</b>	<b>0</b>	<b>61,894</b>	<b>773,403</b>	<b>92.0</b>
<b>SALARY &amp; BEN - CLERICAL</b>									
41 112	CLERICAL	3,069	42,448	92.8	39,379	0	2,955	51,287	94.2
41 212	BENEFITS - CLERICAL	823	10,267	92.0	9,444	0	788	12,179	93.5
<b>TOTAL - SALARY &amp; BEN - CLERICAL</b>		<b>3,892</b>	<b>52,715</b>	<b>92.6</b>	<b>48,823</b>	<b>0</b>	<b>3,743</b>	<b>63,466</b>	<b>94.1</b>
<b>SALARY &amp; BEN - TEMPORARY</b>									
41 114	STUDENT HELP	2,146	20,000	89.3	17,854	0	247	10,000	97.5
41 115	TEMPORARY ASSISTANT	0	10,000	100.0	10,000	0	0	0	0.0
41 214	BENEFITS - STUDENT HELP	148	1,538	90.4	1,390	0	208	774	73.1
41 215	BENEFITS - TEMP ASSISTANT	0	771	100.0	771	0	0	0	0.0
<b>TOTAL - SALARY &amp; BEN - TEMPORAR</b>		<b>2,294</b>	<b>32,309</b>	<b>92.9</b>	<b>30,015</b>	<b>0</b>	<b>455</b>	<b>10,774</b>	<b>95.8</b>
<b>PROFESSIONAL DEVELOPMENT</b>									
41 317	PROFESSIONAL DEVELOPMENT (NT)	0	500	100.0	500	0	329	500	165.9
41 318	PROF. MEMBERSHIPS	1,280	7,000	81.7	5,720	0	335	7,000	95.2
<b>TOTAL - PROFESSIONAL DEVELOPM</b>		<b>1,280</b>	<b>7,500</b>	<b>82.9</b>	<b>6,220</b>	<b>0</b>	<b>6</b>	<b>7,500</b>	<b>99.9</b>
<b>SUPPLIES &amp; SERV - PLANT OPERATIONS</b>									
40 377	INTRUSION ALARMS	140	175,000	99.9	174,860	92	0	50,000	100.0
40 378	FIRE SAFETY	750	325,000	99.8	324,250	0	0	50,000	100.0
<b>TOTAL - SUPPLIES &amp; SERV - PLANT</b>		<b>890</b>	<b>500,000</b>	<b>99.8</b>	<b>499,110</b>	<b>92</b>	<b>0</b>	<b>100,000</b>	<b>100.0</b>
<b>SUPPLIES &amp; SERVICES - GROUNDS</b>									
40 381	ASPHALT/CONCRETE	0	45,000	100.0	45,000	0	0	25,000	100.0
40 382	FENCING	0	20,000	100.0	20,000	0	0	20,000	100.0
40 383	LANDSCAPING	95	100,000	99.9	99,905	0	42	50,000	99.9
40 384	DRAINAGE	0	50,000	100.0	50,000	7,796	0	50,000	100.0
40 387	PLAYGROUND EQUIPMENT	10,000	10,000	0.0	0	0	0	10,000	100.0
40 389	LINE MARKING	0	30,000	100.0	30,000	0	0	25,000	100.0

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**PLANT MAINTENANCE**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>TOTAL - SUPPLIES &amp; SERVICES - GR</b>	<b>10,095</b>	<b>255,000</b>	<b>96.0</b>	<b>244,905</b>	<b>7,796</b>	<b>42</b>	<b>180,000</b>	<b>100.0</b>

**SUPPLIES & SERV - PLANT MAINT.**

41 361 TRAVEL EXPENSE	1,769	9,000	80.3	7,231	0	0	9,000	100.0
41 370 VEHICLE FUEL	4,170	62,000	93.3	57,830	0	1	55,000	100.0
41 401 REPAIRS - F & E	0	5,000	100.0	5,000	0	0	10,000	100.0
41 405 TELEPHONE - VOICE	209	0	0.0	209	0	206	0	0.0
41 407 CELLULAR	3,509	35,000	90.0	31,491	0	615	25,000	97.5
41 408 NETWORK SYSTEM	548	0	0.0	548	0	548	0	0.0
41 410 OFFICE SUPPLIES & SERVICES	125	5,000	97.5	4,875	7	203	17,000	98.8
41 440 VEHICLE MAINTENANCE & SUPPLIES	19	80,000	100.0	79,981	0	771	80,000	99.0
<b>TOTAL - SUPPLIES &amp; SERV - PLANT</b>	<b>10,349</b>	<b>196,000</b>	<b>94.7</b>	<b>185,651</b>	<b>7</b>	<b>2,344</b>	<b>196,000</b>	<b>98.8</b>

**SUPPLIES & SERVICES- BUILDING MTC.**

41 430 SCHOOL GENERAL MAINTENANCE	2,365	100,000	97.6	97,635	4,979	1,767	100,000	98.2
41 431 GENERAL REPAIRS	0	50,000	100.0	50,000	3,011	21,917	100,000	78.1
41 458 P.A. & TELEPHONE SYSTEMS	0	10,000	100.0	10,000	0	0	10,000	100.0
41 459 CLOCK SYSTEMS	0	5,000	100.0	5,000	0	0	5,000	100.0
41 460 H.V.A.C.	1,951	200,000	99.0	198,049	220	504	200,000	99.8
41 461 BOILER REPAIR	0	30,000	100.0	30,000	0	0	30,000	100.0
41 462 ELECTRICAL REPAIR	559	200,000	99.7	199,441	2,052	866	200,000	99.6
41 463 ROOFING	0	30,000	100.0	30,000	0	0	30,000	100.0
41 464 WINDOW GLASS & FRAME	139	45,000	99.7	44,861	0	23	45,000	100.0
41 465 PLUMBING	57	100,000	99.9	99,943	0	64	100,000	99.9
41 466 PAINTING	633	10,000	93.7	9,367	0	327	10,000	96.7
41 467 PORTABLES	0	30,000	100.0	30,000	0	185	30,000	99.4
41 468 FLOOR & CEILING	64	20,000	99.7	19,936	0	615	20,000	96.9
41 469 HARDWARE	414	100,000	99.6	99,586	0	663	100,000	99.3
41 470 CARPENTRY	405	25,000	98.4	24,595	0	473	25,000	98.1
41 471 DRAPERY	0	10,000	100.0	10,000	0	0	10,000	100.0
41 472 MASONRY	0	10,000	100.0	10,000	0	0	10,000	100.0
41 473 TOOLS	0	20,000	100.0	20,000	0	0	20,000	100.0
<b>TOTAL - SUPPLIES &amp; SERVICES- BUI</b>	<b>6,587</b>	<b>995,000</b>	<b>99.3</b>	<b>988,413</b>	<b>10,262</b>	<b>27,404</b>	<b>1,045,000</b>	<b>97.4</b>

**F & E - PLANT MAINTENANCE**

41 551 ADDITIONAL - FURNITURE	0	30,000	100.0	30,000	0	0	30,000	100.0
41 552 ADDITIONAL - COMPUTERS	0	1,500	100.0	1,500	0	0	8,500	100.0
<b>TOTAL - F &amp; E - PLANT MAINTENANC</b>	<b>0</b>	<b>31,500</b>	<b>100.0</b>	<b>31,500</b>	<b>0</b>	<b>0</b>	<b>38,500</b>	<b>100.0</b>

**FEES & CONTRACTS**

41 653 PROFESSIONAL FEES	0	10,000	100.0	10,000	0	0	100,000	100.0
--------------------------	---	--------	-------	--------	---	---	---------	-------

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**PLANT MAINTENANCE**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE				
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL		
41 654 OTHER CONTRACTUAL SERVICES	1,269	15,000	91.5	13,731	0	0	351,000	100.0		
41 673 VEHICLE INSURANCE	0	15,000	100.0	15,000	0	0	14,000	100.0		
41 680 LIFTING DEVICES	0	10,000	100.0	10,000	0	100	10,000	99.0		
<b>TOTAL - FEES &amp; CONTRACTS</b>	<b>1,269</b>	<b>50,000</b>	<b>97.5</b>	<b>48,731</b>	<b>0</b>	<b>100</b>	<b>475,000</b>	<b>100.0</b>		
<b>TOTAL - PLANT MAINTENANCE</b>	<b>139,547</b>	<b>3,365,294</b>	<b>95.9</b>	<b>3,225,747</b>	<b>18,157</b>	<b>129,078</b>	<b>3,358,014</b>	<b>96.2</b>		

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**TRANSPORTATION DEPARTMENT**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE				
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL		
<b>SALARY &amp; BEN - MANAGERS</b>										
<b>SALARY &amp; BEN - MANAGERS</b>										
50 103	DEPARTMENT MANAGERS	4,774	87,745	94.6	82,971	0	4,453	79,949	94.4	
50 203	BENEFITS - DEPT. MANAGERS	1,096	20,622	94.7	19,526	0	956	18,885	94.9	
<b>TOTAL - SALARY &amp; BEN - MANAGERS</b>		<b>5,870</b>	<b>108,367</b>	<b>94.6</b>	<b>102,497</b>	<b>0</b>	<b>5,409</b>	<b>98,834</b>	<b>94.5</b>	
<b>SALARY &amp; BENEFITS - TECHNICAL</b>										
50 110	TECHNICAL & OPERATIONS	3,913	82,400	95.3	78,487	0	3,767	92,700	95.9	
50 210	BENEFITS - TECHNICAL STAFF	967	19,365	95.0	18,398	0	928	21,899	95.8	
<b>TOTAL - SALARY &amp; BENEFITS - TECH</b>		<b>4,880</b>	<b>101,765</b>	<b>95.2</b>	<b>96,885</b>	<b>0</b>	<b>4,695</b>	<b>114,599</b>	<b>95.9</b>	
<b>SALARY &amp; BEN - CLERICAL</b>										
50 112	CLERICAL	0	33,392	100.0	33,392	0	0	30,900	100.0	
50 115	TEMPORARY ASSISTANT	0	29,149	100.0	29,149	0	0	20,600	100.0	
50 212	BENEFITS - CLERICAL	0	7,848	100.0	7,848	0	0	7,298	100.0	
50 215	BENEFITS - TEMP ASSISTANT	0	1,788	100.0	1,788	0	0	1,313	100.0	
<b>TOTAL - SALARY &amp; BEN - CLERICAL</b>		<b>0</b>	<b>72,177</b>	<b>100.0</b>	<b>72,177</b>	<b>0</b>	<b>0</b>	<b>60,111</b>	<b>100.0</b>	
<b>SUPPLIES &amp; SERV - BUSINESS ADMIN.</b>										
50 317	PROFESSIONAL DEVELOPMENT (NT)	0	2,408	100.0	2,408	0	0	2,500	100.0	
50 318	PROF. MEMBERSHIPS	0	175	100.0	175	0	0	500	100.0	
50 361	TRAVEL EXPENSE	0	2,136	100.0	2,136	0	0	1,900	100.0	
50 407	CELLULAR	27	500	94.6	473	0	0	1,000	100.0	
50 410	OFFICE SUPPLIES & SERVICES	0	7,442	100.0	7,442	0	0	2,000	100.0	
50 611	RENTAL/LEASE - NON INSTRUCT AC	0	45,942	100.0	45,942	0	0	34,900	100.0	
<b>TOTAL - SUPPLIES &amp; SERV - BUSINE</b>		<b>27</b>	<b>58,603</b>	<b>100.0</b>	<b>58,576</b>	<b>0</b>	<b>0</b>	<b>42,800</b>	<b>100.0</b>	
<b>FURNITURE &amp; EQUIPMENT</b>										
50 551	ADDITIONAL - FURNITURE	0	1,476	100.0	1,476	0	0	0	0.0	
50 552	ADDITIONAL - COMPUTERS	0	9,709	100.0	9,709	0	0	14,700	100.0	
<b>TOTAL - FURNITURE &amp; EQUIPMENT</b>		<b>0</b>	<b>11,185</b>	<b>100.0</b>	<b>11,185</b>	<b>0</b>	<b>0</b>	<b>14,700</b>	<b>100.0</b>	
<b>FEES &amp; CONTRACTS</b>										
50 685	TRANSPORTATION CONTRACTS	47,477	8,978,235	99.5	8,930,758	7	0	9,123,817	100.0	
50 691	SHARED ROUTES - D.S.B.N.	0	0	0.0	0	0	0	50,000	100.0	
50 694	5-O TAXI	2,892	406,475	99.3	403,583	0	0	325,000	100.0	
50 695	S-S ACE NOTRE DAME	0	105,540	100.0	105,540	0	0	100,000	100.0	
50 696	SCHOOL TO SCHOOL	1,064	850,000	99.9	848,936	3	0	850,000	100.0	
<b>TOTAL - FEES &amp; CONTRACTS</b>		<b>51,433</b>	<b>10,340,250</b>	<b>99.5</b>	<b>10,288,817</b>	<b>10</b>	<b>0</b>	<b>10,448,817</b>	<b>100.0</b>	
<b>TOTAL - TRANSPORTATION DEPART</b>		<b>62,210</b>	<b>10,692,347</b>	<b>99.4</b>	<b>10,630,137</b>	<b>10</b>	<b>10,104</b>	<b>10,779,861</b>	<b>99.9</b>	



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: SEPTEMBER 30, 2009**

**CAPITAL AND OTHER EXPENDITURES**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>GOOD PLACES TO LEARN</b>								
<b>GOOD PLACES TO LEARN</b>								
46 753 DEBENTURE PRINCIPAL	0	676,069	100.0	676,069	0	0	552,200	100.0
46 754 DEBENTURE INTEREST	0	1,320,010	100.0	1,320,010	0	0	1,112,626	100.0
46 757 COST OF ISSUING DEBENTURE	0	7,366	100.0	7,366	0	0	5,147	100.0
<b>TOTAL - GOOD PLACES TO LEARN</b>	<b>0</b>	<b>2,003,445</b>	<b>100.0</b>	<b>2,003,445</b>	<b>0</b>	<b>0</b>	<b>1,669,973</b>	<b>100.0</b>
<b>FACILITY RENEWAL PROJECTS</b>								
42 764 MAJOR ALTERATION PROJECTS	6,984	2,568,391	99.7	2,561,407	16,724	14,314	1,860,784	99.2
<b>TOTAL - FACILITY RENEWAL PROJE</b>	<b>6,984</b>	<b>2,568,391</b>	<b>99.7</b>	<b>2,561,407</b>	<b>16,724</b>	<b>14,314</b>	<b>1,860,784</b>	<b>99.2</b>
<b>DEBT CHARGES BEFORE MAY, 1998</b>								
45 751 DEBENTURE PRINCIPAL	0	612,000	100.0	612,000	0	0	612,000	100.0
45 752 DEBENTURE INTEREST	0	478,431	100.0	478,431	0	0	530,970	100.0
<b>TOTAL - DEBT CHARGES BEFORE M</b>	<b>0</b>	<b>1,090,431</b>	<b>100.0</b>	<b>1,090,431</b>	<b>0</b>	<b>0</b>	<b>1,142,970</b>	<b>100.0</b>
<b>DEBT CHARGES AFTER MAY, 1998</b>								
45 754 DEBENTURE INTEREST	0	117,487	100.0	117,487	0	0	117,487	100.0
<b>TOTAL - DEBT CHARGES AFTER MAY</b>	<b>0</b>	<b>117,487</b>	<b>100.0</b>	<b>117,487</b>	<b>0</b>	<b>0</b>	<b>117,487</b>	<b>100.0</b>
<b>NEW PUPIL PLACES</b>								
43 610 RENTAL/LEASE - INSTRUCT. ACCOM	0	803,486	100.0	803,486	0	83,849	215,966	61.2
43 753 DEBENTURE PRINCIPAL	544,084	1,476,716	63.2	932,632	0	286,728	1,392,920	79.4
43 754 DEBENTURE INTEREST	1,339,802	3,525,769	62.0	2,185,967	0	152,396	3,611,279	95.8
43 759 BUILDINGS	0	282,102	100.0	282,102	0	0	1,065,861	100.0
<b>TOTAL - NEW PUPIL PLACES</b>	<b>1,883,886</b>	<b>6,088,073</b>	<b>69.1</b>	<b>4,204,187</b>	<b>0</b>	<b>522,973</b>	<b>6,286,026</b>	<b>91.7</b>
<b>TOTAL - CAPITAL AND OTHER EXPEN</b>	<b>1,890,870</b>	<b>11,867,827</b>	<b>84.1</b>	<b>9,976,957</b>	<b>16,724</b>	<b>537,287</b>	<b>11,077,240</b>	<b>95.2</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
 UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN  
 FOR THE PERIOD ENDED: SEPTEMBER 30, 2009**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>GRAND TOTAL-</b>	15,991,186.00	228,706,573	93.0	212,715,387	858,473	13,381,978	221,457,182	94.0

Prepared by : William Tumath  
 Finance Department

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: CAPITAL PROJECT PROGRESS REPORT**

---

---

The Capital Project Progress Report  
is presented for information.

---

---

Prepared by: James Woods, Controller of Plant  
Presented by: James Woods, Controller of Plant  
Approved by: John Crocco, Director of Education  
Date: October 13, 2009



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE COMMITTEE OF THE WHOLE MEETING OCTOBER 13, 2009

### CAPITAL PROJECTS PROGRESS REPORT

---

---

#### BACKGROUND INFORMATION

Individual progress reports for capital projects are presented as follows:

#### In Progress

Appendix A	St. Joseph Elementary School (Gr.)
Appendix B	Our Lady of Fatima Elementary School (Gr.)
Appendix C	Cardinal Newman Elementary School (NF)
Appendix D	Blessed Trinity Secondary School (Gr.)
Appendix E	Our Lady of Victory Elementary School (FE)

The Capital Projects Progress Report is presented for information.

---

---

Prepared by: James Woods, Controller of Plant  
Presented by: James Woods, Controller of Plant  
Approved by: John Crocco, Director of Education  
Date: October 13, 2009



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 13, 2009**

**APPENDIX A**

**ST. JOSEPH ELEMENTARY SCHOOL, GRIMSBY**

**Scope of Project:**

Design and construction of a replacement school facility under the Prohibitive to Repair program.

The new facility will be constructed on the existing site while the existing building continues to function. The existing building will be demolished and the site will be restored during the summer months prior to occupancy of the new facility.



**Current Status:**

Footings and foundation walls are now complete and ready for construction of concrete block walls.

**Project Information:**

New Area to be Constructed	26,709	sq. ft.
Existing Area to be Renovated	0	sq. ft.
Total New Facility Area	26,709	sq. ft.
Total Site Area	4.2	acres
Pupil Places Added	-29	students (-1 classroom)
New Facility Capacity	221	students (10 classrooms)

**Project Costs:**

	Budget	Paid
Fees & Disbursements	435,530	448,212
Construction Contract	4,980,000	517,865
Furniture & Equipment		0
Other Project Costs	484,470	61,796
	<b>\$6,000,000</b>	<b>\$1,027,872</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	7 September 2007	7 September 2007
Architect Selection	28 November 2007	28 November 2007
Design Development	27 February 2009	27 February 2009
Contract Documents	22 May 2009	22 May 2009
Tender	18 June 2009	
Construction	July 2010	
Occupancy	September 2010	
Official Opening & Blessing	October 2010	

**Project Team:**

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Brouwer Construction (1981) Ltd.
Project Manager	Anthony Ferrara
Superintendent	Rob Ciarlo
Principal	John Bosco



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 13, 2009

APPENDIX B

OUR LADY OF FATIMA ELEMENTARY SCHOOL, GRIMSBY

**Scope of Project:**

Design and construction of a replacement school facility under the Prohibitive to Repair program. The new facility will be constructed on the existing site while the existing building continues to function. The existing building will be demolished, with the exception of the gymnasium and main entrance which will become a new home for the Cyberquest program, and the site will be restored during the summer prior to occupancy of the new facility. Cyberquest will be relocated from Blessed Trinity in December 2010



**Current Status:**

Concrete block wall construction is now in progress. The new field is ready for use by the students.

**Project Information:**

New Area to be Constructed	37,262	sq. ft.
Existing Area to be Renovated	0	sq. ft.
Total New Facility Area	37,262	sq. ft.
Total Site Area	6.5	acres (including leased property)
Pupil Places Added	129	students (6 classrooms)
New Facility Capacity	379	students (17 classrooms)

**Project Costs:**

	Budget	Paid
Fees & Disbursements	480,000	495,661
Construction Contract	5,230,000	467,098
Furniture & Equipment	440,000	0
Other Project Costs	150,000	187,013
	<b>\$6,300,000</b>	<b>\$1,149,772</b>

**Project Timelines:**

	Scheduled Completion	Actual Completion
Funding Approval	7 September 2007	7 September 2007
Architect Selection	28 November 2007	28 November 2007
Design Development	27 February 2009	27 February 2009
Contract Documents	May 2009	22 May 2009
Tender	16 June 2009	16 June 2009
Construction	July 2010	
Occupancy	September 2010	
Official Opening & Blessing	October 2010	

**Project Team:**

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Brouwer Construction (1981) Ltd.
Project Manager	Anthony Ferrara
Superintendent	Rob Ciarlo
Principal	Michael Hendrickse



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 13, 2009**

**APPENDIX C**

**CARDINAL NEWMAN ELEMENTARY SCHOOL, NIAGARA FALLS**

**Scope of Project:**

Design and construction of a five classroom addition as well as alterations to the existing facility under the Primary Class Size program. Alterations will occur during the summer months, and the new classrooms will be added while the existing building continues to function.

**Current Status:**

All kindergarten rooms are now in use. The additions are on schedule for completion in early December.



**Project Information:**

New Area to be Constructed	8,259	sq. ft.
Existing Area to be Renovated	6,993	sq. ft.
Total New Facility Area	38,529	sq. ft.
Total Site Area	4.3	acres
Pupil Places Added	112	students (5 classrooms)
New Facility Capacity	474	students (21 classrooms)

**Project Costs:**

	Budget	Paid
Fees & Disbursements	338,000	284,371
Construction Contract	2,518,460	1,154,995
Furniture & Equipment	50,000	0
Other Project Costs	141,000	67,060
	<b>\$3,047,460</b>	<b>\$1,506,425</b>

**Project Timelines:**

	Scheduled Completion	Actual Completion
Funding Approval	7 September 2007	7 September 2007
Architect Selection	28 November 2007	28 November 2007
Design Development	27 February 2009	27 February 2009
Contract Documents	15 April 2009	15 April 2009
Tender	14 May 2009	14 May 2009
Construction, Renovations	29 August 2009	7 October 2009
Construction, Addition	13 November 2009	
Occupancy	16 November 2009	
Official Opening & Blessing	January 2010	

**Project Team:**

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Kenmore Management Inc.
Project Manager	Anthony Ferrara
Superintendent	Lee Ann Forsyth-Sells
Principal	John Boyer



NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 13, 2009

APPENDIX D

**BLESSED TRINITY SECONDARY SCHOOL, GRIMSBY**

**Scope of Project:**

Design and construction of a twenty-three classroom addition and alterations to the existing facility under the Energy Efficient Funding program, including a new single gym, auditorium, greenhouse, personal services lab and hospitality lab.

**Current Status:**

On June 26th 2009, the Director approved the award of an Architectural Services contract to Raimondo + Associates Architects. The architects are currently preparing conceptual designs for presentation to the Catholic School Council and school staff at a CSC meeting in October.



**Project Information:**

New Area to be Constructed	TBD	sq. ft.
Existing Area to be Renovated	TBD	sq. ft.
Total New Facility Area	TBD	sq. ft.
Total Site Area	16.8	acres
Pupil Places Added	483	students (23 classrooms)
New Facility Capacity	1092	students (52 classrooms)

**Project Costs:**

	Budget	Paid
Fees & Disbursements	880,000	0
Construction Contract	8,800,000	0
Furniture & Equipment	880,000	0
Other Project Costs	440,000	0
	<b>\$11,000,000</b>	<b>\$0</b>

**Project Timelines:**

	Scheduled Completion	Actual Completion
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 June 2009
Design Development	2 November 2009	
Contract Documents	8 April 2010	
Tender \$ Approvals	25 May 2010	
Construction, Renovations	27 August 2010	
Construction, Addition	7 July 2011	
Occupancy	6 September 2011	
Official Opening & Blessing	October 2011	

**Project Team:**

Architect	Raimondo + Associates Architects Inc.
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Rob Ciarlo
Principal	Ted Farrell





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
OCTOBER 13, 2009**

**APPENDIX E**

**OUR LADY OF VICTORY ELEMENTARY SCHOOL, FORT ERIE**

**Scope of Project:**

Design and construction of a twelve classroom addition and alterations to the existing facility under the Energy Efficient Funding program. Alterations will occur during the summer months, and the new classrooms will be added while the existing building continues to function.



**Current Status:**

The first consultation with the Catholic School Council occurred on Tuesday October 7th. The design work is nearing completion.

**Project Information:**

New Area to be Constructed	TBD	sq. ft.
Existing Area to be Renovated	TBD	sq. ft.
Total New Facility Area	TBD	sq. ft.
Total Site Area	8.6	acres
Pupil Places Added	230	students (10 classrooms)
New Facility Capacity	540	students (23 classrooms)

**Project Costs:**

	<u>Budget</u>	<u>Paid</u>
Fees & Disbursements	365,000	0
Construction Contract	3,650,000	0
Furniture & Equipment	365,000	0
Other Project Costs	183,142	0
	<b>\$4,563,142</b>	<b>\$0</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 June 2009
Design Development	6 October 2009	
Contract Documents	26 January 2010	
Tender	23 February 2010	
Construction, Renovations	27 August 2010	
Construction, Addition	14 December 2010	
Occupancy	3 January 2011	
Official Opening & Blessing	February 2011	

**Project Team:**

Architect	Raimondo + Associates Architects Inc.
General Contractor	TBD
Project Manager	Anthony Ferrara
Superintendent	Rob Ciarlo
Principal	Theresa Murphy

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC – SEPTEMBER 29, 2009**

---

---



# Spotlight

## ON NIAGARA CATHOLIC

www.niagracatholic.ca

September 29, 2009

### St. Elizabeth Staff, Parents Hailed as Heroes for Averting Tragedy at Fair

Trustees added an additional item to the September 29 Board Meeting agenda on Tuesday night, to give the Board an opportunity to publicly congratulate members of the St. Elizabeth Catholic Elementary School staff and parent community for heroism.

St. Elizabeth staff and students were marching in the Wainfleet Fall Fair Parade, September 24, when the brakes on a vintage car following the students suddenly failed, and the driver was unable to stop the vehicle.

Teacher Bryan Caldwell leapt in front of the car to try to slow it down while pushing the children to the side of the road. Principal Enrico Schirru lifted one primary student out of harm's way. Director of Education John Crocco said their fast actions averted tragedy, noting the child Mr. Schirru rescued was "milliseconds from being pinned by the car."



Parent Lisa Staton, Principal Enrico Schirru and teacher Bryan Caldwell.

Several parents who were on the sidelines also jumped into action, helping pull students from the path of the oncoming car. Members of Wainfleet's volunteer fire department and an off-duty Niagara Regional Police officer, whose daughter attends the school, jumped into the car and shut off the engine.

Parent Lisa Staton, Principal Enrico Schirru and teacher Bryan Caldwell received Golden Cape Awards for their bravery.

On behalf of the Board and the entire Niagara Catholic family, Kathy Burtnik, Chair of the Board, and Mr. Crocco praised all of those who worked to keep the children safe and calm them after the danger had passed.

"God's hands were present that day, protecting students from harm," Mr. Crocco said.

"Heroes with hands and feet on today's streets are not yet saints in Heaven," said Mrs. Burtnik.



### Lakeshore Catholic helps Mac Kids

Last spring, students in the construction program at Lakeshore Catholic High School began a home renovation project for a good cause. The students renovated and sold a Port Colborne house, with the proceeds of the sale dedicated to McMaster Children's Hospital. On September 29, the students were joined by Director of Education John Crocco, Superintendent of Education Yolanda Baldasaro, Lakeshore Catholic Principal Danny DiLorenzo and Technology/Specialist High Skills Major Consultant Marco Magazzeni to present \$6,208 to McMaster Children's Hospital President Dr. Peter Fitzgerald. Students toured a ward, handing out stuffed Lakeshore Catholic "Gator" mascots to patients. The visit allowed the Lakeshore Catholic students to see how their generosity changes lives.

*Nurturing Souls & Building Minds*

## Niagara Catholic's Pandemic Plan Discussed

Niagara Catholic's Pandemic Plan was presented to the Board at the September 29 meeting.

Senior Staff presented a report which included everything from the steps Senior Staff are taking to help prevent viral outbreaks in Niagara Catholic schools and facilities, including H1N1 influenza, to what will happen if staff fall ill with the flu.

Some of the preventative measures being taken by Niagara Catholic include the installation of hand sanitizing stations and frequent cleaning of commonly touched surfaces, such as doorknobs and keyboards.

Niagara Catholic is working in partnership with the lead agency in Niagara for H1N1 information, Niagara Regional Public Health. In compliance with instructions from Public Health, Niagara Catholic will report all daily staff and student absences online. This reporting will assist Public Health in tracking influenza outbreaks in the community.

Trustees were also told how the H1N1 vaccinations will be administered in Niagara this fall. Priority will be given to individuals living in long-term care facilities and to Niagara residents over the age of 65. When this most vulnerable segment of the population has been vaccinated, flu shots will be made available to the rest of the Niagara community.

Updates about H1N1 in Niagara will be available at [niagaracatholic.ca](http://niagaracatholic.ca).

## Facilitator Selected

The Niagara Catholic Board has approved a Senior Staff recommendation to select Maria Sanchez-Keane of the Centre for Organizational Effectiveness as the facilitator for the development phase of Niagara Catholic's Vision 2020 Strategic Plan.

A number of companies made presentations to Senior Staff in September. The Centre for Organizational Effectiveness was recommended by Senior Staff at the Committee of the Whole Meeting on September 15. The Board accepted Senior Staff's recommendation at the September 29 Board Meeting.

In facilitating the Vision 2020 Strategic Plan, Mrs. Sanchez-Keane will use information obtained during the Niagara Catholic staff consultation process, focus group discussions and a variety of other engagement strategies with all Catholic stakeholders.

The strategic plan will be designed over the winter, and will be presented to the Board in the spring of 2010.

## Celebrating Year for Priests

June 2009-2010

## Niagara Foundation for Catholic Education Presents Laptop to Student



Director of Education John Crocco, Notre Dame College School Principal Ralph DeFazio, Niagara Foundation for Catholic Education President Peter Ferren and Welland Trustee John Belcastro presented Kyle Pressey, a Grade 12 student at Notre Dame College School, with a laptop and carrying case on September 30. Now in its seventh year, the gift of the donated computer is an annual tradition at Niagara Catholic. The name of each graduating student is entered into a draw during the annual Niagara Catholic Golf Tournament. One student's name is selected to receive a laptop, software package and carrying case, valued at more than \$1,500. The laptop was donated by Advanced Office Solutions in Grimsby. This year, Kyle's name was chosen from more than 2,000 graduating students at the golf tournament, which was held at Legends on the Niagara on September 16. Kyle plans to study auto mechanics after graduation. He said the new computer will help him further his studies at Notre Dame and beyond.



# School Excellence Program

FOCUS on

## Loretto Catholic Elementary School

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

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

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

This month marks a milestone for Loretto Catholic Elementary School in Niagara Falls.

The Kalar Road school opened its doors to students in September 1999. When classes began on September 8, students began the second decade in Loretto Catholic Elementary School's history.

Loretto Catholic was the first school in the 2009-2010 school year to present to the Board as part of the School Excellence Program. Principal Terry Antoniou's presentation - which included songs by the school choir and a PowerPoint demonstration of life at Loretto - said the school is steeped in history.

Named for the Loretto Sisters which ran the Loretto Academy on Stanley Avenue for many years in Niagara Falls, Loretto Catholic has strong ties to the community. As part of the school's dedication to the Catholic faith, students do many outreach projects in the city, including volunteering at the local soup kitchen.

Staff and students also answer the call whenever there is a need for food, toys or clothes.

Loretto Catholic has a strong "Coats for Kids" campaign every year, led by staff and members of the parent community. A strong Canadian Tire money campaign each December makes Christmas merrier for many families, by providing gifts to those in need.

As well, Loretto Catholic participates in the annual Kids Helping Kids campaign in support of the Niagara Peninsula Children's Centre and in the Holy Childhood Walkathon, to help children around the world.

The arts play a big role in life at Loretto Catholic. Last year's production of Aladdin Jr. showcased the many talents of staff who led the production as well as the young stars.

Loretto Catholic students are also stars on the playing field. They exemplify the spirit of sportsmanship in both

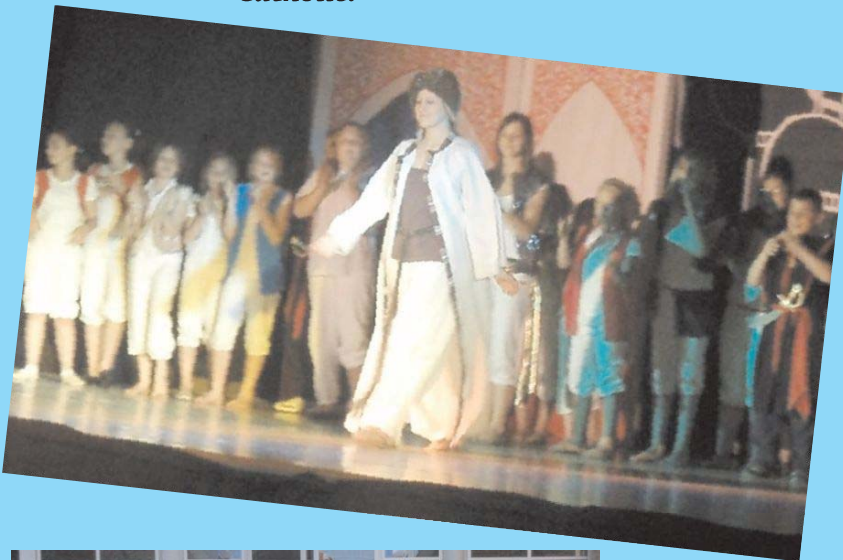


**Top: Loretto Catholic's choir performs at the September 29 Board meeting. Below: The display set up by Loretto Catholic Elementary School in the foyer of the Catholic Education Centre in September depicts life at the Kalar Road school.**





***Above: Loretto Catholic Elementary School.  
Below: Last year's production of Aladdin Jr. was a big hit with staff, students and parents. It showcased the incredible talent at Loretto Catholic.***



***Left: Chess is just one of several extracurricular activities enjoyed by students at Loretto Catholic Elementary School.***

interschool and intramural sports, by giving their best on the field and being gracious winners and losers.

Academic excellence is the main priority at Loretto Catholic, where staff strive to ensure students meet and exceed their goals.

Loretto Catholic has a dedicated Reading Recovery teacher, to provide an early intervention to students who struggle with reading.

School priorities are in synch with Niagara Catholic priorities to increase literacy and numeracy skills among students. The school's literacy SMART goal is to reach a benchmark of 80 per cent of students being able to understand oral text on a higher level by November 30. To obtain this goal, teachers are using all available assessment tools to plan and monitor the program. Guided reading and writing programs are also a part of this literacy plan.

In numeracy, Loretto Catholic's administrative team have set a goal of having all teachers implement one lesson of a three-part math approach per week by November 30. All staff and students will be aware of the EQAO expectations so students can be fully prepared during testing years.

The staff at Loretto Catholic work in partnership with parents to ensure students are meeting and exceeding provincial and Niagara Catholic benchmarks.

As part of that partnership, school administrators have set a goal of enhancing instructional supports, programs, strategies and resources by 20 per cent by November 30. Enhancing communication, interventions and resources between home and school and strengthening the school's Professional Catholic Learning Community are components of this plan.

The staff and students at Loretto Catholic are excited about the opportunities and challenges as they enter the school's second decade, and look forward to growing in Catholic education for many more.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: CALENDAR OF EVENTS – OCTOBER 2009**

---

---



# October 2009

SUN MON TUE WED THU FRI SAT

October is International Walk to School Month  
 IWALK Week: October 5-9, 2009

National School Safety Week  
 October 17-23, 2009

October begins the Holy Childhood Association  
 "Niagara Catholic Charity Drive"




4	5	6	7	8	9	10	3
	World Teachers Day National Family Week 5-11		SEAC Mtg IWALK Day		Elem & Sec PA Day		
11	12	13	14	15	16	17	
	Thanksgiving 	Committee of the Whole			World Food Day Science & Technology Week	School Safety Week Oct 17 <sup>th</sup> —23 <sup>rd</sup>	
18	19	20	21	22	23	24	
				Annual Chairs & Catholic School Council Opening Mtg	When Faith Meets Pedagogy < 22, 23, 24 >	Father Patrick Fogarty 26 <sup>th</sup> Annual Awards Dinner	
25	26	27	28	29	30	31	
Pilgrimage Sunday		Board Mtg	Year for Priests Celebration Dinner			Halloween 	



Niagara Catholic District School Board  
 Events posted at [www.niagaracatholic.ca](http://www.niagaracatholic.ca)



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: TRUSTEE INFORMATION  
DIRECTOR'S LETTER TO TEACHERS  
WORLD TEACHERS' DAY**

---



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**MEMO:** To All Teachers

**FROM:** Kathy Burtnik, Chair of the Board  
John Crocco, Director of Education

**DATE:** Monday, October 5<sup>th</sup>, 2009

---

Today, October 5<sup>th</sup>, 2009, is World Teachers' Day as designated by the United Nations Educational, Scientific and Cultural Organization (UNESCO).

On behalf of the Board of Trustees and Senior Administration, we extend our collective appreciation and gratitude to our teachers and those who support them in the classroom for their exceptional contributions to Catholic education throughout Niagara.

A special World Teachers' Day prayer dedicated to all Niagara Catholic teachers was written by Father Vickers, c.s.c. and prayed throughout Niagara Catholic as we participate in this international day of celebration and recognition of teachers around the world.

UNESCO's theme for World Teachers' Day 2009 is *'Build the Future: Invest in teachers now.'* *"World Teachers' Day 2009 puts the spotlight on the global teacher shortage and the challenges of being a teacher today."* Niagara Catholic continues to provide, support and celebrate our professional, highly skilled, talented and dedicated Catholic teachers throughout our system. We continually celebrate your many gifts in the vocation of Catholic education.

As Catholic educational leaders in a classroom, school or system, we are proud of your passion for Catholic educational excellence in the unique and diverse communities throughout Niagara. Your leadership and active engagement in Catholic education make our schools the indispensable choice for parents. Your interaction with families, parishes and the communities served by your school is testimony to the pride of being a Niagara Catholic teacher as we continue to build on our faith filled, rich and strong foundation of Catholic education in Niagara.

World Teachers' Day is an important reminder of the gifted vocation of Catholic education. With the multitude of educational roles throughout Niagara Catholic, each of us is singularly focused on providing a faith filled, distinctive and exceptional Catholic education for all of our students.

Niagara Catholic is blessed to have exemplary educators who inspire more than 24,000 students every day by nurturing souls and building minds.

We recognize each of you and thank you for your continuous service to our students throughout Niagara Catholic.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
COMMITTEE OF THE WHOLE  
PUBLIC SESSION  
OCTOBER 13, 2009**

**TOPIC: TRUSTEE INFORMATION  
OCSTA BOARD OF DIRECTORS MEETING HIGHLIGHTS**

---

---

# Highlights of Meeting OCSTA Board of Directors September 18 & 19, 2009



The OCSTA Board of Directors' meeting took place September 18 & 19, 2009 at the Fairmont Royal York Hotel in Toronto. Mass was celebrated by Father Pat Fitzpatrick. Following are highlights from that meeting.

## **Legislation and Finance**

### **Bill 177**

The Board of Directors discussed additional amendments to be made to OCSTA's Bill 177 submission.

The Board is very supportive of Bill 177's focus on student achievement and effective stewardship of resources. There is, however, serious concern about segments of the proposed legislation that might restrict a trustee's ability to effectively represent his/her constituents and limit the board's ability to govern according to local priorities.

Revisions to the proposed amendments will be incorporated into the Association's submission and forwarded to the Ministry as soon as possible.

### **Provincial Interest Regulation**

OCSTA submitted to the government a preliminary brief in response to the Provincial Interest Regulation consultation paper that was circulated over the summer.

The government's request for feedback on both Bill 177 and the Provincial Interest Regulation paper has created some confusion.

Bill 177 is currently in Second Reading and it is expected that Standing Committee Hearings

will take place this fall. OCSTA will seek an opportunity to appear at these Hearings.

Staff reported that the government is hoping to have Bill 177 passed by Christmas. OCSTA received a letter from the government indicating that they hope to have a more fulsome discussion on the Provincial Interest Regulation after the passage of Bill 177.

The Provincial Interest Regulation will be a key topic for discussion at the upcoming OCSTA Regional Meetings.

### **OCSTA Finance Brief**

The Board approved the Finance Brief draft. The final version will be reviewed by the Legislative and Finance Committee and then circulated to boards and the Ministry in the coming weeks.

### **Access Copyright Tariffs**

The Copyright Board of Canada's ruling regarding the Access Copyright Tariff is \$5.16/FTE. Boards, however, are receiving a discount that is being applied for the years 2005-08 resulting in a lower tariff of \$4.64 for that period of time. Boards will be charged the full \$5.16 tariff for 2009.

Invoices have arrived at board offices and include interest charges on the retroactive

portion. The first instalment payment is due October 31, 2009 and the second instalment is due April 30, 2010.

As boards have not budgeted for the retroactive costs associated with this ruling OCSTA and the other three trustee associations have written a joint letter to the Minister requesting funding to cover these costs. The Association will continue to communicate with the Ministry and hopes for a resolution before October 9<sup>th</sup>.

### **Professional Development**

OCSTA received a proposal from St. Augustine's Seminary Institute of Theology seeking a subsidy from the Association to fund a series of workshops for those seeking the office of Catholic school trustee.

The Board of Directors reviewed the proposed program and associated costs and raised concerns regarding a need for more:

- Trustee involvement both in program design and delivery.
- Content covering the political aspect of a Trustee's role
- Focus on "Catholicity at the Board Table"

The Board of Directors approved the subsidy for this pilot project from funds provided by the Ministry of Education. The evaluation of this program will be useful in developing future programs of this type in other parts of the province.

### **Regional Meetings Fall 2009**

Following are the dates for OCSTA's fall 2009 Regional Meetings:

Oct. 2 – North West (Thunder Bay)  
Oct. 6 – East (Ottawa)  
Oct. 13 – Central (Niagara)

Oct. 14 – West (Brantford)  
Oct. 20 – North East (Timmins)

For more details on locations please visit the OCSTA website [www.ocsta.on.ca](http://www.ocsta.on.ca) or contact Jane Ponte at [jponte@ocsta.on.ca](mailto:jponte@ocsta.on.ca) / (416) 932-9460, ext.232.