



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

AGENDA AND MATERIAL

BOARD MEETING

**TUESDAY, DECEMBER 16, 2014
7:00 P.M.**



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

9:30 p.m. Timed In Camera Item

A. ROUTINE MATTERS

1. Opening Prayers – Chairperson Fr. MacNeil -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meetings
 - 5.1 November 25, 2014 A5.1
 - 5.2 December 2, 2014 A5.2

B. DELEGATIONS/PRESENTATIONS

1. Christmas Cards 2014 B1

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program Denis Morris Catholic High School C1
2. Unapproved Minutes of the Committee of the Whole Meeting of December 2, 2014 and Consideration of Recommendation C2
 - 2.1 Approval of Concussion Policy C2.1
3. Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of November 5, 2014 C3
4. Extended Overnight Field Trips, Excursions and Exchange Committee 2014-2015 C4
5. Appointment of Community Representative(s) to the Special Education Advisory Committee (SEAC) 2014-2018 C5
6. Appointment of Community Representative(s) to the Niagara Catholic Parent Involvement Committee 2014-2015 C6
7. Trustee Honorarium for the Year December 1, 2014 to November 30, 2015 C7

- | | |
|---|-----|
| 8. Trustee Expenses and Reimbursement – Fiscal Year 2013-2014 | C8 |
| 9. Director of Education’s Annual Report 2014 | C9 |
| 10. Revised Estimates for Budget for the Year 2014-2015 | C10 |

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

- | | |
|--|------|
| 1. Correspondence | |
| 1.1 OCSTA – Changes in Selection Process for Regional Director | |
| 2. Report on Trustee Conferences Attended | - |
| 3. General Discussion to Plan for Future Action | - |
| 4. Trustee Information | |
| 4.1 Spotlight – November 2014 | D4.1 |
| 4.2 Calendar of Events – January 2015 | D4.2 |
| 4.3 Business Education Council Annual Partners Breakfast 2015 | D4.3 |
| 4.4 Consecration of the Board to the Immaculate Heart of Mary and the Sacred Heart of Jesus | D4.4 |
| 5. Open Question Period | |
| <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night’s public agenda or any previous agendas, and the Board to answer and react.)</i> | |

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

G. REPORT ON IN CAMERA SESSION

H. FUTURE MEETINGS AND EVENTS

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

**TITLE: MINUTES OF THE BOARD MEETING OF
NOVEMBER 25, 2014**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of November 25, 2014, as presented.



MINUTES OF THE BOARD MEETING

**TUESDAY, NOVEMBER 25 2014
7:00 P.M.**

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

Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, November 25, 2014, in the Father Kenneth Burns C.S.C. Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

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

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Sicoli

2. Roll Call

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

Trustee	Present	Present Electronically	Absent	Excused
Rhianon Burkholder	✓			
Kathy Burtnik	✓			
Maurice Charbonneau	✓			
Frank Fera	✓			
Fr. Paul MacNeil	✓			
Ed Nieuwesteeg	✓			
Ted O'Leary	✓			
Dino Sicoli	✓			
Student Trustees				
Demizio, Chloe	✓			
Di Pasquale, Jessica	✓			

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Linda Marconi**, Executive Assistant, Director of Education /Recording Secretary

3. Approval of the Agenda

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Agenda of the Board Meeting of November 25, 2014 as presented.

CARRIED

Trustee Sicoli added an item to the In-Camera Trustees and Director Only section.

4. Declaration of Conflict of Interest

A Disclosure of Interest was declared by Trustee O'Leary with Item F9 of the In Camera Agenda Section B: Student Trustees Excluded. This Trustee has family members who are employees of the Board. He left the meeting during discussion of this item.

5. Approval of Minutes of the Board Meetings

5.1 October 28, 2014

Moved by Trustee Fera

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Minutes of the Board Meeting of October 28, 2014 as presented.

CARRIED

5.2 November 11, 2014

Moved by Trustee Fera

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of November 11, 2014 as presented.

CARRIED

B. DELEGATIONS/PRESENTATIONS

Nil

C. COMMITTEE AND STAFF REPORTS

1. School Excellence Program – Holy Name Catholic Elementary School

Director Crocco provided background information on the monthly School Excellence Program. Lee Ann Forsyth-Sells, Superintendent of Education introduced Terri Antoniou, Principal, staff and students of Holy Name Catholic Elementary School.

Principal Antoniou, with the assistance of students and staff showcased Holy Name Catholic Elementary School as part of the School Excellence Program.

Trustee O’Leary and Chair Burtnik thanked Principal Antoniou, staff and students for their presentation.

2. **Unapproved Minutes of the Committee of the Whole Meeting of November 11, 2014 and Consideration of Recommendations**

Moved by Trustee Charbonneau

Seconded by Trustee Burkholder

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of November 11, 2014 as presented.

CARRIED

3. **Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting of October 1, 2014**

Moved by Trustee MacNeil

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of October 1, 2014 as presented for information.

CARRIED

4. **Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of September 11, 2014**

Director Crocco noted that the header of the NCPIC Minutes should read “Approved”.

Moved by Trustee Burkholder

Seconded by Trustee O’Leary

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Niagara Catholic Parent Involvement Committee (NCPIC) Meeting of September 11, 2014 as presented for information.

CARRIED

5. **Student Voice Conference 2014 – Leads Out Loud!**

Director Crocco introduced Janice Barretto-Mendonca, Equity & Student Leadership, Chloe Demizio and Jessica Di Pasquale, Co-Chairs of the Secondary Student Senate, who provided background information on the annual Student Voice Conference 2014 – Leads Out Loud that took place on November 12, 2014. Approximately 150 students were in attendance to participate in this annual conference which aligns the 2014-2015 System Priority to “Engage Student Voice”. Chair Burtnik thanked Janice, Chloe and Jessica for their presentation.

6. **2nd Annual Niagara Catholic Culture of Life Conference 2014**

Director Crocco introduced Debra McCaffery, Board Chaplaincy Leader who provided background information on the 2nd Annual Niagara Catholic Culture of Life Conference 2014 that took place on November 13, 2014. Approximately 160 students from our Catholic secondary schools gathered to hear keynote speaker Christina Alaimo, a Masters student in Health Care Ethics from the University of Toronto. Chair Burtnik thanked Debra for her presentation.

D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS

1. Correspondence

1.1 OCSTA – Changes in Selection Process for Regional Directors

Chair Burtnik provided information on the Changes in Selection Process for Regional Directors.

Moved: Trustee Nieuwesteeg

Seconded: Trustee Charbonneau

THAT the Niagara Catholic District School Board support the changes in the selection process for the Regional Directors for OCSTA as outlined in the attached OCSTA memorandum.

CARRIED

1.2 Rhianon Burkholder, Vice-Chair – Correspondence Serving as a Trustee

Chair Burtnik accepted the correspondence received from Trustee Burkholder.

2. Report on Trustee Conferences Attended

Trustee Fera and Trustee Sicoli provided a summary on the Ontario College of Teachers Conference that was held on November 5, 2014.

3. General Discussion to Plan for Future Action

Director Crocco updated the Board on the progress of the scheduled January 2015 Committee of the Whole report addressing various property, programs and services locations. Director Crocco also updated the Board on the status of the Revised 2014-2015 Board Budget presentation to the December 2014 Board Meeting. The report will address the unexpected decline in student enrolment and other expenditures as of October 31, 2014 and a plan to mitigate the loss of revenue for 2014-2015 and 2015-2016 school years.

4. Trustee Information

4.1 Calendar of Events – December 2014

Director Crocco highlighted the Calendar of Events for November 2014 for Trustees information. A reminder that the Annual Administrators, Trustees and Parish Priest Faith Formation and Luncheon will be held on December 11, 2014 at Club Roma at 11:00 a.m. Trustees interested in attending are to contact Linda Marconi, Executive Assistant to the Director of Education.

4.2 Blessing of Renovation & Addition to St. James Catholic Elementary School – December 4, 2014

Trustees are invited to attend the Blessing of the Renovation & Addition to St. James Catholic Elementary School. Trustees are asked to confirm their attendance with Linda Marconi, Executive Assistant to the Director of Education.

4.3 OCSTA Catholic Trustees' Professional Development Seminar – January 15, 16 & 17, 2015

Trustees are asked to confirm attendance to the OCSTA Catholic Trustees' Professional Development Seminar by December 4th, 2014 with Linda Marconi, Executive Assistant to the Director of Education.

- 4.4 Director Crocco highlighted information on the ELKP and Grade 9 Open House and Registration postcard campaign. Copies of the postcards were provided to Trustees.

5. **Open Question Period**

None Submitted

E. NOTICES OF MOTION

F. BUSINESS IN CAMERA

Moved by Trustee Charbonneau

Seconded by Trustee Nieuwesteeg

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

CARRIED

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:25 p.m. and reconvened at 8:41 pm.

G. REPORT ON THE IN-CAMERA SESSION

SECTION A: STUDENT TRUSTEES PRESENT

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of October 28, 2014, as presented.

CARRIED (Item F1)

Moved by Trustee Charbonneau

Seconded by Trustee Sicoli

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of November 11, 2014, as presented.

CARRIED (Item F2)

SECTION B: STUDENT TRUSTEES EXCLUDED

Moved by Trustee Sicoli

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of October 28, 2014, as presented.

CARRIED (Item F4)

Moved by Trustee Sicoli

Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of November 11, 2014, as presented.

CARRIED (Item F5)

Moved by Trustee O’Leary
Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board move back into Public session.

CARRIED

The Public session resumed at 8:41 p.m.

Chair Burtnik extended gratitude to Vice-Chair Burkholder for her dedication and commitment during her four year term as Trustee.

Moved by Trustee Sicoli
Seconded by Trustee Charbonneau

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

CARRIED

The In Camera session resumed at 8:42 p.m.

Moved by Trustee O’Leary
Seconded by Trustee Nieuwesteeg

THAT the Niagara Catholic District School Board move back into Public session.

CARRIED

H. FUTURE MEETINGS AND EVENTS

1. Inaugural Board Mass – December 2, 2014 – 6:00 pm – St. Julia Parish
2. Inaugural Board Meeting – December 2, 2014 – 7:00 pm – Denis Morris Catholic High School
3. December Committee of the Whole Meeting – December 2, 2014 – 7:00 pm – Denis Morris Catholic High School

I. MOMENT OF SILENT REFLECTION FOR LIFE

J. ADJOURNMENT

Moved by Trustee Charbonneau
Seconded by Trustee Burkholder

THAT the November 25, 2014 meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 9:30 pm.

Minutes of the Meeting of the Niagara Catholic District School Board held on **November 25, 2014**.

Approved on **December 17, 2014**.

Kathy Burtnik
Chair of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

**TITLE: MINUTES OF THE INAUGURAL MEETING OF THE BOARD
DECEMBER 2, 2014**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Minutes of the Inaugural Meeting of the Board of December 2, 2014, as presented.



MINUTES OF THE INAUGURAL MEETING OF THE BOARD

**TUESDAY, DECEMBER 2, 2014
7:00 P.M.**

*DENIS MORRIS CATHOLIC HIGH SCHOOL
40 GLEN MORRIS DR., ST. CATHARINES*

Minutes of the Inaugural Meeting of the Niagara Catholic District School Board, held on Tuesday, December 2, 2014, at Denis Morris Catholic High School, 40 Glen Morris Dr., St. Catharines.

A. ROUTINE MATTERS

1. Meeting Call to Order – John Crocco, Director of Education/Secretary-Treasurer

The meeting was called to order at 7:00 p.m. by Chief Executive Officer and Director of Education/Secretary-Treasurer John Crocco, in accordance with section 208-4 of the Education Act.

Director Crocco, on behalf of all in attendance, thanked Vicar General Monsignor Vladimir Zivcic for celebrating the Commissioning Mass of the Board of Trustees 2014-201 and for participating in the Inaugural Meeting of the Board.

Appreciation and gratitude was expressed to the students, choir, Prefects, Student council and staff of Denis Morris Catholic High School for hosting and participating in the Inaugural Meeting.

Director Crocco welcomed the Honourable Mr. Justice Joseph Henderson; Board Solicitor, Bill Amadio; Principals, Vice-Principals, Managers, staff, family friends and guests to the Inaugural Meeting of the Board.

2. Opening Prayer

The Director welcomed Vicar General Monsignor Vladimir Zivcic of the Diocese of St. Catharines. Monsignor Zivcic opened the Inaugural Meeting of the 2014-2018 Board with a prayer.

3. Roll Call

Director Crocco indicated that all Trustees-Elect and Student Trustees were in attendance.

Trustee	Present	Electronically Present	Absent	Excused
Kathy Burtnik	√			
Maurice Charbonneau		√		
Frank Fera	√			
Fr. Paul MacNeil	√			
Ed Nieuwesteeg	√			
Ted O'Leary	√			
Dino Sicoli	√			
Pat Vernal	√			
Student Trustees				
Jessica DiPasquale	√			
Chloe Demizio	√			

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Linda Marconi**, Recording Secretary/Executive Assistant – Director of Education.

Special Guests: **Monsignor Vladimir Zivcic**, **Honourable Mr. Justice Joseph Henderson**, **Bill Amadio**

4. Declaration of Conflict of Interest

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

5. Returns of Election

In accordance with Board By-Laws section 7 (iii) and the Education Act, Director Crocco presented the Returns of Election as certified by municipal clerks.

6. Declaration of Office and Oath of Allegiance

Honourable Mr. Justice Joseph Henderson offered words of congratulations to all Trustees. Justice Henderson with Monsignor Vladimir Zivcic, and assisted by Director of Education Crocco, administered the Declaration of Office and Oath of Allegiance to all elected Trustees.

7. Election of Chairperson and Vice-Chairperson

Director Crocco reviewed the procedures for the election of the Chairperson and Vice-Chairperson, and appointed Bill Amadio, Board Solicitor and Giancarlo Vetrone, Superintendent of Business & Financial Services, as scrutineers.

Election of Chairperson

Moved by Trustee Vernal

THAT Trustee MacNeil be nominated for the position of Chairperson of the Niagara Catholic District School Board to hold office from December 2, 2014 until the 2015 Annual Organizational Meeting of the Board.

Director Crocco asked Trustee MacNeil if he wished to stand for the position of Chairperson of the Niagara Catholic District School Board. Trustee MacNeil accepted the nomination.

Moved by Trustee O'Leary

THAT Trustee Burtnik be nominated for the position of Chairperson of the Niagara Catholic District School Board to hold office from December 2, 2014 until the 2015 Annual Organizational Meeting of the Board.

Director Crocco asked Trustee Burtnik if she wished to stand for the position of Chairperson of the Niagara Catholic District School Board. Trustee Burtnik respectfully declined the nomination.

There were no further nominations forthcoming.

Moved by Trustee Burtnik

Seconded by Trustee O'Leary

THAT the nominations for the position of Chairperson of the Niagara Catholic District School Board be closed.

CARRIED

Director Crocco declared that Trustee MacNeil was acclaimed to the position of Chairperson of the Niagara Catholic District School Board.

Director Crocco turned over the Chairship of the Inaugural Meeting of the Board to Chairperson MacNeil.

Moved by O'Leary

Seconded by Nieuwesteeg

THAT the ballots for the election of the Chairperson of the Niagara Catholic District School Board be destroyed.

CARRIED

Election of Vice-Chairperson

Moved by Trustee Nieuwesteeg

THAT Trustee Burtnik be nominated for the position of Vice-Chairperson of the Niagara Catholic District School Board from from December 2, 2014 until the 2015 Annual Organizational Meeting of the Board.

Chairperson MacNeil asked Trustee Burtnik if she wished to stand for the position of Vice-Chairperson of the Niagara Catholic District School Board. Trustee Burtnik accepted the nomination.

Moved by Trustee Fera

THAT Trustee Sicoli be nominated for the position of Vice-Chairperson of the Niagara Catholic District School Board from from December 2, 2014 until the 2015 Annual Organizational Meeting of the Board.

Chairperson MacNeil asked Trustee Sicoli if he wished to stand for the position of Vice-Chairperson of the Niagara Catholic District School Board. Trustee Sicoli accepted the nomination.

There were no further nominations forthcoming.

Moved by Trustee O'Leary

Seconded by Trustee Nieuwesteeg

THAT the nominations for the position of Vice-Chairperson of the Niagara Catholic District School Board be closed.

CARRIED

Following the counting of the ballots, a tie was declared. A second vote was taken and was also declared a tie. In compliance with Board By-Laws, the two nominees drew straws for the position of Vice-Chairperson alphabetically by last name with the person drawing the long straw elected. Trustee Dino Sicoli was elected by straw ballot to the position of Vice-Chairperson of the Niagara Catholic District School Board until the Annual Organizational Meeting of the Board in 2015.

Moved by Trustee Burtnik

Seconded by Trustee Fera

THAT the ballots for the election of the Vice-Chairperson of the Niagara Catholic District School Board be destroyed.

CARRIED

8. Chairperson's Remarks

A copy of Chairperson MacNeil's remarks is attached to the minutes for information and placed on the Board website.
(Appendix A)

9. Vice-Chairperson's Remarks

A copy of Vice-Chairperson Sicoli's remarks is attached to the minutes for information and placed on the Board website.
(Appendix B)

10. Appointment of Board Auditor

Director Crocco presented the report on the Appointment of Board Auditor.

Moved by Trustee Nieuwesteeg

Seconded by Trustee O'Leary

THAT the Niagara Catholic District School Board approve the appointment of Crawford, Smith & Swallow as Board Auditors for the term December 1, 2014 to November 30, 2018.

CARRIED

11. Board Committees

Director Crocco presented the report on Board Committees, and stated that the report is in compliance with Board Bylaw 17 v (a) which calls for Trustee membership on Board Ad Hoc, Statutory, Standing and Liaison Committees until the November 30th, 2015 Annual Organizational Meeting of the Board.

Director Crocco stated that membership to the committees are appointed by the Chairperson of the Board in consultation with the Vice-Chairperson of the Board, and asked that Trustees submit their completed form to the Office of the Director by the December 16, 2014 Board Meeting.

Moved by Trustee O'Leary

Seconded by Trustee Burtnik

THAT the Niagara Catholic District School Board approve the continuation of the following Ad Hoc Committee for the year 2015:

- Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Denis Morris, Holy Cross, and Saint Francis Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Lakeshore Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Notre Dame College Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Saint Michael and Saint Paul Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee

CARRIED

B. B. MOMENT OF SILENT REFLECTION FOR LIFE

C.

D. C. ADJOURNMENT

Moved by Trustee Vernal

Seconded by Trustee Fera

THAT the December 2, 2014 Inaugural Meeting of the Niagara Catholic District School Board be adjourned.

CARRIED

This meeting was adjourned at 8:18 p.m.

Minutes of the Inaugural Meeting of the Niagara Catholic District School Board held on **December 2, 2014.**

Approved on the **16th** day of **December 2014.**

Fr. Paul MacNeil
Chairperson of the Board

John Crocco
Director of Education/Secretary –Treasurer

APPENDIX A

Remarks from the Chairperson - Fr. Paul MacNeil Annual Organizational Meeting of the Niagara Catholic District School Board December 2, 2014

I would like to begin my remarks by thanking all those who work so diligently, those here present today and those who have gone before us, to make Catholic education a reality today. In particular, I would like to thank our guests here tonight, and all of the principals and senior staff who have taken time out of their busy schedules to join us. Your leadership and your connection with our students is important and appreciated.

Two thousand years ago, several of the followers of Jesus were arguing with each other about which one of them was the greatest. Jesus took them aside and gently challenged them to be better, to think more clearly and to be humble: "You know," he said, "how those who exercise authority among the gentiles lord it over them; their great ones make their importance felt. It cannot be like that with you. Anyone among you who aspires to greatness must serve the rest, and whoever wants to rank first among you must serve the needs of all."

I would like to assure you that I have always felt my role of trustee to be one of service and I would encourage everyone in our system to be mindful of Jesus call of humility. At times, we all need to be reminded of the words of St. Paul: "I beg you: make my joy complete by your unanimity, possessing the one love, united in spirit and ideals. Never act out of rivalry or conceit; rather let all parties think humbly of others as superior to themselves, each of you looking to others interests rather than to his own. Your attitude must be that of Christ."

And what better model for education do we have than Jesus himself. "Then," scripture tells us, "he took a little child, stood him in their midst, and putting his arms around him, said to them: "Whoever welcomes a child such as this for my sake welcomes me, and whoever welcomes me welcomes not me, but the one who sent me." (Lk. 9: 36-37). So let us continue to act in service of one another and our children, not only for the benefit of a prosperous, caring and civil society, but for the building up of the Kingdom of God. "Let the children come to me and do not hinder them," Jesus said, "it is to just such as these that the kingdom of God belongs" (Lk. 10:14)

APPENDIX B

Remarks from the Vice-Chairperson – Dino Sicoli Annual Organizational Meeting of the Niagara Catholic District School Board December 2, 2014

I am deeply honored and it is certainly a GREAT privilege to be nominated and elected as Vice- Chair of the Niagara Catholic District School Board. Thank you!

In this evening's first reading at Mass, Isaiah says
"The spirit of the Lord shall rest on him,
the spirit of the wisdom and understanding,
the spirit of counsel and might ,
the spirit of knowledge and the fear of the Lord.....
He shall judge the poor with justice."

When I hear these words, I think of the Advent refrain, "Come, Lord Jesus."
This little prayer asks for the *whole* Jesus, not just the infant but also the Lord who comes to establish justice. You can't stay at the Christmas crèche in peaceful, private contemplation of God's love. You also have to respond to that love by taking up God's call for justice and peace. The psalmists and prophets call this 'social justice.' This consistent, systematic care for people in need is what the Messiah – King was going to bring about.

As Vice- Chair I pledge to do all I can to ensure that the Niagara Catholic District School Board (NCDSB) focuses on what is best for students, their parents, their communities, staff and on providing quality Catholic education for all students in Niagara.

Every decision I make at the Board table will be informed by "what is best for students and staff."

I will listen with a compassionate ear and respect the ideas that my peer Trustees have to offer in order to come to the best decision based on what is right rather than who is right. In all of my open meetings with parents, I will do all I can to support the development of their abilities to be effective and informed advocates for their children.

As your Vice-Chair, I will act with the highest level of integrity, honesty and professionalism that being an elected official demands; be it a strong advocate for Catholic Education and ensure transparency along with accountability.

I will ensure that all policies promote positive and effective working relationships between trustees, staff, parents and the community.

Finally, as Vice- Chair, I will commit to the simple idea that NCDSB resources should be used in the best interests of all of our students and that transparency about the use of all public resources is critical.

In prayer, I say, Come Lord Jesus! Give me the wisdom and courage to build your kingdom and work for your justice and peace. Pray for me!

May GOD bless all of you!!!!

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

TOPIC: CHRISTMAS CARDS 2014

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: December 16, 2014



PRESENTATION BACKGROUND

**Board Meeting
December 16, 2014**

CHRISTMAS CARDS 2014

Schools throughout Niagara Catholic were invited to submit one (1) piece of artwork designed by their students in order to create the 2014 Niagara Catholic Christmas Cards. A Selection Committee comprised of Jayne Evans, Arts Consultant and Jennifer Brailey, Manager of Corporate Services and Communications selected the 2014 Niagara Catholic Christmas Cards.

The parents/guardians of the students whose artwork was chosen to represent the Niagara Catholic District School Board have received copies of their child's artwork on Christmas cards.

The following students had their artwork selected to be shared with the Niagara Catholic community for the Christmas Season of 2014 and will be presented with plaqued cards at the Board Meeting.

Katie Hallchurch, Grade 10, Notre Dame College School

Hannah Dobbie, Grade 12, Lakeshore Catholic High School

Erika Petrak, Grade 11, Saint Michael Catholic High School

Maddie Beauparlant, Grade 8, St. Mary Catholic Elementary School

Prepared by: Mark Lefebvre, Superintendent of Education
Presented by: Mark Lefebvre, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: December 16, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

**TITLE: SCHOOL EXCELLENCE PROGRAM
DENIS MORRIS CATHOLIC HIGH SCHOOL**

The School Excellence Program report is presented for information.

Prepared by: Ted Farrell, Superintendent of Education

Presented by: Ted Farrell, Superintendent of Education

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

Date: December 16, 2014



SCHOOL EXCELLENCE PROGRAM DENIS MORRIS CATHOLIC HIGH SCHOOL

Contact Information

40 Glen Morris Drive
St. Catharines, Ontario
L2T 2M9

Phone: 905-684-8731

FAX: 905-684-4050

Email:

denismorris@ncdsb.com

Grades

9 – 12

Enrolment

1126 as of September
2014

Principal

Mr. D. Di Lorenzo

Vice-Principal

Mr. T. Della Ventura

Vice Principal

Mr. A. Bartley

Superintendent of
Education

Mr. T. Farrell

Catholic School Council
Chair

Mrs. S. Stefurak-Daly

Parish

St. Julia



At Denis Morris Catholic we have established a strong tradition of excellence in academics, sports, spirit and Christian Service. Serving the South-end of St. Catharines, with a current enrolment of 1126, we continue to embrace the vision of our founders.

Monsignor Denis Morris was born in Newtonstewart, County Tyrone, Ireland on August 16, 1860. In 1901, he was appointed the Pastor of St. Catharines, Dean of Niagara and a member of the Diocesan Council. While Denis Morris was the Pastor, he became involved in Catholic education as a Trustee for the St. Catharine's Separate School Board. Later, he became Chair. Under his direction, three new elementary schools were established in St. Catharines. Denis Morris was very involved with schools even visiting each classroom at the end of the month to deliver the report cards.

His motto "loving kindness to all" stems from his personal contact with families within his parish. He was known to visit each family every year. During his visits he often left money for the families, especially during the Depression years.

Since 1958, the Denis Morris Catholic community continues his legacy of "loving kindness to all" through our community and Christian service projects, while maintaining an excellence in sports and education. Our school motto of 'Prudence, Virtue and Intellect' is a rallying call to a community called to celebrate the unique gifts of each student. Called by God, we grow in loving witness through service of others.

Denis Morris would be proud of the development of Catholic education in the Niagara Region.

Prepared by: Ted Farrell, Superintendent of Education
Approved by: John Crocco, Director of Education/Secretary-Treasurer
Date: December 16, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

**TITLE: UNAPPROVED MINUTES OF THE COMMITTEE OF THE
WHOLE MEETING OF DECEMBER 2, 2014**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Minutes of December 2, 2014, as presented.



MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

**TUESDAY, DECEMBER 2, 2014
7:45 P.M.**

*DENIS MORRIS CATHOLIC HIGH SCHOOL
40 GLEN MORRIS DRIVE, ST. CATHARINES*

Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, December 2, 2014 at Denis Morris Catholic High School, 40 Glen Morris Drive, St. Catharines.

The meeting was called to order at 8:20 p.m. by Vice-Chairperson Sicoli.

A. ROUTINE MATTERS

1. Opening Prayer

The opening prayer was led by Monsignor Vladimir Zivcic.

2. Roll Call

Vice-Chairperson Sicoli indicated that all Trustees and Student Trustees were in attendance.

Trustee	Present	Electronically Present	Absent	Excused
Kathy Burtnik	√			
Maurice Charbonneau		√		
Frank Fera	√			
Fr. Paul MacNeil	√			
Ed Nieuwesteeg	√			
Ted O'Leary	√			
Dino Sicoli	√			
Pat Vernal	√			
Student Trustees				
Jessica DiPasquale	√			
Chloe Demizio	√			

The following staff were in attendance:

John Crocco, Director of Education; **Yolanda Baldasaro**, **Ted Farrell**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, **Mark Lefebvre**, Superintendents of Education; **Giancarlo Vetrone**, Superintendent of Business & Financial Services; **Scott Whitwell**, Controller of Facilities Services; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Linda Marconi**, Recording Secretary/Executive Assistant – Director of Education.

Special Guests: **Monsignor Vladimir Zivcic**, **Honourable Mr. Justice Joseph Henderson**; **Bill Amadio**

3. **Approval of the Agenda**

Moved by Trustee Fera

THAT the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of December 2, 2014, as presented.

CARRIED

4. **Declaration of Conflict of Interest**

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

5. **Minutes of the Committee of the Whole Meeting of November 11, 2014**

Moved by Trustee Fera

THAT the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of November 11, 2014, as presented.

CARRIED

B. COMMITTEE AND STAFF REPORTS

1. **Policy Committee**

1.1 **Unapproved Minutes of the Policy Committee Meeting of November 25, 2014**

Moved by Trustee O'Leary

THAT the Committee of the Whole receive the unapproved Minutes of the Policy Committee Meeting of November 25, 2014 as presented.

CARRIED

1.2 **Approval of Policy – Concussion Policy (new)**

Moved by Trustee O'Leary

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

CARRIED

1.3 **Policy and Guideline Review 2014-2015 Schedule**

Director Crocco presented the Policy and Guideline Review 2014-2015 Schedule for the information of Trustees.

2. Video Presentation

Director Crocco introduced a video that was presented on Catholic Education in Niagara Catholic. Trustees, staff and guests viewed the video presentation. Vice-Chair Sicoli thanked Director Crocco and noted that the video was superb.

C. INFORMATION

1. Trustee Information

**1.1 Kids First Child Care Program – December 16, 2014 – 5:00 p.m.
St. Gabriel Lalemant Catholic Elementary School**

Director Crocco informed Trustees of the Kids First Child Care Program on December 16, 2014 at 5:00 p.m. at St. Gabriel Lalemant Catholic Elementary School. Trustees are asked to confirm their attendance with Linda Marconi, Executive Assistant.

1.2 OCSTA 2015 Catholic Trustees' Professional Development Seminar – January 16-17, 2015 – Toronto

Director Crocco informed Trustees of the OCSTA Catholic Trustees' Professional Development Seminar being held January 16-17, 2015 in Toronto. Trustees are asked to confirm their attendance with Linda Marconi, Executive Assistant.

1.3 CCSTA 2015 AGM – June 11-13, 2015 – St. John's, Newfoundland

Director Crocco informed CCSTA 2015 AGM held June 11-13, 2015 in St. John's, Newfoundland. Trustees were asked to confirm their attendance with Linda Marconi, Executive Assistant.

D. OTHER BUSINESS

1. Chair MacNeil acknowledged and thanked Trustee Burtnik for her leadership as Chair of the Board and expressed appreciation as well to Rhianon Burkholder for her role as Vice-Chair of the Board for 2014.

E. ADJOURNMENT

Director Crocco thanked Monsignor Zivcic, Justice Henderson, Principals Danny DiLorenzo, Vice-Principals Andrew Bartley and Tonly DellaVentura of Denis Morris Catholic High School staff, Board staff, Principals, Vice-Principals, Managers and guests for attending and participating in the Commissioning Mass and Inaugural Meeting of the Board.

Moved by Trustee Vernal

THAT the December 2, 2014 Committee of the Whole Meeting be adjourned.

CARRIED

This meeting was adjourned at 8:46 p.m.

Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **December 2, 2014.**

Approved on the **13th** day of **January 2015.**

Dino Sicoli
Vice-Chairperson of the Board

John Crocco
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

TITLE: CONCUSSIONS POLICY (new)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Concussions Policy (new), as presented.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

Recommended by: Committee of the Whole

Date: December 2, 2014



CONCUSSION POLICY

STATEMENT OF POLICY

Section: 300 – Schools/Students

No: New

Adopted:

Reviewed/ NIL

Revised:

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board (Board) recognizes the importance of the health, safety and overall well-being of its students and is committed to taking steps to reduce the risk of injury.

The Board recognizes that children and adolescents are among those at greatest risk for concussions and that while there is potential for a concussion any time there is body trauma, the risk is greatest during activities where collisions can occur, such as during physical education classes, playground time, or school-based sports activities.

Concussion prevention and management requires the cooperation of all partners in the school community. To ensure the safety of students while they enjoy the many benefits of being active, parents/guardians, students, volunteers, staff, and school boards must all understand and fulfill their responsibilities. It is critical to a student's recovery that Return to Learn/Return to Physical Activity Plan be developed through a collaborative team approach led by the school principal.

Increasing awareness of conditions to prevent and identify symptoms related to concussions will support the proper management of concussions, reducing increased risk. This Policy authorizes the creation of administrative procedures for implementation, which might include requirements described in Ministry of Education Policy/Program Memoranda, as matters of policy, and any such administrative procedures shall be considered guidelines pursuant to the *Education Act* and other relevant and/or Ministry of Education materials all of which will be sufficient for the purposes of implementing the requirements of Ministry of Education Policy/Program Memoranda.

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

References:

- [Education Act, R.S.O. 1990, c. E.2](#)
- [Ministry of Education, Policy/Program Memorandum 158, School Board Policies on Concussion](#)
- [OPHEA Guidelines](#)
- [Parachute Canada](#)



CONCUSSION POLICY

STATEMENT OF POLICY

Section: 300 – Schools/Students

No: New

Adopted:

Reviewed/ NIL

Revised:

PURPOSE

The Niagara Catholic District School Board recognizes concussions as a serious injury which requires appropriate follow-up measures to reduce risk of potential additional injury. Concussion awareness, prevention, identification and management are a priority for the Board. The implementation of the Board's Concussion Policy and Administrative Guidelines is another important step in creating healthier schools in the Niagara Catholic District School Board.

INFORMATION

A concussion:

- is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioural (e.g., depression, irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep)
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness)
- cannot be seen on X-rays, standard CT scans or MRIs
- is a clinical diagnosis made by a medical doctor or nurse practitioner*

* It is critical that a student with a suspected concussion be examined by a medical doctor or nurse practitioner as soon as possible.

Due to their developing brain and risk taking behavior, children and adolescents are more susceptible to concussion and take the longest to recover. Recent research has made it clear that a concussion can have a significant impact on a student's cognitive and physical abilities. In fact, research shows that activities that require concentration can actually cause a student's concussion symptoms to reappear or worsen. It is equally important to help students as they "return to learn" in the classroom as it is to help them "return to physical activity". Without identification and proper management, a concussion can result in permanent brain damage and in rare occasions, even death.

Research also suggests that a child or youth who suffers a second concussion before he or she is symptom free from the first concussion is susceptible to a prolonged period of recovery, and possibly Second Impact Syndrome – a rare condition that causes rapid and severe brain swelling and often catastrophic results, including death.

A Learn/Return to Physical Activity Plan requires a collaborative team approach lead by the school principal. This team should include the concussed student, his/her parents/guardians, school staff and volunteers who work with the student, and the medical doctor/nurse practitioner. Ongoing communication and monitoring by all members of the team is essential for the successful recovery of the student.

SIGNS AND SYMPTOMS OF A CONCUSSION

The first step to managing a concussion is being able to recognize common signs and symptoms. A concussion should be suspected following a blow to the head, face or neck, or a blow to the body that transmits a force to the head. It is important to recognize that **one** or more of the signs or symptoms of a concussion which may take hours or day to appear. Review Appendix A for a list of common signs and symptoms and complete this form. Appendix C5: Concussion Recognition Tool is a pocket sized tool that can also be used to identify a suspected concussion. If staff is not sure of the presence of one or more of these signs and symptoms of a possible concussion, Appendix A should be given to the parent/guardian and student. If staff, in communication with the school principal, suspects head trauma or a concussion might be possible, the Appendix A: Tool to Identify a Suspected Concussion and Appendix B: Documentation of Medical Exam must be given to the parent/guardian and student.

NOTE:

- Signs and symptoms may be different for everyone
- Signs and symptoms can appear immediately after the injury or may take hours or days to emerge
- Concussion symptoms for younger students may not be as obvious compared to older students
- A student may be reluctant to report symptoms because of a fear that he/she will be removed from the activity, his/her status on a team or in a game could be jeopardized or academics could be impacted
- It may be difficult for students under 10, with special education needs, or students for whom English/French is not their first language, to communicate how they are feeling
- If student loses consciousness or signs or symptoms worsen, call 911
- Cognitive or physical activities can cause student's symptoms to reappear
- Steps are not days-each step must take a minimum of 24 hours and the length of time needed to complete each step will vary based on the severity of the concussion and the student
- The signs and symptoms of a concussion often last for 7-10 days, but may last longer in children and adolescents
- Compared to older students, elementary school children are more likely to complain of physical problems or misbehave in response to cognitive overload, fatigue, and other concussion symptoms
- If a student returns to activity while symptomatic, or before the brain has fully recovered, they are at an increased risk of sustaining another concussion with symptoms that can be prolonged and increased
- Principals, supervising staff, coaches and volunteers must be very aware of students asking to return to learn and return to play too early.
- Parents/guardians must report non-school related concussions
- Return to Learn/Return to Physical Activity steps must be followed regardless of where diagnosed concussion occurred

PREVENTION

Regardless of the steps taken to prevent injury, some injuries may occur. The severity of the injury may be mitigated by the following:

1. Awareness and education for coaches, volunteers, staff, parents and students to:
 - a) Recognize the symptoms of concussion;
 - b) Remove the student from play;
 - c) Refer the student to a medical doctor/nurse practitioner
 - d) Deliver curriculum based lessons on concussion awareness to students at specified grades
2. Wearing the school's sport specific protective equipment:
 - a) Equipment will fit properly;
 - b) Equipment will be well maintained;
 - c) Equipment will be worn consistently and correctly;
 - d) Equipment will meet current safety standards;
 - e) Damaged or expired equipment will be replaced

3. Follow OPHEA sport specific safety guidelines and our Niagara Catholic Fair Play Code of Conduct
4. Ensure all students receive instruction, understand and follow the sport/activity specific safety rules and skills prior to participation (e.g. eliminate all checks to the head and eliminate all hits from behind)
5. Teach skills in proper progression (e.g. emphasize the principles of head-injury prevention, keeping the head up and avoiding collision)
6. Outline the concussion risks associated with the activity/sport and demonstrate how they can be minimized e.g. teach proper sport techniques - correct tackling in football, effective positioning in soccer, how to avoid over-crowding when using the playground
7. Students must follow their supervising staff/coach's/volunteer's safety instructions at all times
8. Reinforce that it is extremely important not to return to learning or physical activity while still recovering from a concussion to avoid further risk of injury.
9. Discourage parents/guardians/volunteers/teachers/coaches, school staff from pressuring recovering concussed students to play or learn before they are ready
10. Parents need to reinforce with their child the importance of following the school's safety procedures
11. Parents need to report concussion history on school medical form
12. Provide reassurance, support and request/offer academic accommodations as needed

PROCEDURES

Immediate action must be taken by the individual (e.g. principal, teacher, coach) responsible for the student if the student receives a blow to the head, face or neck, or a blow to the body that transmits a force to the head. If in doubt, sit the student out and proceed with protocol.

Further to the Concussion Policy, the Board outlines the following roles and responsibilities:

RESPONSIBILITIES

Family of Schools Superintendents of Education will:

- Perform an annual review of the Concussion Policy and Administrative Guidelines to ensure the guidelines align with current best practice recommendations and, at a minimum, the OPHEA concussion guidelines.
- Create a Concussion Board Report (Student Concussion Appendix A, B, C), to be completed by school principals, to track student concussions and record staff concussion education.
- Review concussion board reports annually to ensure compliance with and effectiveness of the Administrative Guidelines.
- Ensure concussion education is made available to all school personnel and volunteers.
- Implement concussion awareness and education strategies for students and their parents/guardians.
- Provide support to schools and staff to ensure enforcement of Return to Learn and Return to Physical Activity Guidelines and the Board Concussion Policy and Administrative Guidelines.
- Ensure that all board staff, including volunteers, involved in physical activity and supervision (includes but not limited to: recess supervision, curricular, interschool, and intramural physical activity, before and after school care), are trained to recognize signs and symptoms of a suspected concussion and what immediate action to take.

- Ensure that information on the Concussion Policy and Administrative Guidelines is shared with the school community, including organizations that use the school facilities, such as community sports organizations and licensed child-care providers operating in schools of the Board where applicable.
- Ensure each elementary and secondary school implements the Return to Learn and Return to Physical Activity Plan (Appendix A, B, C)

Principals will:

- Abide by the Concussion Policy and Administrative Guidelines.
- Ensure staff, volunteers, parents/guardians, and students are aware of the Concussion Policy and Administrative Guidelines and understand their roles and responsibilities.
- Ensure the Concussion Policy and Administrative Guidelines is followed by all school staff (including occasional staff/support staff, recess supervisors), parents/guardians, students, and volunteers.
- Arrange for concussion in-servicing for staff and coaching volunteers, and repeat as necessary.
- Ensure the Concussion Recognition Tool is included in occasional teacher lesson plans and field trip folders.
- Share concussion information with students and their parents/guardians.
- Ensure lessons on Head Trauma/Concussion Awareness are delivered annually to all students.
- Ensure OPHEA safety guidelines are being followed.
- Work as closely as possible with students, parents/guardians, staff, volunteers, and health professionals to support concussed students with their recovery and academic success.
- Maintain up to date emergency contact and telephone numbers.
- Complete concussion Board report (OSBIE/Appendix I, Student Concussion) as each injury occurs or each term/semester.
- Attempt to obtain parental/guardian cooperation in reporting all non-school related concussions.
- Ensure concussion information is readily available to all school staff and volunteers.
- Ensure that all incidents are recorded, reported and filed as required by this Administrative Guideline, as appropriate, and with an OSBIE incident report form.
- For students who are experiencing difficulty in their learning environment as a result of a concussion, coordinate the development of an Individual Education Plan (IEP). See the revised OPHEA Strategies released by OPHEA for Return to Learn Strategies/Approaches.
- Approve any adjustments to the student's schedule as required.
- Alert appropriate staff about students with a suspected or diagnosed concussion.
- Prior to student return to school, ensure completion and collection of the following documentation:
 - Documentation of Medical Examination Form (Appendix B, C)
 - Documentation for a Diagnosed Concussion – Return to Learn/Return to Physical Activity Plan (Appendix B)
- File above documents (Appendix B, C) in student's OSR and provide copy to appropriate school staff.
- Once concussion is diagnosed, appoint primary staff member to act as the student's liaison to ensure adequate communication and coordination of student's needs.
- Ensure Parent/Guardian complete 'Acknowledgement of Risk/Permission to Participate Form
- Ensure Parent/Guardian has been notified of any suspected concussion during the school day the incident occurred at the first reasonable opportunity.

ENCOURAGING PARENT/GUARDIAN COOPERATION

If the Parent/Guardian refuses a physician consultation and/or refuses to adhere to the concussion admin procedure the **Principal will**:

- Discuss parental concerns (e.g. documentation fees) surrounding the process and attempt to address these concerns
- Provide rationale for the required steps of the Concussion Administrative Procedure
- Include parent/guardian and their child in every step of the recovery process
- Provide parents with concussion information to increase their awareness and knowledge

- Re-iterate the importance of obtaining an official diagnosis from trained physician
- Explain to parent/guardian if staff feels immediate medical attention is required that they are obligated to call 911 even on parent refusal
- Inform parent/guardian that school is obligated to follow the steps of the “Return to Learn” and “Return to Physical Activity” process
- Have parent sign off Appendix C: Part A - Physical and Cognitive Home Rest; or Part C - Return to Physical Activity with no Restrictions
- If unsuccessful in acquiring full parental cooperation seek support from Senior Administration

School Staff (Includes administration staff, teaching staff, support staff, coaches, volunteers, etc.) will:

- Understand and follow Concussion Policy and Administrative Guidelines.
- Attend and complete concussion training (e.g. staff meeting, online, workshop, read concussion package, etc.).
- Ensure that the Acknowledgement of Risk/Permission to Participate Appendix A distributed, completed and signed by parent prior to student participation in a sport.
- Ensure age-appropriate concussion education, including prevention, is included for all students participating in activities that could result in a concussion.
- Be able to recognize signs, symptoms and respond appropriately in the event of a concussion see Appendix A: Concussion Guidelines - The Teachers/Coaches and Appendix C: Tool to Identify a Suspected Concussion Appendix A, B.
- Follow current OPHEA safety guidelines and implement risk management and injury prevention strategies.
- Make sure that occasional teaching staff are updated on concussed student’s condition.

Parents/Guardians will:

- Insure that any equipment used by their son/daughter meets up to date safety standards.
- Review with your child the concussion information that is distributed through the school (e.g. learn signs and symptom of concussion (Appendix A).
- Reinforce concussion prevention strategies (e.g. Player Code of Conduct with your child.
- Understand and follow parents/guardian roles and responsibilities in the Administrative Guidelines.
- In the event of a suspected concussion, ensure child is assessed as soon as possible by physician/nurse practitioner, optimally on the same day.
- Cooperate with school to facilitate Return to Learn and Return to Physical Activity.
- Follow physician/nurse practitioner recommendations to promote recovery.
- Be responsible for the completion of all required documentation.
- Support your child’s progress through recommended Return to Learn and Return to Physical Activity Guidelines.
- Collaborate with school to manage suspected or diagnosed concussions appropriately.
- Report any non-school related concussion or suspected concussion to the principal (Return to Learn/Return to Physical Activity guidelines will still apply)

Students will:

- Learn about concussions, including prevention strategies, signs and symptoms, concussion management and student roles and responsibilities, throughout applicable curriculum we have both curriculum councils creating lesson plans for head injury prevention and awareness.
- Immediately inform school staff of suspected or diagnosed concussions occurring during or outside of school.
- Inform school staff if you experience any concussion related symptoms (immediate, delayed or reoccurring).
- Remain on school premises until parent/guardian arrives if concussion is suspected
- Communicate concerns and challenges during recovery process with staff concussion liaison, school staff, parents/guardians, and health care providers.
- Follow concussion management strategies as per medical doctor/nurse practitioner direction and Return to Learn/Return to Physical Activity Guidelines.

Physician and/or other health care professionals will:

- Assist in the development of an individualized Academic and Physical Concussion Management Plan.
- Monitor recovery process and modify concussion management plan as required.
- Complete required documentation (Appendix B).
- If symptoms persist beyond 10 days, referral may be made to brain injury specialist.

STEPS AND RESPONSIBILITIES IN SUSPECTED AND DIAGNOSED CONCUSSIONS

INITIAL RESPONSE

Unconscious Student (or when there was any loss of consciousness)

Action
1. Stop the activity immediately-assume concussion
2. Initiate school Emergency Action Plan and call 911. Assume neck injury. Only if trained, immobilize student. DO NOT move the student or remove athletic equipment unless breathing difficulty
3. Remain with student until emergency medical service arrives
4. Contact student's parent/guardian (or emergency contact) to inform of incident and that emergency medical services have been contacted
5. Monitor student and document any changes (physical, cognitive, emotional/behavioural).
6. If student regains consciousness, encourage student to remain calm and still. Do not administer medication (unless the student requires medication for other conditions (e.g. insulin))
7. Complete and sign Appendix C: Tool to Identify Suspected Concussion and, if present, provide duplicate copy to parent/guardian retaining a copy.
8. If present, provide the parent/guardian a copy of Appendix B: Documentation of Medical Examination and inform parent/guardian that form needs to be completed and submitted to principal prior to student's return to school.
9. Complete Board injury report (Appendix I Student Concussion Diagnosis Report/OSBIE), inform principal of suspected concussion, and forward copy of the completed and signed Appendix C: Tool to Identify a Suspected Concussion.
10. Once diagnosis is made complete Documentation of Medical Examination Appendix B and return completed and signed document to school principal prior to student's return to school.
11. Inform all school staff (e.g. classroom teacher, educational resource teacher, physical education teachers, intramural supervisors, recess supervisors, coaches) and volunteers who work with the student of the suspected concussion
12. Indicate that the student shall not participate in any learning or physical activities until parent/guardian communicates the results of the medical examination to the school principal

Conscious Student

Action
1. Stop the activity immediately
2. Initiate school Emergency Action Plan
3. When safe to do so, remove student from current activity/game
4. Conduct an initial concussion assessment of the student using Appendix A: Tool to Identify a Suspected Concussion (or pocket CRT)

If Concussion Is Suspected-If in Doubt, Sit them Out

Action
1. Do not allow student to return to play in the activity, game or practice that day even if the student states she/he is feeling better
2. Contact the student's parent/guardian (or emergency contact) to inform them: <ul style="list-style-type: none"> o Of the incident o That they need to come and pick up the student o That the student needs to be examined by a medical doctor or nurse practitioner as soon as possible that day
3. Monitor and document any changes (i.e. physical, cognitive, emotional/behavioural) in the student. If signs or symptoms worsen, call 911
4. Complete, sign, and photocopy Appendix C: Tool to Identify a Suspected Concussion
5. Do not administer medication (unless student requires medication for other conditions-e.g. insulin)
6. Stay with student until his/her parent/guardian (or emergency contact) arrives.
7. Student must not leave the premises without parent/guardian supervision
8. Provide parent/guardian (emergency contact) signed copy of Appendix C: Tool to Identify a Suspected Concussion, retaining a copy
9. Provide parent/guardian (or emergency contact) copy of Appendix D: Documentation of Medical Examination and inform parent/guardian that form needs to be completed and submitted to principal prior to student's return to school
10. Inform parent/guardian (or emergency contact) that the student must be examined by a medical doctor or nurse practitioner as soon as possible that day
11. Complete Board injury report (Appendix I Student Concussion Diagnosis Report/OSBIE), inform principal of suspected concussion, and forward copy of the completed and signed Appendix A and B Tool to Identify a Suspected Concussion.
12. Ensure student is examined by a medical doctor or nurse practitioner as soon as possible that day
13. Complete Documentation of Medical Examination Appendix B once diagnosis is made and return completed and signed document to school principal prior to student's return to school.
14. Inform all school staff (e.g. classroom teacher, SERT's, physical education teachers, intramural supervisors, coaches) and volunteers who work with the student of the suspected concussion
15. Indicate that the student shall not participate in any learning or physical activities until parent/guardian communicates the results of the medical examination to the school principal

If signs are NOT observed, symptoms are NOT reported AND student passes Quick Memory Function Assessment (Appendix A)

Action
1. Recommended precautionary withdrawal of student from physical activity
2. Inform parent/guardian (or emergency contact) of the incident and provide signed copy of Appendix C: Tool to Identify a Suspected Concussion, retaining a copy. Explain to parent/guardian (or emergency contact) that student should be monitored for 24-48 hours after the incident as concussion symptoms may take hours or days to emerge. If any signs or symptoms appear, the student needs to be examined by medical doctor or nurse practitioner as soon as possible on the same day and results shared with principal before return to school.
3. Inform Supervising School Staff/Volunteers if symptoms appear during learning or any activity
4. If symptoms appear proceed with Action items under "If a concussion is suspected"

ONCE DIAGNOSIS IS MADE

If NO CONCUSSION is diagnosed student may resume regular learning and physical activity

Action
1. Communicate diagnosis to school principal and return completed and signed Appendix B: Documentation of Medical Examination
2. Inform all school staff (e.g. classroom teacher, educational resource teacher, physical education teachers, intramural supervisors, recess supervisors, coaches) and volunteers who work with the student of the diagnosis
3. File any related written documentation of the incident and results of the medical examination (e.g. in the student's OSR)
4. Resume regular learning and physical activity

IF CONCUSSION IS DIAGNOSED: Return to Learn/Return to Physical Activity (Note: Student must successfully complete return to learn steps before initiating return to physical activity steps)

Action
1. Communicate diagnosis to school principal and return completed and signed Appendix B: Documentation for a Diagnosed Concussion. Also report non-school related concussions.
2. Provide parent/guardian Document for a Diagnosed Concussion-Return to Learn/Return to Physical Activity Plan form Appendix C and indicate that student must be symptom free or improved and form needs to be completed and signed before student can return to school. Ensure parent/guardian understands the plan, addressing their questions, concerns, and working with parent/guardian to overcome any barriers.
3. Complete Step 1-Return to Learn/Return to Physical Activity: Keep student home for cognitive rest (no school, no homework, no texting, no screen time) and physical rest (restricting recreational/leisure and competitive physical activities) until student is feeling better. Once symptoms start to improve, gradually increase mental activity (limit activities such as reading, texting, television, computer, and video games that require concentration and attention to 5-15 minutes). If moderate symptoms return, stop activity and allow student 30 minute break to resolve symptoms. If symptoms don't resolve, return to complete cognitive rest. Continue to gradually increase mental activity and monitor symptoms.
4. Continue cognitive and physical rest at home for at least 24-48 hours (or longer) until student's symptoms are improving or he/she is symptom free. Student should be able to complete 1-2 hours of mental activity (e.g. reading, homework) at home for one to two days before attempting return to school.
5. Inform all school staff (e.g. classroom teacher, educational resource teacher, physical education teachers, intramural supervisors, recess supervisors, coaches) and volunteers who work with the student of the diagnosis
6. Identify collaborative team (i.e. principal, concussed student, his/her parents/guardians, school staff and volunteers who work with the student, and the student's medical doctor/nurse practitioner) and designate a school staff member of the team as the concussion liaison to serve as the main point of contact for the student, the parent/guardians, or other school staff & volunteers who work with the student, and the medical doctor or nurse practitioner
7. Meet with collaborative team to review potential cognitive and emotional/behavioural difficulties student may experience, explain how these symptoms can impact learning and identify strategies/approaches to manage these symptoms. See Appendix B: Return to Learn Strategies/Approaches
8. Ensure collaborative team understands the importance of not placing undue pressure on concussed student to rush through the return to learn/physical activity steps to avoid prolonged or increased symptoms. Return to learn should proceed slowly and gradually

Student's Symptoms are Improving

Action
1. Complete, sign and forward Appendix C: Documentation for a Diagnosed Concussion-Return to Learn/Return to Physical Activity Plan section titled Step1-Return to Learn/Return to Physical Activity
2. Proceed to Step 2a-Return to Learn: Student returns to school. Develop and implement Individual Education Plan (IEP) for Return to Learn Strategies/Approaches) with slow and gradual increases in cognitive activity (both at home and at school). Absolutely no recreational/leisure and competitive physical activity.
3. Monitor the student's progress through the Return to Learn/Return to Physical Activity Plan. This may include identification of the student's symptoms and how he/she responds to various activities. Strategies may need to be developed or modified to meet the changing needs of the student
4. Follow individualized classroom strategies/approaches for return to learn plan until student is symptom free

Student is Symptom Free

Action
1. Complete, sign and forward Appendix C: Documentation for a Diagnosed Concussion - Return to Learn/Return to Physical Activity Plan Step 2a)
2. Inform all school staff (e.g. classroom teacher, educational resource teacher, physical education teachers, intramural supervisors, coaches, Concussion Liaison, and volunteers) who work with the student that student is symptom free and can return to regular learning activities without individualized classroom strategies and/or approaches. Student can proceed to Step 2-Return to Physical Activity see Appendix C: Documentation for a Diagnosed Concussion-Return to Learn/Return to Physical Activity Plan.
3. Closely monitor student for the return of any concussion symptoms and/or deterioration of work habits and performance
4. Report any return of symptoms to supervising staff/volunteer
5. If symptoms return, stop activity and see Table below titled: Return of Symptoms. For more information see the last sections of Appendix C: Documentation for a Diagnosed Concussion Return to Learn/Return to Physical Activity Plan.
6. Begin regular learning activities without individualized classroom strategies and/or approaches and initiate Step 2-Return to Physical Activity: individual light aerobic physical activity (e.g. walking, swimming or stationary cycling) only. Objective is to increase heart rate. Absolutely No participation in resistance/weight training, competition (including practices, scrimmages), participation with equipment or other students, drills, and body contact.
7. Complete and sign Appendix C: Documentation for a Diagnosed concussion-Return to Learn/Return to Physical Activity Plan Step 2-Return to Physical Activity if your child/ward is symptom free after participating in light aerobic physical activity and return to principal.
8. Inform all school staff (e.g. classroom teacher, educational resource teacher, physical education teachers, staff supervisors, recess supervisors, coaches, Concussion Liaison, and volunteers) who works with the student that he/she may proceed to Step 3-Return to Physical Activity. Provide supervising staff/coaches/volunteers Appendix C: Documentation for a Diagnosed Concussion-Return to Learn/Return to Physical Activity Plan to record student progress through Step 3 and 4.
9. Continue with regular learning activities at school and begin Step 3: individual sport specific physical activity only (e.g. running drills in soccer, skating drills in hockey, shooting drills in basketball) to add movement. Absolutely No resistance/weight training, competition (including practices, scrimmages), body contact, head impact activities (e.g. heading a soccer ball) or other jarring motions (e.g. high speed stops, hitting a baseball with bat)

10. If symptom free, proceed to Step 4-Return to Physical Activity. Student may begin activities where there is no body contact (e.g. dance, badminton); light resistance/weight training; non-contact practice; and non-contact sport-specific drills (e.g. passing drills in football and ice hockey) to increase exercise, coordination and cognitive load. Absolutely no activities that involve body contact, head impact (e.g. heading soccer ball) or jarring motions (e.g. high speed stops, hitting a baseball with a bat)
11. Record student's progress through Steps 3 and 4. Once student has completed Steps 3 and 4 and is symptom free, complete and sign Appendix C: Documentation for a Diagnosed concussion-Return to Learn/Return to Physical Activity Plan form section titled "Step 4-Return to Physical Activity". Communicate with parent/guardian that the student has successfully completed Steps 3 and 4 and return completed and signed form Appendix C to parent/guardian to obtain medical doctor/nurse practitioner diagnosis and signature
12. Provide school principal with written documentation from a medical doctor or nurse practitioner (e.g. completed and signed Appendix C: Documentation for a Diagnosed Concussion-Return to Learn/Return to Physical Activity Plan section titled "Medical Examination") that indicates the student is symptom free and able to return to full participation in physical activity
13. Inform all school staff (e.g. classroom teacher, educational resource teacher, physical education teachers, intramural supervisors, recess supervisors, coaches, Concussion Liaison, and volunteers) who work with the student that student may proceed to Step 5 - Return to Physical Activity. File written documentation (e.g. completed and signed Appendix E: Documentation for a Diagnosed Concussion - Return to Learn/Return to Physical Activity Plan section titled "Medical Examination") in student's OSR.
14. Continue with regular learning activities and begin Step 5: resume full participation in regular physical education/intramural/interscholar activities in non-contact sports and full training practices for contact sports. The objective is to restore confidence and assess functional skills by teacher/coach. Absolutely no competitions (e.g. games, meets, events) that involve body contact.
15. If student remains symptom free, proceed to Step 6: Return to full participation in contact sports with no restrictions

Return of Symptoms

Action
1. Report any return of symptoms to supervising staff/volunteers
2. If signs of returned concussion symptoms and/or deterioration of work habits and performance occur, stop activity and contact student's parent/guardian (or emergency contact) and report to principal. Complete Board (Appendix I Student Concussion Diagnosis Report/OSBIE) report and forward to principal who will file in student record
3. Contact parent/guardian (or emergency contact) to inform of returned symptoms and need for medical examination on the same day. Provide Appendix C: Documentation for a Diagnosed Concussion-Return to Learn/Return to Physical Activity Plan form and indicate that the last section titled "Return of Symptoms" must be completed, signed and returned before student can return to school.
4. Complete, sign and forward Appendix C: Documentation for a Diagnosed Concussion - Return to Learn/Return to Physical Activity Plan section titled "Return of Symptoms" to principal
5. Follow medical doctor/nurse practitioner's treatment
6. Inform all school staff (e.g. classroom teacher, educational resource teacher, physical education teachers, intramural supervisors, recess supervisors, coaches), Concussion Liaison, and volunteers who work with the student that student has experienced return of symptoms and which step of the Return to Learn/Return to Physical Activity to proceed from.

OTHER SOURCES OF CONCUSSION INFORMATION

The following web links and organizations have information, videos and interactive games for parents, teachers and students on concussion recognition, prevention and management. Some organizations such as Bikes Boards and Blades will make school visits targeting Grade 2/3 students at no cost.

General Concussion Information

- [Parachute Canada](#)
- [Centre for Disease Control: Traumatic Brain Injury](#)
- <http://www.concussionsontario.org>
- <http://www.cdc.gov/concussion/sports/prevention.html>

ELearning Modules

- [Coaches Association of Ontario](#)
- [Parachute](#)

Online Videos

- [Dr. Mike Evans: Concussions 101](#)
- <http://brain101orcasinc.com/1000/> (OREGON CENTER FOR APPLIED SCIENCES, INC.)

Concussion Research

- [Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012](#)

OPHEA Safety Guidelines

- [Ontario Physical Education Safety Guidelines](#)

Concussion Tools

- [Concussion Recognition Tool](#)
- [Sport Concussion Assessment Tool](#)
- [Child Sport Concussion Assessment Tool](#)
- [Concussion App](#)

Student Education

- [Dr. Mike Evans: Concussions 101](#)
- [Brain Day](#)
- [Hamilton Brain Injury Association: Bikes, Blades and Boards Education Program \[info@hbia.ca\]\(mailto:info@hbia.ca\)](#)
- 905-538-5251
- [Coaching Association of Ontario](#)
- Video: Head Games www.slice.com

REFERENCES

Parachute Canada (Formerly Think First) –

- <http://parachutecanada.org/activeandsafe/>
- <http://www.youtube.com/parachutecanada>
- <http://www.parachutecanada.org/active-and-safe/items/roles-and-responsibilities-of-educators>
- <http://www.parachutecanada.org/active-and-safe/items/roles-and-responsibilities-of-coaches-and-officials>
- <http://www.cces.ca/files/pdfs/CCES-Active&Safe-Pledge-E.pdf>
- OPHEA Safety Guidelines, 2012 and 2013, Elementary and Secondary - <http://www.safety.ophea.net>
- http://safety.ophea.net/sites/safety.ophea.net/files/docs/appendices/S_C/EN_S_C_Generic%20Section_12.pdf
- Canchild Sponsored by McMaster University and McMaster Children's Hospital - <http://canchild.ca/en/ourresearch/mild-traumatic-brain-injury-concussion-education.asp#NEW>
- Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012: <http://www.sportsconcussion.com/pdf/Consensus-Statement-Concussion-Sports-4th.pdf>
- Sport Concussion Assessment Tool - 3rd edition for use by medical professionals only <http://www.sportsconcussion.com/pdf/SCAT3-pfh.pdf>
- Sport Concussion Assessment Tool for children ages 5 to 12 years for use by medical professionals only <http://www.sportsconcussion.com/pdf/SCAT3-Child.pdf>
- Pocket Concussion Recognition Tool 2013 <http://www.sportsconcussion.com/pdf/PFH-Pocket-Card.png>
- <http://www.chop.edu/service/concussion-care-for-kids/home.html>
- Center for Disease Control and Prevention: Returning to School after a Concussion: A fact Sheet for School Professionals www.cdc.gov/concussion
- <http://www.hockeycanada.ca/en-ca/news/2012-nr-130-en>
- www.ontario.ca/concussions

APPENDICES

- APPENDIX A - Tool to Identify Suspected Concussion
- APPENDIX B - Documentation of Medical Examination
- APPENDIX C - Documentation for a Diagnosed Concussion-Return to Learn/Physical Activity
- APPENDIX D - Pocket Concussion Recognition Tool



Tool to Identify a Suspected Concussion

Source: Ontario Physical Education Guidelines
Appendix C-2 – Tool to Identify a Suspected Concussion

Identification of Suspected Concussion

Following a blow to the head, face or neck, or a blow to the body that transmits a force to the head, a concussion must be suspected in the presence of **any one or more** of the signs or symptoms outlined in the chart below and/or the failure of the Quick Memory Function Assessment.

1. Check appropriate box

An incident occurred involving _____ (student name) on _____ (date). He/she was observed for signs and symptoms of a concussion.

- No signs or symptoms described below were noted at the time. **Note:** *Continued monitoring of the student is important as signs and symptoms of a concussion may appear hours or days later (refer to #4 below).*
- The following signs were observed or symptoms reported:

This tool is a quick reference, to be completed by teachers/coaches, to help identify a suspected concussion and communicate this information to parent/guardian.

Signs and Symptoms of Suspected Concussion	
Possible Signs Observed <i>A sign is something that is observed by another person (e.g., parent/guardian, teacher, coach, supervisor, peer).</i>	Possible Symptoms Reported <i>A symptom is something the student will feel/report.</i>
<p>Physical</p> <ul style="list-style-type: none"> <input type="checkbox"/> vomiting <input type="checkbox"/> slurred speech <input type="checkbox"/> slowed reaction time <input type="checkbox"/> poor coordination or balance <input type="checkbox"/> blank stare/glassy-eyed/dazed or vacant look <input type="checkbox"/> decreased playing ability <input type="checkbox"/> loss of consciousness or lack of responsiveness <input type="checkbox"/> lying motionless on the ground or slow to get up <input type="checkbox"/> amnesia <input type="checkbox"/> seizure or convulsion <input type="checkbox"/> grabbing or clutching of head <p>Cognitive</p> <ul style="list-style-type: none"> <input type="checkbox"/> difficulty concentrating <input type="checkbox"/> easily distracted <input type="checkbox"/> general confusion <input type="checkbox"/> cannot remember things that happened before and after the injury (<i>see Quick Memory Function Assessment on page 2</i>) <input type="checkbox"/> does not know time, date, place, class, type of activity in which he/she was participating <input type="checkbox"/> slowed reaction time (e.g., answering questions or following directions) <p>Emotional/Behavioural</p> <ul style="list-style-type: none"> <input type="checkbox"/> strange or inappropriate emotions (e.g., laughing, crying, getting angry easily) <p>Other</p> <p>_____</p>	<p>Physical</p> <ul style="list-style-type: none"> <input type="checkbox"/> headache <input type="checkbox"/> pressure in head <input type="checkbox"/> neck pain <input type="checkbox"/> feeling off/not right <input type="checkbox"/> ringing in the ears <input type="checkbox"/> seeing double or blurry/loss of vision <input type="checkbox"/> seeing stars, flashing lights <input type="checkbox"/> pain at physical site of injury <input type="checkbox"/> nausea/stomach ache/pain <input type="checkbox"/> balance problems or dizziness <input type="checkbox"/> fatigue or feeling tired <p>sensitivity to light or noise</p> <p>Cognitive</p> <ul style="list-style-type: none"> <input type="checkbox"/> difficulty concentrating or remembering <input type="checkbox"/> slowed down, fatigue or low energy <input type="checkbox"/> dazed or in a fog <p>Emotional/Behavioural</p> <ul style="list-style-type: none"> <input type="checkbox"/> irritable, sad, more emotional than usual <input type="checkbox"/> nervous, anxious, depressed <p>Other</p> <p>_____</p>
<p>If any observed signs or symptoms worsen, call 911.</p>	

2. Perform Quick Memory Function Assessment

Ask the student the following questions, recording the answers below. Failure to answer any one of these questions correctly may indicate a concussion:

- What room are we in right now? *Answer:* _____
- What activity/sport/game are we playing now? *Answer:* _____
- What field are we playing on today? *Answer:* _____
- What part of the day is it? *Answer:* _____
- What is the name of your teacher/coach? *Answer:* _____
- What school do you go to? *Answer:* _____

3. Action to be Taken

If there are **any** signs observed or symptoms reported, or if the student fails to answer any of the above questions correctly:

- a concussion should be suspected;
- the student must be immediately removed from play and must not be allowed to return to play that day even if the student states that he/she is feeling better; and
- the student must not leave the premises without parent/guardian (or emergency contact) supervision.

In all cases of a suspected concussion, the student must be examined by a medical doctor or nurse practitioner for diagnosis and must follow our concussion protocol.

4. Continued Monitoring by Parent/Guardian

- Students should be monitored for 24 – 48 hours following the incident as signs and symptoms can appear immediately after the injury **or may take hours or days to emerge.**
- If any signs or symptoms emerge, the student needs to be examined by a medical doctor or nurse practitioner as soon as possible that day.

5. Teacher/Coach name: _____

Teacher/Coach signature: _____

Date: _____



Documentation of Medical Examination

Source: Ontario Physical Education Guidelines
Appendix C-3 – Documentation of Medical Examination

This form to be provided to all students suspected of having a concussion. Please reference our Concussion Protocol for further information.

_____ (Student name) sustained a suspected concussion on _____ (date). As a result, this Student must be seen by a medical doctor or nurse practitioner. Prior to returning to school, the parent/guardian must inform the Student Success Team of the results of the medical examination by completing the following:

Results of Medical Examination

(medical documentation required below)

- My child/ward has been examined and **no concussion** has been diagnosed and therefore may resume full participation in learning and physical activity with no restrictions.
- My child/ward has been examined and **a concussion has been diagnosed** and therefore must begin a medically supervised, individualized and gradual Return to Learn/Return to Physical Activity Plan.

Declaration of Student Activity:

Academic Courses	Co-curricular Activities

Parent/Guardian signature: _____ Date _____

Comments: (Please provide direction re: cognitive/physical rest & activity.)

Medical Doctor/Nurse Practitioner Signature: _____

*Signature may be substituted by medical note with similar information regarding incident.

Date: _____



NIAGARA CATHOLIC
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Documentation for a Diagnosed Concussion Return to Learn/Return to Physical Activity Plan

Source: Ontario Physical Education Guidelines

Appendix C-4 – Documentation for a Diagnosed Concussion – Return to Learn/Physical Activity Plan

The Return to Learn/Return to Physical Activity Plan is a combined approach. Parts A and B (Return to Learn) must be completed prior to the Student returning to physical activity. Each Part must take a minimum of 24 hours.

Part A – Physical and Cognitive Home Rest

- *Completed at home.*
 - *Cognitive Rest – includes limiting activities that require concentration and attention (e.g., reading, texting, television, computer, video/electronic games).*
 - *Physical Rest – includes restricting recreational/leisure and competitive physical activities.*
- My child/ward has completed Part A – Physical and Cognitive Home Rest and his/her **symptoms have shown improvement**. My child/ward will proceed to Part B – Return to Learn.
- My child/ward has completed Part A - Physical and Cognitive Home Rest and is **symptom free**. My child/ward will proceed directly to Part C –Return to Physical Activity.

Parent/Guardian signature: _____ Date: _____

Comments:

If at any time during the following steps symptoms return, please refer to the “Return of Symptoms” section on page 4 of this form.

Part B – Return to Learn

- *Student returns to school.*
 - *Requires individualized classroom strategies and/or approaches which gradually increase cognitive activity.*
 - *Physical rest– includes restricting recreational/leisure and competitive physical activities.*
- My child/ward has been receiving individualized classroom strategies and/or approaches and is **symptom free**. My child/ward will return to regular learning activities at school. My child/ward will proceed to Part C – Return to Physical Activity.

Parent/Guardian signature: _____ Date _____

Comments:

Part C – Return to Physical Activity

(i.) Light Aerobic Physical Activity

- Student can participate in individual light aerobic physical activity only.
 - Student continues with regular learning activities.
- My child/ward is symptom free after participating in light aerobic physical activity. My child/ward will proceed to Part C (ii) – Sport Specific Physical Activity.

Parent/Guardian signature: _____ Date _____

Comments:

(ii.) Sport Specific Physical Activity (non-contact)

- *Student may begin individual sport-specific physical activities only. No body contact and or resistance/weight training.*

(iii.) Return to Non-Sport Specific Physical Activity (non-contact)

- *Student may begin activities where there is no body contact (e.g., dance, badminton); light resistance/weight training; non-contact practice; and non-contact sport-specific drills.*
- Student has successfully completed Part C (i, ii, iii) and is symptom free.

Teacher/coach signature: _____

Medical Examination

- I, _____(medical doctor/nurse practitioner name) have examined _____(child/ward) and confirm he/she continues to be symptom free and is able to return to regular physical education class/intramural activities/interschool activities in non-contact sports and full training/practices for contact sports.

Medical Doctor/Nurse Practitioner Signature: _____

Date: _____

Comments:

(iv.) Return to Regular Non-Contact Physical Activity

- *Student may resume regular physical education/intramural activities/interschool activities in non- contact sports and full training/practices for contact sports (no contact permitted).*

Return to Physical Activity With No Restrictions

- *Student may resume full participation in contact sports with no restrictions.*
- My child/ward is symptom free after participating in *regular non-contact physical activities in non- contact sports and full training/practices for contact sports and is now permitted to return to physical activity with no restrictions.*

Parent/Guardian signature: _____ Date _____

Comments:

Return of Symptoms

- My child/ward has experienced a return of concussion signs and/or symptoms and has been examined by a medical doctor/nurse practitioner, who has advised a return to:
 - Step_of the Return to Learn/Return to Physical Activity Plan

Parent/Guardian signature: _____ Date _____

Comments:

Pocket Concussion Recognition Tool

Source: *British Journal of Sports Medicine*

Downloaded from bjsm.bmj.com on September 4, 2013 - Published by group.bmj.com

Pocket CONCUSSION RECOGNITION TOOL™

To help identify concussion in children, youth and adults



RECOGNIZE & REMOVE

Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present.

1. Visible clues of suspected concussion

Any one or more of the following visual clues can indicate a possible concussion:

- Loss of consciousness or responsiveness
- Lying motionless on ground/Slow to get up
- Unsteady on feet / Balance problems or falling over/Incoordination
- Grabbing/Clutching of head
- Dazed, blank or vacant look
- Confused/Not aware of plays or events

2. Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion:

- | | |
|--------------------------|----------------------------|
| - Loss of consciousness | - Headache |
| - Seizure or convulsion | - Dizziness |
| - Balance problems | - Confusion |
| - Nausea or vomiting | - Feeling slowed down |
| - Drowsiness | - "Pressure in head" |
| - More emotional | - Blurred vision |
| - Irritability | - Sensitivity to light |
| - Sadness | - Amnesia |
| - Fatigue or low energy | - Feeling like "in a fog" |
| - Nervous or anxious | - Neck Pain |
| - "Don't feel right" | - Sensitivity to noise |
| - Difficulty remembering | - Difficulty concentrating |

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3. Memory function

Failure to answer any of these questions correctly may suggest a concussion.

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

RED FLAGS

If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:

- | | |
|--|---------------------------------|
| - Athlete complains of neck pain | - Deteriorating conscious state |
| - Increasing confusion or irritability | - Severe or increasing headache |
| - Repeated vomiting | - Unusual behaviour change |
| - Seizure or convulsion | - Double vision |
| - Weakness or tingling/burning in arms or legs | |

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to do so
- Do not remove helmet (if present) unless trained to do so.

from McCrory et. al, Consensus Statement on Concussion in Sport. *Br J Sports Med* 47 (5), 2013

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Pocket CRT

Br J Sports Med 2013 47: 267

Updated information and services can be found at:
<http://bjsm.bmj.com/content/47/5/267.citation>

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

**TITLE: APPROVED MINUTES OF THE SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) MEETING OF
NOVEMBER 5, 2014**

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of November 5, 2014 as presented for information.



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, NOVEMBER 5, 2014

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, November 5, 2014, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chair Racine.

A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Chair Racine.

2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine	The Tourette Syndrome Association of Ontario	✓		
Rob Lavorato	Down Syndrome Caring Parents (Niagara)		✓	
Connie Parry	Association for Bright Children		✓	
Kerry Thomas	Community Living-Welland/Pelham		✓	
Cyndi Gryp	Community Living-Grimsby, Lincoln & West Lincoln	✓		
Carol Baldinelli	VOICE for Hearing Impaired Children		✓	
Colleen Sword	Autism Ontario – Niagara Region Chapter	✓		
Jay Gemmell	John Howard Society of Niagara	✓		
Katie Muirhead	Ontario Brain Injury Association	✓		
Sarah Farrell	Learning Disabilities Association – Niagara	✓		
Bill Helmeczi	Pathstone Mental Health	✓		
Trustees				
Father Paul MacNeil			✓	
Maurice Charbonneau		✓		
Student Senate Representative				
Thomas Dedinsky		✓		

The following staff were in attendance:

Yolanda Baldasaro, Superintendent of Education; **Lisa Selman**, Principal, Elementary; **David O'Rourke**, Coordinator Special Education; **Tina DiFrancesco**, Recording Secretary

3. Approval of the Agenda

Moved by Katie Muirhead
Seconded by Jay Gemmell

THAT the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of November 5, 2014.

CARRIED

4. Disclosure of Interest

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

5. Approval of Minutes of the Special Education Advisory Committee Meeting of October 1, 2014

Moved by Katie Muirhead
Seconded by Colleen Sword

THAT the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of October 1, 2014 as presented.

CARRIED

B. PRESENTATIONS

C. VISIONING

1. Goals and Vision for 2014-2015

1.1 Discuss New/Proposed Goals for 2014-2015: New Teacher Induction Program (NTIP) Information

Superintendent Baldasaro presented information about the New Teacher Induction Program (NTIP). The NTIP provides a variety of supports to help new teachers through their first year, including orientation, mentoring by experienced teachers, on the job training and professional development. Superintendent Baldasaro stated the possibility that SEAC could do some information sharing at NTIP in March or May 2015.

Chair Racine reviewed the new/proposed goals with the SEAC members and decisions were made regarding the following goals that the SEAC will focus on for the 2014-2015 school year.

Approval of the following goals for the 2014-2015 school year:

Approval of a SEAC Presentation at the New Teacher Induction Program (NTIP)

Moved by Katie Muirhead
Seconded by Cyndi Gryp

THAT the Special Education Advisory Committee approve a SEAC Presentation at the New Teacher Induction Program (NTIP).

CARRIED

Approval of SEAC's Participation in the Review of the Special Education Plan: Assign Members Sections of the Plan

Moved by Bill Helmeczi
Seconded by Katie Muirhead

THAT the Special Education Advisory Committee approve of SEAC's Participation in the Review of the Special Education Plan: Assign Members Sections of the Plan.

CARRIED

A suggestion was made regarding the possibility of providing more SEAC awareness by sending information to schools via newsletters and Catholic School Council regarding awareness weeks and events for agencies. A recommendation was made to have all members provide their information in order to create a calendar of awareness weeks and events.

D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF OCTOBER 1, 2014

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

The *Concession Policy* was presented for information and review. Chair Racine suggested that any comments can be sent to the members and she will respond on behalf of the SEAC. The

deadline to respond is November 14, 2014. Superintendent Baldasaro presented the Niagara Catholic District School Board Policy schedule for information.

A question was asked regarding how policies are chosen to be created. Trustee Charbonneau suggested sending a letter to the Chair of the Board to address with the Board of Trustees the request for the creation or need for a specific policy. Superintendent Baldasaro will look into it and bring back further information.

E. SEAC REPORT

1. Review and Approval of SEAC Insert for Catholic School Council Agenda

- Chair Racine reviewed the proposed SEAC insert that will be sent to the Principals for their Catholic School Council agenda and school newsletter. Decisions were made by the members regarding the content.

2. Review and Approval of SEAC Insert for School Newsletters

- Same report as above.

F. AGENCY REPORTS

1. VOICE for Hearing Impaired Children – Carol Baldinelli

- Nil Report

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

- Nil Report

3. Community Living – Welland/Pelham – Kerry Thomas Brochures Submitted

- The *ReAction4Inclusion* conference is being held on November 21-23, 2014 at the YMCA Cedar Glen, Concession II, Schomberg, ON.
- *Together We're Better Contest*. Send a video, story or poem that shows how together we're better because everyone is included. The contest is open to Elementary school aged children between the ages of 4 to 14 in Ontario. There are amazing prizes to be won. Email: togetherwearebetter@communitylivingontario.ca.
- *Meeting the Diversity Challenge, Symposium on Leadership and Diversity; Building Leadership for Effective and Inclusive Schools*. January 8 and 9, 2015 at the Ambassador Hotel and Conference Centre, 1550 Princess Street, Kingston, Ontario. For more information go to www.inclusiveeducation.ca

4. Association for Bright Children – Connie Parry

- Nil Report

5. Community Living – Grimsby, Lincoln and West Lincoln – Cyndi Gryp

- Community Living Grimsby, Lincoln/West Lincoln has started their afterschool groups.

6. Autism Ontario – Colleen Sword

- Saturday, November 29th is the Annual *Moonlight Magic Soiree*, tickets are \$55.00 each or tables of ten are available for \$500.00.
- Draw tickets are being sold for \$10.00 each: The prize is 52 - \$40.00 LCBO gift cards.

7. The Tourette Syndrome Association of Ontario – Anna Racine

- The Tourette Syndrome Association is trying to get speakers in order to bring back families and start monthly support groups again.

8. John Howard Society of Niagara – Jay Gemmell

- Employment Ontario has notified JHS that we will be participating in some training regarding the provision of the **Canada Ontario Jobs Grant**. More information can be found through the Employment Ontario site. Training can cost one third less for employers looking to upgrade their workforce.

9. Ontario Brain Injury Association – Katie Muirhead

- Nil Report

10. Learning Disabilities Association (Niagara) – Sarah Farrell

- We're halfway through our upcoming after-school literacy and social skills programs (Reading Rocks, Reading Rocks Jr. Let's READ and BEST) and all of the children have been making great gains in their literacy and social skills. We are in the process of confirming the dates for our winter session; we will be accepting applications from December 1 – January 20, 2015. We are currently recruiting one-on-one literacy volunteer-tutors for the winter. Anyone that is interested is encouraged to complete a Volunteer Intake Form at www.Ldaniagara.org.
- On Tuesday, November 25 from 3:30p.m.-4:45p.m., a free webinar will be taking place for teachers on "Transition Planning and Pathways for Students Transitioning to Post-Secondary: The Importance of Planning with the End in Mind". This webinar will explore the various components of, and considerations for, the transition planning process and will cover a variety of topics.
 - The webinar will begin with a discussion on why planning for transition is important, with a review of key Ministry documents, including PPM No. 156: Supporting Transitions for Students with Special Education Needs and PPM No. 8: Identification of and Program Planning for Students with Learning Disabilities. Additionally the roles of the Individual Education Plan and the Individual Transition Plan will be discussed.

11. **Pathstone Mental Health – Bill Helmeczi**

- An announcement was made that Dr. Santher is retiring.

G. STAFF REPORTS

1. **Lisa Selman – Principal, Elementary**

St. Therese

- St. Therese has partnered with the Learning Disabilities Association to host the *Let's Read* Program in our school on Tuesday and Thursday's from 3:15p.m-4:15p.m.
- St. Therese also has partnered with Port Cares to host *Choose Your Own Adventure* in our school on Tuesday's, from 3:15p.m.-5:00p.m.
- The Big Brothers and Big Sisters Program is running the Mentorship program in our school with four of our students at St. Therese, during the school day.
- Community Living has partnered with St. Therese to provide art therapy classes for one of our students with ASD.
- Our student photographer has special education needs, and he is learning how to capture all of the school's activities and special events with a camera. He is doing an excellent job! Photos are on display in the front entrance of the school.
- Ten of our students with special education needs attended SNAP at Brock University.
- Individual Education Plans have been completed and sent home.
- Alternative Reports are in progress and will be going home the week of November 17.

Our Lady of Mount Carmel

- The amalgamated school of Our Lady of Mount Carmel has had a great start to the new year. All of our students with special education needs have had a smooth transition.
- This year, we also discovered a gold mine here in Niagara Falls and it is called "For the Needy not Greedy". It is a non-profit organization that accepts items from people such as wheel chairs, canes, feeding pumps and much more, ensures that they are in working order and makes them available for families who need them. We have a student who is fed through a feeding tube and requires a feeding pump. Feeding pumps can sometimes be temperamental and stop working without warning. We have an extra one at the school in case that happens and we also got one for mom as an extra to keep at home should this happen at home." For the Needy not the Greedy" provided us with both pumps and they were free. We are so appreciative of the service this organization provides for Niagara.

St. Andrew

- Life skill students have been cooking up a storm with our garden vegetables!

St. Elizabeth

- Three students at St Elizabeth are looking forward to attending the SNAP program at Brock University in November.

2. Jim Whittard – Principal, Secondary Report Submitted

Denis Morris

- There have been many exciting initiatives taking place in our Special Education Department this fall. Our “Best Buddies” chapter at Denis Morris is in full swing. Our Halloween event took place on Friday, October 31, 2014. Great fun was had by all!
- October was Autism Awareness month and one of our students took the lead on raising awareness about Autism at Denis Morris. Announcements about Autism were made throughout the entire month providing our students with information, supports and contacts. Autism Ontario worked in partnership with our Special Education Department to ensure that we empower our students with a message of equity, inclusion and understanding of the needs of individuals with Autism. Our students also created an awareness video that has been placed on the Niagara Catholic District School Board website under Niagara Catholic TV. The goal was to provide a message of hope for all young people with Autism that they can live a happy and fulfilling life and realize their goals with appropriate supports and strategies in place.
- Denis Morris is also the Pilot School for an initiative called: ***Applied Behaviour Analysis in the Secondary Classroom***. The ABA initiative is being piloted in the GLS10 class to support literacy this semester and we will continue to expand the initiative into ENG1L semester two. We will also be expanding ABA in the Secondary Classroom into MAT2L to support numeracy. The goal of the initiative is to ensure that students with learning gaps have the appropriate instructional, behavioural and social-emotional supports in place to access the curriculum, to develop a positive mindset for learning and to respond to the communicative function of behaviours so that needs are clearly understood and targeted interventions are in place to directly respond to those needs. Through the lens of our Catholic faith, this initiative directly responds to the Catholic Social teaching of dignity for the human person and our Catholic Graduate School Expectations. Our guiding question is “Are our instructional, assessment and evaluation practices Christ-like, restorative and aligned with each child’s individual spiritual journey towards a true encounter with God?”

Holy Cross

- At the end of October we find that we had many things to be thankful for this month. We walked around our neighbourhood gathering walnuts, chestnuts, pinecones and acorns to create centerpieces for our Thanksgiving table at home. After the long weekend we walked the plank with the drama class during pirate week. We compared the movie “Hook” to the book “Peter Pan” and then wrote our own Pirate Adventure tale.
- Pilgrimage Sunday found five of us walking and rolling down to the Market Square for Mass with our friends from Denis Morris and Saint Francis. We raised \$200 for Haiti and were able to tweet a message through Sister Doreen to an 11 year old girl who is now able to go to school because we walked!
- Our Halloween Potluck lunch was a great feast and we welcomed our secretaries and admin staff to join us for a feast of bones and blood, ghoulish greens, and witches brew. Our costumes were outstanding and (aka Willie Wonka) won best costume. He now has a free ticket to the semi-formal which makes us all laugh because we know he does not like to dance! He is very excited to go and eat a great meal and talk to friends.
- We are thankful for our friends at school who gather together after school for movie nights, trips to the mall, and trick or treating. I am thankful for my wonderful EAs. Although they are small in number they have a great spirit and love for the students who call room 112 home.

Saint Paul

- On Friday, November 7th, 2014 the students of the Saint Paul Special Education Class are set to defend their Provincial Bocce Championship from last year. This event is hosted by Four Corners (Special Olympics).
- Our cooperative education partners (Sobeys, Project Share, and Goodwill) continue to give our students rave reviews regarding their work ethic and job skills. Great work kids!
- Our students continue to thrive in their integrated classes. They are learning all kinds of great skills and knowledge in a variety of subjects (Art, Music, Science, etc.).
- A group of students have begun to use iPads and a large tricycle as part of their daily programming. The students using these items were very excited at the idea of using them!
- A great year continues!

Saint Michael

- The Special Education department is continuing to work with Family of Schools staff on cross panel Literacy and Numeracy initiatives.
- Transitioning of high needs grade 8 students has begun and will be an ongoing process throughout the rest of the year.
- Saint Michael staff are working with our Special Education Program Resource teacher on changing student mindsets with particular emphasis on students with mental health issues and/or learning disabilities.
- We are implementing an Integrated Transition Planning process this year to develop better transition plans for students as they leave high school. The emphasis will be students with developmental disabilities and students with Autism; however we will also look at new Workplace level programs being offered by some Community Colleges.

3. Yolanda Baldasaro – Superintendent of Education

- The Niagara Catholic System Priorities Achievement Report 2013-2014 was presented to the SEAC members for information.
- The Ontario Special Needs Strategy meeting will be held on Wednesday, November 12th. The expectation is to provide to the Ministry our initial plan on who will be the Co-chairs for the two planning tables: Coordinated Service Planning and Integrated Rehabilitation.

4. David O'Rourke – Coordinator Special Education

- November 14th is a Board wide Professional Development Day. Workshops are being held for various employee groups and the focus is on numeracy.
- A Special Education Coordinator will meet with special education staff from the schools to review transition planning with adolescents.

H. TRUSTEE REPORTS

1. Father Paul MacNeil – Trustee

- Nil Report

2. **Maurice Charbonneau – Trustee**

- Results from the recent election: Seven out of eight Trustees will return. Pat Vernal will replace Rhianon Burkholder. December 2nd is the Inaugural Meeting of the Board starting with Mass is at 6:00p.m. at St. Julia's Church followed by the meeting at Denis Morris High School.

I. STUDENT REPORT

- Student Senate has had two meetings since the last SEAC meeting. At the October meeting, the senate reviewed the Grape and Wine Festival parade, new senate logo design to put on spirit wear and reviewed the constitution. Student Senate is preparing for an upcoming conference which will include fun things planned for the day, various workshops and listening exercises.

J. NCPIC REPORT

- On Monday, November 10th Colleen Sword, SEAC liaison to NCPIC will do a SEAC presentation at the Annual Catholic School Council Parent and Guardian Night. The next NCPIC meeting will be held on Thursday, November 13th.

K. NEW BUSINESS

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

L. CORRESPONDENCE

1. A letter was received from the Renfrew County Catholic District School Board Special Education Advisory Committee commending the Ministry's recent initiative in extending the teacher education program to two years beginning in September 2015 and recommending to the Ministry that there be an increased amount of time dedicated specifically to special education.

M. QUESTION PERIOD

N. NOTICES OF MOTION

O. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS

1. Possible CCAC Presentation
2. PAAC on SEAC Survey Results - Katie Muirhead – December
3. Integrated Transition Planning Protocol

P. INFORMATION ITEMS

Q. NEXT MEETING:

Wednesday, December 3, 2014 at 7:00p.m. at the Catholic Education Centre

R. ADJOURNMENT

Moved by Katie Muirhead

Seconded by Cyndi Gryp

THAT the November 5, 2014 meeting of the Special Education Advisory Committee be adjourned.

CARRIED

This meeting was adjourned at 8:55p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

**TITLE: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND
EXCHANGE APPROVAL COMMITTEE 2014 - 2015**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2014-2015 report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: December 16, 2014



REPORT TO THE BOARD DECEMBER 16, 2014

EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE APPROVAL COMMITTEE 2014 - 2015

BACKGROUND INFORMATION

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2014-2015 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

1 Supervisory Officer	-	Mark Lefebvre
1 Secondary School Vice-Principal	-	Andrew Bartley
1 Secondary School Principal	-	Jeff Smith
1 Elementary School Principal	-	Steve Ward
1 Program Department Consultant	-	Mike Sheahan

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

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

An Excursion is defined as follows:

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

Attached to this information report is an Executive Summary of a 2014-2015 Extended Overnight Field Trip as submitted on Tuesday, December 16, 2014. (Appendix A)

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee 2014-2015 report is presented for information.

Prepared by: Mark Lefebvre, Superintendent of Education

Presented by: Mark Lefebvre, Superintendent of Education

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

Date: December 16, 2014

EXECUTIVE SUMMARY

Extended Overnight Field Trip, Excursion and Exchange Committee Approval – 2014-2015

SCHOOL	TYPE	APPROVAL REQUIRED	DESTINATION	CURRICULUM UNIT/THEME	EDUCATION VALUE	DATE	NUMBER OF STUDENTS, STAFF & CHAPERONES ON TRIP	DURATION	COST (APPROX)	TRANSPORTATION
Lakeshore Catholic High School	Extended Overnight Excursion	Superintendent and Extended Overnight Field Trip Committee	Dominica	Religion	Will encourage students to become collaborative contributors, responsive global citizens and Christian (Catholic) leaders. Students will see the value, rights and sacredness of all people.	Monday, February 23, 2015 to Tuesday, March 3, 2015	12 students 2 staff	9 days 8 nights (7 school days)	Approximately \$1,600.00 per person – flight, taxes, fees, insurance accommodations, drivers, vans, meals Additional personal spending money.	Air and land transportation

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

**TITLE: APPOINTMENT OF COMMUNITY REPRESENTATIVES TO
THE NIAGARA CATHOLIC SPECIAL EDUCATION
ADVISORY COMMITTEE (SEAC) 2014-2018**

RECOMMENDATION

THAT the Niagara Catholic District School Board appoint the following local association representatives to serve as Special Education Advisory Committee members for the term of 2014-2018:

- Carol Baldinelli – VOICE for Hearing Impaired Children
- Sarah Farrell – Learning Disabilities Association of Niagara Region
- Bill Helmeczi – Pathstone Mental Health
- Rob Lavorato – Down Syndrome Caring Parents (Niagara)
- Anna Racine – Tourette Syndrome Association of Ontario (Niagara Chapter)

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 16, 2014



REPORT TO THE BOARD DECEMBER 16, 2014

APPOINTMENT OF NIAGARA CATHOLIC SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) MEMBERS

BACKGROUND INFORMATION

In the Education Act, Ontario Regulation 464/97 (O. Regulation 464/97) Special Education Advisory Committees outlines the composition, eligibility requirements and length of term served by the membership of this Board committee.

Sections 1, 2, 5 and 6 below are the excerpts from O. Regulation 464/97:

1. In this Regulation, “local association” means an association or organization of parents that operates locally within the area of jurisdiction of a Board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults. O. Regulation 464/97, s. 1.
2. (1) Every district school Board shall establish a Special Education Advisory Committee that shall consist of,
 - (a) subject to subsections (2) and (3), one representative from each of the local associations that operates locally within the area of jurisdiction of the Board, as nominated by the local association and appointed by the Board;
 - (b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the Board;
 - (c) such number of members from among the Board’s own members as is determined under subsection (4), as appointed by the Board;
 - (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the Board from among its own members, for each member appointed under clause (c);
 - (e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and
 - (f) one or more additional members appointed under subsection (5).
 - (2) The Board shall not appoint more than twelve (12) representatives under clause (1) (a).
 - (3) Where there are more than twelve (12) local associations within the area of jurisdiction of the Board, the Board shall select the twelve (12) local associations that shall be represented.
 - (4) The number to be appointed by the Board under clause (1) (c) shall be the lesser of,
 - (a) three; and
 - (b) twenty-five (25) per cent of the total number of members of the Board, rounded down to the nearest whole number.
 - (5) For the purposes of clause (1) (f), the Board may appoint one or more additional members who are neither representatives of a local association nor members of the Board or another committee of the Board. O. Regulation 464/97, s. 2.

5. (1) A person is not qualified to be nominated or appointed under section 2 or 3 to a Special Education Advisory Committee of a Board unless the person is qualified to vote for members of that Board and is resident in its area of jurisdiction.
6. Subject to section 7, each of the persons appointed to a Special Education Advisory Committee of a Board shall hold office during the term of office of the members of the Board and until a new Board is organized. O. Regulation 464/97, s. 6.

The attached letters of nomination have been received for consideration of appointment to the Special Education Advisory Committee for the 2014-2018 term of office.

Appendices

- Appendix A - Carol Baldinelli – VOICE for Hearing Impaired Children
- Appendix B - Sarah Farrell – Learning Disabilities Association of Niagara Region
- Appendix C - Bill Helmeczi – Pathstone Mental Health
- Appendix D - Rob Lavorato – Down Syndrome Caring Parents (Niagara)
- Appendix E - Anna Racine – Tourette Syndrome Association of Ontario (Niagara Chapter)

RECOMMENDATION

THAT the Niagara Catholic District School Board appoint the following local association representatives to serve as Special Education Advisory Committee members for the term of 2014-2018:

- Carol Baldinelli – VOICE for Hearing Impaired Children
- Sarah Farrell – Learning Disabilities Association of Niagara Region
- Bill Helmeczi – Pathstone Mental Health
- Rob Lavorato – Down Syndrome Caring Parents (Niagara)
- Anna Racine – Tourette Syndrome Association of Ontario (Niagara Chapter)

Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 16, 2014



November 26, 2014

Chair of the Board
Niagara Catholic District School Board
427 Rice Road
Welland, Ontario
L3C 7C1

Dear Madame Chair,

VOICE for Hearing Impaired Children is a provincial parent organization that is eligible for SEAC membership, as defined in Section 206 (1) of the Education Act. We represent the interests of deaf and hard of hearing children.

We would like to nominate Ms. Carol Baldinelli as the VOICE Special Education Advisory Committee representative for the Niagara Catholic District School Board. As the parent of a child with a hearing loss and several years' experience advocating for services which support the development of listening/spoken language, we believe Ms. Baldinelli is an excellent candidate for this position. In accordance with Ontario Regulation 464/97 Ms. Carol Baldinelli is eligible to vote for members of the Board, is a resident in the jurisdiction of the Board and is not an employee of the Board.

Her contact information is as follows:

Carol Baldinelli
8144 Mount Carme Blvd
Niagara, ON L2H 2Y8
e: abaldinelli@cogeco.ca
tel: 905-358-3035

Yours truly,

A handwritten signature in black ink that reads "E. Boxall". The signature is written in a cursive style.

Eileen Boxall
Office Manager

c.c. Carol Baldinelli
✓ John Crocco, Director of Education



**ldanr • Learning Disabilities
Association of Niagara Region**

The right to learn, the power to achieve

November 26th, 2014

Niagara Catholic District School Board
427 Rice Road,
Welland, Ontario
L3C 7C1

Attn: Chair of the Board

Dear Chair of the Board:

The Learning Disabilities Association of Niagara Region (LDANR) would like to nominate Sarah Farrell for membership as the primary representative for NCDBS's SEAC.

Sarah meets the qualification criteria, as she is the Program Coordinator at the LDANR, a resident within the area of jurisdiction of the board, is able to vote for the current Board of Trustees and, therefore, a separate school supporter.

LDANR is the local Learning Disabilities Association of Ontario, chapter in Niagara. We are a charitable, not-for-profit agency, with the purpose of providing resources and support to individuals who are affected by learning disabilities within the Niagara Region. We provide leadership in learning disabilities advocacy, research, education and services, and advance the full participation in society of children, youth and adults with learning differences.

If you require additional information as you consider this request, please free to contact me at 905-687-3290. We look forward to hearing from you.

Sincerely,

Dawn Lagesten
Chair, LDANR



December 9, 2014

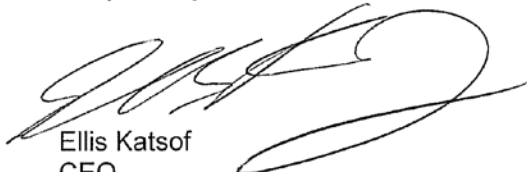
Father Paul MacNeil
Chair Person
Niagara Catholic District School Board

Dear Father MacNeil:

I am writing to request that you consider Bill Helmeczi as Pathstone's representative to the Niagara Catholic School Board's Special Education Advisory Committee. He has filled that role for over three years and I believe it strongly supports the clients, work, and directions of Pathstone.

I thank you for your consideration.

Respectfully,



Ellis Katsof
CEO

c : John Croco, Director of Education
Yolanda Baldasaro, Superintendent of Education



**Down Syndrome
Caring Parents
(Niagara)**

November 30, 2014

Niagara Catholic District School Board,

Re: SEAC representation

We request that Rob Lavorato continue to represent Down Syndrome Caring Parents Niagara ar SEAC.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jennifer Mooradian".

Jennifer Mooradian

President, Down Syndrome Caring Parents Niagara



TOURETTE SYNDROME ASSOCIATION OF ONTARIO
The Building Blocks for a Better Tomorrow!

December 3, 2014

Niagara Catholic District School Board
427 Rice Road
WELLAND ON L3C 7C1

Attention: Fr. Paul McNeil, Chair

Dear Fr. Paul

Re: SEAC Representative

On behalf of the Tourette Syndrome Association of Ontario, I would like to self-nominate myself to continue as their representative on the Niagara Catholic District School Board Special Education Advisory Committee.

Yours truly

Anna Racine

President, Tourette Syndrome Association of Ontario
(Niagara Chapter)

Cc John Crocco, Director

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

**TITLE: APPOINTMENT OF COMMUNITY REPRESENTATIVE(S)
TO THE NIAGARA CATHOLIC PARENT INVOLVEMENT
COMMITTEE 2014-2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board appoint Shelley Gilbert, St. Vincent de Paul Society; Linda Marie O'Hagan, St. Catharines Diocesan Council for Development and Peace; and Heather Pyke, Ontario Association for Parents in Catholic Education (OAPCE) as the community representatives on the Niagara Catholic Parent Involvement Committee for the 2014-2015 school year.

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

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

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 16, 2014



REPORT TO THE BOARD DECEMBER 16, 2014

APPOINTMENT OF COMMUNITY REPRESENTATIVE(S) TO THE NIAGARA CATHOLIC PARENT INVOLVEMENT COMMITTEE 2014-2015

BACKGROUND INFORMATION

In accordance with the Education Act and its Regulations, the Niagara Catholic Parent Involvement Committee Board Policy No. 800.7 and By-Laws, community representatives for the Niagara Catholic Parent Involvement Committee will be appointed to the Niagara Catholic Parent Involvement Committee by the Board.

Up to three (3) community representatives will be appointed by the Board on an annual basis before November 15 of each school year.

The following criteria will be used for the appointment of community representatives to the Niagara Catholic Parent Involvement Committee:

1. A person is not qualified to be nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative unless the person is qualified to vote for members of the Niagara Catholic District School Board and is a resident in the Board's jurisdiction.
2. A person is not qualified to be nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative if the person is employed by the Board.
3. A person appointed to the Niagara Catholic Parent Involvement Committee as a community representative must provide a letter of reference from a community organization to the Chair of the Board to support the nomination.
4. A person nominated or appointed to the Niagara Catholic Parent Involvement Committee as a community representative by the Niagara Catholic District School Board will be required to:
 - a) act in the best interest of Catholic Education;
 - b) carry out responsibilities in a manner that assists the Board in fulfilling its duties under the Education Act, the Regulations and the guidelines issued under the Act, and the Niagara Catholic Parent Involvement Committee Policy No. 800.7 and By-Laws;
 - c) attend and participate in meetings of the Niagara Catholic Parent Involvement Committee, including sub-committee meetings of which they are members; and
 - d) promote student achievement and well-being of all students in the Niagara Catholic District School Board.

The attached letters have been received for the position of Community Representative on the Niagara Catholic Parent Involvement Committee for the 2014-2015 school year:

- Shelley Gilbert-St. Vincent de Paul (Appendix A)
- Heather Pyke-Ontario Association for Parents in Catholic Education (OAPCE) (Appendix B)
- Linda Marie O’Hagan-St. Catharines Diocesan Council for Development and Peace (Appendix C)
- Antoinette Bortolon-Saint Ann Church, Niagara Falls Society (Appendix D)

The recommendation for the three (3) community representatives on the Niagara Catholic Parent Involvement Committee for 2014-2015, aligns with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic Strategic Directions, and the enabling strategy “To Build Partnerships and Schools as Hubs” as part of the greater community of the Niagara Catholic District School Board.

RECOMMENDATION

THAT the Niagara Catholic District School Board appoint Shelley Gilbert, St. Vincent de Paul Society; Linda Marie O’Hagan, St. Catharines Diocesan Council for Development and Peace; and Heather Pyke, Ontario Association for Parents in Catholic Education (OAPCE) as the community representatives on the Niagara Catholic Parent Involvement Committee for the 2014-2015 school year.

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

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

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 16, 2014

APPENDIX A

November 13, 2014

Dear Mrs. Burtnik

Please allow this letter to serve as a reference for Shelley Gilbert who has expressed a desire to be a member of the Niagara Parent Involvement Committee.

I have known Shelley for close to twenty years and have come to know her to be a very faith-filled and responsible community-minded individual. Shelley has been actively involved with the Society of St. Vincent de Paul for over twenty years and has filled many positions within the Society. She has been the President of the St. Mary of the Assumption Parish Conference, President of the St. Catharines Particular Council, Vice President of the Niagara Central Council and member of the National Annual General Assembly Committee. With each of these roles Shelly has invested countless hours and has done so in a positive and professional manner. She has always been eager to contribute in every possible way to assisting our neighbours in need.

Shelley is also a very active member of St. Mary of the Assumption Parish. She has been a member of the Parish Pastoral Council and is presently a member of the Benevolent and Caring Committee. In addition to these roles she has made time on numerous occasions to helping the youth of the parish. Shelley is also a member of the St. Anthony School Parent Council.

Needless to say, I believe that Shelley would be a valuable member of the Niagara Parent Involvement Committee. She would bring to her role enthusiasm, a professional attitude and an eagerness to bring about necessary changes if warranted.

Should you wish to speak to me further please do not hesitate to contact me at 905-684-4784 (home), 905-682-4156 (work) or 289-241-2004(cell).

Sincerely,

Louise Librock
President, St. Catharines Central Council
Society of St. Vincent de Paul



Mr. John Crocco
Director of Education, Niagara CDSB
427 Rice Rd. Welland, ON
L3C 7C1

17 November, 2014

Dear Mr. Crocco,

I have known Heather Pyke for the past two years, in her role as the Niagara Regional Director for the Ontario Association of Parents in Catholic Education. In addition, she now holds the position of Vice President on the Board.

Heather is organized, efficient, extremely competent, and has an excellent rapport with people. Her dedication to Catholic Education is apparent, and the reason she has become an Executive member on the Board in such a short time.

In summary, I highly recommend Heather for the position of OAPCE Rep for the Niagara CPIC. She is a valuable asset for any committee or organization.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Brian Evoy

Brian Evoy
President, OAPCE



ST CATHARINES DIOCESAN COUNCIL FOR DEVELOPMENT & PEACE

November 20, 2014

Niagara Catholic District School Board
427 Rice Road
Welland, ON
L3C 7C1

Attention: Kathy Burtnik, Board Chairperson

On behalf of the St. Catharines Diocesan Council for Development and Peace, we support Linda Marie O'Hagan's application as Community Representative for Niagara Catholic Parent Involvement Committee 2014-2015.

We recognize the long and strong partnership that exists between Niagara Catholic and our Diocesan Council working together continuously for Development and Peace. We feel by having Linda Marie being our community representative on NCPIC will continue to build our relations with Niagara Catholic even further.

Niagara Catholic has always been a leader, showing your strong support in all you do for Development and Peace. Most recently you took part in the pilot "Payroll Deduction" project for province of Ontario. In June a plaque was presented to Niagara Catholic for all the wonderful work you have done for Development and Peace over the years especially with this new endeavor.

I would like to note to you at this time we plan to run our high school program as usual at the end of the first semester - Feb 9th, 2015

Our prayers are with you as your work continues through the school year.

In solidarity,

Frank Fohr, Co-Chair
St. Catharines Diocesan Council for Development and Peace

St. Ann R. C. Parish Church

5740 Buchanan Ave., Niagara Falls, ON, Canada L2G 3V3 Tel: (905) 358-9333 Fax: 358-5887
Web Site: www.churchofsaintann.ca *E-Mail:* office@churchofsaintann.ca

December 3, 2014.

Niagara District Catholic
School Board
427 Rice Road
Welland, Ontario L3C 7C1

ATTENTION: Mrs. Yvonne Anderson

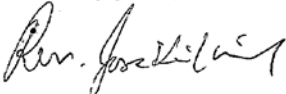
Dear Ms. Anderson:

Ms. Antoinette "Cookie" Bortolon has expressed her desire to be a *Community Representative* on the **Niagara Catholic Parent Involvement Committee NCPIC** at the Niagara District Catholic School Board.

Ms. Bortolon is an active participant and parishioner at St. Ann Church in Niagara Falls where she is part of the Adult Choir and participates in all church activities and events. She is also the unofficial church photographer, chronicling all church events.

I can recommend Ms. Bortolon without reservation and believe she would be an excellent representative of our parish community.

Sincerely yours,



Fr. Jose Karikompil
Pastor

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

**TITLE: TRUSTEE HONORARIUM FOR THE YEAR FROM
DECEMBER 1, 2014 TO NOVEMBER 30, 2015**

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the year period from December 1, 2014 to November 30, 2015, as noted in Appendix A, as follows:

\$16,846 for the Chairperson of the Board

\$13,786 for the Vice-Chairperson of the Board

\$10,803 for the Other Trustees

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 16, 2014



REPORT TO THE BOARD MEETING DECEMBER 16, 2014

TRUSTEE HONORARIUM FOR THE YEAR FROM DECEMBER 1, 2014 TO NOVEMBER 30, 2015

BACKGROUND INFORMATION

Ontario Regulation 357 sets out the method for calculating the limits on honoraria paid to Trustees under Section 191 of the Education Act. The regulation states that the honorarium shall consist of the following 4 components:

- 1) The base amount for the year
- 2) The enrolment amount for the year
- 3) The attendance amount for the year
- 4) The distance amount for the year

Under the provisions of the Restraint Act (Section 7), Trustees cannot receive an honorarium greater than the honorarium paid during the previous year.

However, in accordance with the provisions of Ontario Regulation 357, the honorarium will be adjusted each year to take into consideration the changes in enrolment from the previous year.

In accordance with Board Policy #100.11, we have now calculated the Trustee Honorarium for the year period from December 1, 2014 to November 30, 2015, as noted in Appendix A.

Please note that the new honorarium for all Trustees for the year 2014-2015 will be as follows:

- \$16,846 for the Chairperson of the Board (last year - \$16,781)
- \$13,786 for the Vice-Chairperson of the Board (last year - \$13,756)
- \$10,803 for the Other Trustees (last year - \$10,517)

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Trustee Honorarium for the year period from December 1, 2014 to November 30, 2015, as noted in Appendix A, as follows:

- \$16,846 for the Chairperson of the Board
- \$13,786 for the Vice-Chairperson of the Board
- \$10,803 for the Other Trustees

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Recommended by: John Crocco, Director of Education/Secretary-Treasurer
Date: December 16, 2014

APPENDIX A

HONORARIUM PAYABLE TO BOARD TRUSTEES	DECEMBER 1, 2014 TO NOVEMBER 30, 2015		
	Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT	\$5,900		
Increase in CPI	0.0%		
2017-2018 Maximum Base Amount for the year	\$5,900		
Previous Year Enrolment ADE		22,413	
Enrolment Factor		1.75	
Enrolment Amount		\$39,223	
Number of Members		8	
MAXIMUM ENROLMENT AMOUNT		\$4,903	
MAXIMUM AMOUNT FOR MEMEBERS	\$5,900	\$4,903	\$10,803

HONORARIUM PAYABLE TO BOARD CHAIR	DECEMBER 1, 2014 TO NOVEMBER 30, 2015		
	Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT	\$5,900		
Increase in Core Consumer Price Index	0.0%		
2017-2018 Maximum Base Amount for the year	\$5,900	\$4,825.40	
ADDITIONAL BASE AMOUNT FOR CHAIR	\$5,000		
Previous Year Enrolment ADE		22,413	
Enrolment Factor		0.05	
Enrolment Amount (A)		\$1,121	
Minimum Amount (A < \$500)		\$500	
Maximum Amount (A > \$5000)		\$5,000	
ADDITIONAL ENROLMENT AMOUNT		\$1,121	
MAXIMUM AMOUNT FOR MEMBERS	\$10,900	\$5,946	\$16,846

HONORARIUM PAYABLE TO BOARD VICE CHAIR	DECEMBER 1, 2014 TO NOVEMBER 30, 2015		
	Annual Base Amount	Annual Enrolment Amount	Annual Total Honorarium
MAXIMUM BASE AMOUNT	\$5,900		
Increase in CPI	0.0%		
2017-2018 Maximum Base Amount for the year	\$5,900	\$4,825.40	
MAXIMUM BASE FOR VICE-CHAIR	\$2,500		
Previous Year Enrolment ADE		22,413	
Enrolment Factor		0.025	
Enrolment Amount (A)		\$560	
Minimum Amount (A < \$250)		\$250	
Maximum Amount (A > \$2,500)		\$2,500	
ADDITIONAL ENROLMENT AMOUNT		\$560	
MAXIMUM AMOUNT FOR MEMBERS	\$8,400	\$5,386	\$13,786

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

**TITLE: TRUSTEE EXPENSES AND REIMBURSEMENT
FISCAL YEAR 2013-2014**

The report on Trustee Expenses and Reimbursement
Fiscal 2013-2014
is presented for information.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 16, 2014



REPORT TO THE BOARD MEETING DECEMBER 16, 2014

TRUSTEE EXPENSES AND REIMBURSEMENT FISCAL YEAR 2013-2014

BACKGROUND INFORMATION

Board Policy #100.13 – this policy requires that all Trustee expenses for the previous school year will be posted annually on the Board website and reported publicly to the Board before December 31 of the current school year, under the following categories:

- a. Office equipment
- b. Office supplies
- c. Conference and workshops
- d. Travel for board business
- e. Other Expenses

All Expense Reports for each Trustee will remain on the Board website for one year after the expiry of the term of office.

Appendix A outlines the trustee expenses for the previous school year 2013 – 2014. The expenditures are within budget.

Also attached for your information as **Appendix B**, is a copy of **Board Policy #100.13** – Trustee Expenses and Reimbursement Policy.

RECOMMENDATION

THAT the Niagara Catholic District School Board receive the report on Trustee Expenses and Reimbursement for the Fiscal Year 2013-2014 for information.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services
Recommended by: John Crocco, Director Education/Secretary Treasurer
Date: December 16, 2014

Trustee Expenditures & Reimbursement November - December 2013-2014									
Trustees				Office Equipment	Office Supplies	Conference & Workshop	Travel	Internet	Total
Ted O'Leary	Trustee	701				\$1,451.35		\$360.00	\$1,811.35
Kathy Burtnik	Chair - Trustee	702				\$2,214.02	\$97.64	\$360.00	\$2,671.66
Maurice Charbonneau	Vice Chair - Trustee	703				\$601.72	\$276.64	\$360.00	\$1,238.36
Dino Sicoli	Trustee	704				\$0.00		\$360.00	\$360.00
Frank Fera	Trustee	705				\$189.67	\$441.45	\$360.00	\$991.12
Ed Nieuwesteeg	Trustee	706				\$601.72		\$360.00	\$961.72
Rhianon Burkholder	Trustee	707				\$3,207.37	\$849.04	\$360.00	\$4,416.41
Fr. Paul MacNeil	Trustee	708				\$918.42		\$360.00	\$1,278.42
Central Purchases				\$10,403.15					\$10,403.15
Total - Trustees				\$10,403.15	\$0.00	\$9,184.27	\$1,664.77	\$2,880.00	\$24,132.19
Budget									\$30,000.00
2013-14 Student Trustee Expenditures									
Trustees				Office Equipment	Office Supplies	Conference Workshop	Travel	Internet	Total
Student Trustee (A)	Student Trustee	709				\$3,101.56	\$218.71		\$3,320.27
Student Trustee (B)	Student Trustee	710				\$2,435.31	\$218.68		\$2,653.99
Total - Trustees				\$0.00	\$0.00	\$5,536.87	\$437.39	\$0.00	\$5,974.26
Budget									\$5,000.00

	TRUSTEE EXPENSES AND REIMBURSEMENT POLICY	Section:	100 - Board
		No:	100.13
STATEMENT OF POLICY		Adopted:	April 26, 2011
		Revised:	NIL

The Niagara Catholic District School Board is committed to an organizational culture that operates with integrity and promotes responsibility, excellence, transparency and accountability with respect to decisions and practices.

The Board is committed to ensuring that all expenses claimed by the Trustees are associated with the responsibilities of a Board member and that these expenses support the program objectives of the organization and that they maximize the benefits to the Board.

ELIGIBLE EXPENSES

It is the policy of the Niagara Catholic District School Board to reimburse Trustees and Student Trustees for out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a Board member in accordance with the operating procedures outlined in this Policy, including:

- Office equipment
- Office supplies
- Conference and workshops
- Travel for Board sanctioned business
- Other costs

APPROPRIATE APPROVALS

Under the Trustee Expense Guideline issued by the Ministry of Education, the approval of Trustee expense will be approved as follows:

- Claims by Trustees for the reimbursement of expenses require the approval of the Chairperson of the Board and the Director of Education.
- Claims by Chairperson of the Board for the reimbursement of expenses require the approval of the Director of Education and the Superintendent of Business & Financial Services.

WHERE AN EXPENSE CLAIM IS DENIED

When a Trustee's expense claim has not been approved, the Trustee will be informed of the reason in writing by the Chair of the Board and/or the Director of Education.

If the Trustee disagrees with the denial, the Trustee may bring the matter to the next regular meeting of the Committee of the Whole (In-Camera) with a recommendation. In making its decision, the Committee of the Whole will determine whether or not the denial is consistent with the terms of the Board Policy.

If a satisfactory resolution is not reached then the affected party may contest the decision during a public meeting of the Niagara Catholic District School Board of Trustees.

CLAIMS FOR TRAVEL TO MEETINGS AND BOARD FUNCTIONS

Travel costs by private automobiles will be reimbursed for actual kilometers travelled on Board sanctioned business. If the Trustee travels to various locations during the day, travel shall be calculated from the last location to the next location.

Expenses related to travel, such as parking and personal meals, will be reimbursed based on actual expense receipts presented for reimbursement.

Automobile travel and related expenses shall be paid to Trustees at a rate per kilometre approved by the Board for all Board employees, using the Trustee Reimbursement of Travel Expenses Form.

CLAIMS FOR ACCOMMODATION, MEALS

When Trustees travel on Board sanctioned business, they may be reimbursed for costs incurred for accommodation and meals, using the Trustee Conference, Workshop and Overnight Meetings Form.

Accommodation costs shall be reimbursed for reasonable costs incurred and shall not include personal charges.

Meal costs shall be reimbursed for breakfast, lunch and dinner for reasonable amounts and shall not include charges for other people.

Alcohol costs shall not be reimbursed, even when served with meals.

CLAIMS FOR CONFERENCES, WORKSHOPS AND OVERNIGHT MEETINGS

The Board encourages all Trustees to attend Conferences, Workshops and Meetings relating to educational issues and events. The Board shall establish a budget amount for each Trustee to attend Conferences, Workshops and Overnight Meetings.

Reimbursement of Trustee conference and travel expenses shall require the approval of the Chairperson of the Board and the Director of Education. All claims for reimbursement of Trustee conference and travel expenses claimed by the Chairperson of the Board shall require the approval of the Superintendent of Business and Financial Services and the Director of Education.

All claims for Trustee Conference expenses shall be submitted and processed using the Trustee Conference, Workshop and Overnight Meetings Form.

All Trustee Conference expenses shall be claimed during the appropriate budget year and shall not exceed the amount of the Trustee allocation for that budget year.

Unused funds in the individual Trustee allocation for the budget year shall not be re-allocated to other Trustees and shall not be carried forward to another budget year.

Trustee Conference expenses, which exceed the amount allocated to an individual Trustee, shall be repaid to the Board by the individual Trustee before the end of the following budget year, unless otherwise directed by the Board.

CLAIMS FOR OTHER EXPENSES

Any other extraordinary or unusual expenses that a Trustee feels should be paid by the Board shall be referred to the Chairperson of the Board and the Director of Education with a written explanation and request for payment. The Chairperson of the Board and the Director of Education may approve or disapprove of payment.

RECEIPTS AND TIMING OF CLAIMS FOR REIMBURSEMENT

All claims for the reimbursement of Trustee expenses must be accompanied by original receipts and the original bill/invoice providing the details of the expense.

All claims for the reimbursement of Trustee expenses shall generally be submitted on a monthly basis, using the appropriate forms and approvals, within the appropriate budget year.

GIFTS AND DONATIONS

Gifts and donations, by any Trustee, to any groups or individuals will not be reimbursed.

Gifts and donations may be made on behalf of the Board of Trustees, if approved in advance by the Chairperson of the Board and the Director of Education.

ADVERTISING AND COMMUNICATIONS

Trustees will not be reimbursed for expenses related to political advocacy.

The cost related to supporting a fundraiser or event for a specific political party is not eligible for reimbursement.

OFFICE EQUIPMENT

It is the Policy of the Niagara Catholic District School Board to provide the Trustees with the following office equipment and services to be used from the beginning to the end of the term of office:

- Home based computer
- Home based printer
- Allowance for internet service
- Standard office computer software

All equipment will be provided in accordance with current Board standards and shall be maintained in good repair by the computer technicians of the Board.

At the end of the Trustee's term of office, the equipment is to be returned to the Board, unless the Trustee decides to purchase the equipment from the Board.

The purchase of the equipment shall be processed through the office of the Director of Education and shall be processed at the fair market value of the equipment at the end of the term of office of the Trustee.

REPORTING OF TRUSTEE EXPENSES

All Trustee expenses for the previous school year will be posted annually on the Board website and reported publicly to the Board before December 31 of the current school year, under the following categories:

- Office equipment
- Office supplies
- Conference and workshops
- Travel for board business
- Other

All expense reports for each Trustee will remain on the Board website for one year after the expiry of the term of office.

Information pertaining to individual Trustee expenses will be forwarded to the Ministry of Education, as required by the Ministry.

References

- *The Education Statutes and Regulations of Ontario*
- *The Income Tax Act*
- *Report of the Auditor, December 2005*
- *Ministry of Finance Broader Public Sector Expenses Directive, April 1, 2011*

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

TOPIC: DIRECTOR OF EDUCATION'S ANNUAL REPORT 2014

The Director of Education's Annual Report 2014
is presented for information.

A copy of the Director's Annual Report 2014 will be distributed at the Board Meeting.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: December 16, 2014



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

REPORT TO THE BOARD DECEMBER 16, 2014

DIRECTOR'S ANNUAL REPORT 2014

BACKGROUND INFORMATION

In compliance with the Education Act, Section 283(3), the Chief Executive Officer of a Board is required to submit to the Board an Annual Report highlighting the action taken during the preceding twelve (12) months. A copy of the annual report must be submitted yearly to the Minister of Education before January 31st.

For the 2014 Annual Director's Report, the Minister of Education provided Director's of Education with an outline of specific information to be included, at a minimum, in the Annual Report. The Niagara Catholic Director's Annual Report 2014 is once again presented in a new layout and contains all of the information as required by the Minister of Education.

It is expected that the Annual Report is posted on a Board's website with a link to the Ministry's website for access to the Director's Annual Report. Once the Board receives the Director's Annual Report 2014, it will be placed on the Niagara Catholic website at *niagaracatholic.ca*, My Niagara Catholic, My Niagara Catholic Alumni and linked to the Ministry's website.

In addition to these requirements, hard copies of the Niagara Catholic Director's Annual Report 2014 are provided to the Trustees of the Niagara Catholic District School Board along with the following individuals and / or organizations;

- Bishop Bergie and all Parish Priests in the Diocese of St. Catharines
- Principals, Vice-Principals and Managers
- Special Education Advisory Committee (SEAC)
- Niagara Catholic Parent Involvement Committee
- Niagara Catholic Alliance Committee
- Catholic School Council Chairs
- CUPE, OECTA Elementary and Secondary
- Local Member of Parliament (MP), Member of Provincial Parliament (MPP) and Mayors

Electronic copies of the Director's Annual Report 2014 will be emailed to;

- All Catholic School Boards in Ontario
- Other Catholic Partners (Institute for Catholic Education, OCSTA, CCSTA)
- Other Educational Institutions
- Municipal Libraries - Niagara Region

A copy of the Director's Annual Report 2014 will be distributed at the Board Meeting.

The report on the Director's Annual Report 2014 is presented for information.

PREPARED BY: John Crocco, Director of Education/Secretary-Treasurer
PRESENTED BY: John Crocco, Director of Education/Secretary-Treasurer
DATE: December 16, 2014

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2014**

PUBLIC SESSION

TITLE: REVISED ANNUAL BUDGET 2014-2015

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Revised Annual Budget for the year 2014-2015, as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services & Senior Administrative Council

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services & John Crocco, Director of Education/Secretary-Treasurer

Recommended by: John Crocco, Director of Education/Secretary-Treasurer

Date: December 16, 2014



REPORT TO THE BOARD DECEMBER 16, 2014

REVISED ESTIMATE FOR THE YEAR 2014-2015

BACKGROUND INFORMATION

On an annual basis, school boards are required to submit a revised estimate for the current year to the Ministry of Education. The purpose of the revised estimates are to give all school boards the opportunity to revise their budgets, taking into account up-to-date information on new enrolment projections and other data available at the current time.

During the months from July to November 2014, the members of Senior Administrative Council reviewed and updated the revenue and expenditures of the Board based on new information. The revised estimates now include the following:

- Increase to our medical and dental premiums – 7.4% - Effective October 1, 2014
- Life Insurance Benefit Premiums – anticipated 6% Effective February 1, 2015
- Slight adjustment to actual retention rates for pupils from Elementary panel to Secondary panel
- Decline in Secondary enrolment
- Delay in Attendance Support Program – OECTA Secondary Teaching Staff - Effective November 1
- Rate differential in CUPE staff – vacation percentage
- Revised Employee Future Benefits
- Revised Amortization schedule for Capital – completed capital projects

The Financial Statement year-end forecasted deficit is expected to be approximately (\$2.5M) leaving a total accumulated surplus of approximately \$9M. However, this in-year deficit exceeds the 1% of operations threshold and is deemed non-compliant by the Ministry of Education. Thus, Senior Administrative Council is required to formulate a recovery plan for the Ministry of Education in January 2015. Niagara Catholic's purposed recovery plan will present to the January 2015 Committee of the Whole Meeting for the consideration of the Board. The expectation of the recovery plan is to bring the Board into a balanced position by fiscal year-end August 31, 2016.

With the inclusion of unfunded committed capital projects the reported estimates are projecting a (\$3.5M) deficit in the available for compliance accumulated surplus (deficit), which is a reduction of \$1.0M from our 2013-2014 financial results.

This report informs the Board that the Board Administration Envelope is overspent by a total of \$1.1M. The Board may be required to submit to the Ministry of Education a plan, which will eliminate the above-mentioned Board Administration over-expenditure.

The following information is attached for the review of the Trustees:

APPENDIX A Analysis of Revenue, Expenditures & Key Budget Factors

APPENDIX B Analysis of Expenditures by Department

APPENDIX C Analysis of Funding Allocations

RECOMMENDATION

THAT the Niagara Catholic District School Board approve the Revised Annual Budget for the year 2014-2015, as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business and Financial Services
Senior Administrative Council

Presented by: Giancarlo Vetrone, Superintendent of Business and Financial Services
John Crocco, Director of Education, Secretary Treasurer

Recommended by: John Crocco, Director of Education, Secretary Treasurer

Date: December 16, 2014

Appendix A

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2014-2015 REVISED ESTIMATES**



Total Budget Revenue & Expenditures

	Original Budget 2014-2015	Revised Budget 2014-2015	Increase (Decrease)	Comments
Budget Revenue				
Total Operating Funding & Other Rev.	\$237,677,672	\$237,678,499	\$827	
Total Capital Funding & Other Rev.*	\$14,962,295	\$15,325,228	\$362,933	Completed capital projects; revised amortization schedule
Funds transferred from Accumulated Surplus		\$3,489,744	\$3,489,744	EFIS Schedule 5 available for compliance exceeds 1% of Operating Budget
	-----	-----	-----	
Total Budget Revenue		\$252,639,967	\$256,493,471	\$3,853,504
	=====	=====	=====	

* Other Revenue - excludes School Generated Funds

Budget Expenditures

Total Operating Expenditures	\$237,677,672	\$241,168,243	\$3,490,571
Total Capital & Other Expenditures	\$14,962,295	\$15,325,228	\$362,933
	-----	-----	-----
Total Budget Expenditures	\$252,639,967	\$256,493,471	(\$3,853,504)
	=====	=====	=====
Total Budget Surplus (Deficit)	\$0	\$0	\$0
	=====	=====	=====

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2014-2015 REVISED ESTIMATES**



Schedule 5 Compliance Ministry Reporting

EFIS Line item	September 1, 2014 -----	Change -----	August 31, 2015 -----	Comments -----
Operating Accumulated Surplus (Deficit)				
1.0 Unavailable for Compliance	\$1,042,881	(\$3,052,217)	(\$2,009,336)	Accumulated Deficit Position
Total Accumulated Surplus (Deficit) -Available for				
2.0 Compliance (incl. unfunded committed capital projects)	\$11,356,950	(\$3,489,744)	\$7,867,206	Exceeds 1% of Operating
Total Accumulated Surplus (Deficit)				
(incl. Amortization of Future Benefits, Revenue from Land)	\$11,926,008	(\$2,500,000)	\$9,426,008	Financial Statement Forecasted Results
			August 31, 2015 -----	
Total Accumulated Surplus (Deficit) Available for Compliance			\$7,867,206	
Committed Sinking Fund interest Earned			(\$654,427)	
Committed Capital Projects - funded by accumulated surplus			(\$8,177,690)	

Accumulated Deficit Position - MOE Noncompliant			(\$964,911)	Ministry recovery plan will include this deficit position.
			=====	
Line Item 2.0 + Accum. Deficit Position			(\$4,454,655)	Estimated Recovery plan needed for 2015-2016
			=====	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2014-2015 REVISED ESTIMATES**



	Original Budget 2014-2015	Revised Budget 2014-2015	Increase (Decrease)
	-----	-----	-----
Projected Student Enrolment			
Elementary Enrolment - ADE	14,535	14,872	337
Secondary Enrolment - ADE	7,485	7,160	-325
	-----	-----	-----
Total Board Enrolment - ADE	22,020	22,032	12
	=====	=====	=====
Continuing Education - ADE	434	434	0
Summer School Enrolment - ADE	141	141	0
Non-Credit ESL Programs - ADE	387	387	0
	-----	-----	-----
Total Continuing Ed. Enrolment - ADE	962	962	0
	=====	=====	=====

Average Daily Enrolment (ADE) continues to be a major factor in the calculation of the Funding Allocations for all school boards.

Under the Regulations, the calculation of Average Daily Enrolment for the school year is to be based on the number of students enrolled in our schools on two specific dates: OCTOBER 31 and MARCH 31.

ADE for Adult & Continuing Education programs is to be calculated using the same methods and parameters, as outlined in the regulations, as in prior years.

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2014-2015 REVISED ESTIMATES**



Projected School Staffing	Original Budget 2014-2015	Revised Budget 2014-2015	Increase (Decrease)
Total Elementary School Teachers	894	900	6
Total Secondary School Teachers	506	506	0
Total Board School Teachers	1,400	1,406	6

Average Class Size:

Kindergarten ELKP (Year 1, 2)	N/A	26:2*
Primary (Grade 1 to 3)	19.8:1	19.8:1
Junior and Intermediate (Grade 4 to 8)	24.5:1	24.5:1
Secondary (Grade 9 to 12)	22:1	22:1

* Includes Early Childhood Educator in ratio

Appendix B

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2014-2015 REVISED ESTIMATES**



Expenditures by Department

	Original Budget 2014-2015 -----	Revised Budget 2014-2015 -----	Increase (Decrease) -----	Comments -----
Operating Expenditures				
Board Administration	\$9,144,527	\$7,307,780	(\$1,836,747)	Reallocated costs to other panels
Elementary Schools	\$124,242,171	\$128,174,066	\$3,931,895	Benefits, Increase in Teaching, Reallocated Costs
Secondary Schools	\$67,324,187	\$68,357,539	\$1,033,352	Benefits, Reallocated Costs
Continuing Education	\$5,678,952	\$5,698,599	\$19,647	No Change
Facilities Operations	\$18,392,419	\$18,673,494	\$281,075	Benefits costs, rate differential vacation percentage
Facilities Maintenance	\$3,212,113	\$3,236,094	\$23,981	No Change
Student Transportation	\$9,683,303	\$9,720,670	\$37,367	No Change
Total Operating Expenses	\$237,677,672 -----	\$241,168,243 -----	\$3,490,571 -----	
Capital & Other Expenditures				
Facility Renewal	\$624,666	\$760,574	\$135,908	
Interest on Capital	\$3,817,113	\$3,817,113	\$0	
Depreciation & Amortization	\$10,403,029	\$10,630,054	\$227,025	revised amortization schedule; capital projects completed
Non-Operating Expenditures	\$117,487	\$117,487	\$0	
Total Capital & Other Expenses	\$14,962,295 -----	\$15,325,228 -----	\$362,933 -----	
Total Board Operating Expenditures	\$252,639,967 =====	\$256,493,471 =====	\$3,853,504 =====	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2014-2015 REVISED ESTIMATES**



	Original Budget 2014-2015	Revised Budget 2014-2015	Increase (Decrease) Comments
Board Administration			
Salary & Wages	5,967,266	4,445,528	(1,521,738) reallocated employees
Employee Benefits	1,089,712	954,793	(134,919) reallocated employees, increase in benefit costs
Professional Development	92,500	116,750	24,250
Supplies & Services	975,582	801,243	(174,339) Adjusted printing costs charge to other panels
Computer Equipment	50,000	20,000	(30,000)
Furniture & Equipment	10,000	10,000	0
Fees & Contracts	959,467	959,467	0
Total Board Administration	9,144,527	7,307,780	(1,836,747)

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2014-2015 REVISED ESTIMATES**



	Original Budget 2014-2015	Revised Budget 2014-2015	Increase (Decrease)	Comments
	-----	-----	-----	-----
Salary & Wages	\$104,634,809	\$107,630,687	\$2,995,878	Increase in staffing enrolment related, reallocation of costs from Board Administration medical / dental premiums
Employee Benefits	\$15,217,961	\$16,740,206	\$1,522,245	
Professional Development	\$250,000	\$205,000	(\$45,000)	
Supplies & Services				
School Instruction Budgets	\$1,161,876	\$1,126,434	(\$35,442)	
Central Instruction Budgets	\$599,058	\$688,500	\$89,442	
Central Other Budgets	\$555,000	\$501,000	(\$54,000)	
Computers	\$1,390,680	\$1,162,239	(\$228,441)	
Furniture & Equipment	\$432,787	\$370,000	(\$62,787)	
Fees & Contracts	\$0	\$0	\$0	
	-----	-----	-----	
Total Elementary School	\$124,242,171	\$128,424,066	\$4,181,895	
	=====	=====	=====	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2014-2015 REVISED ESTIMATES**



	Original Budget 2014-2015	Revised Budget 2014-2015	Increase (Decrease) Comments
	-----	-----	-----
Secondary School			
Salary & Wages	\$56,188,752	\$56,417,223	\$228,471 reallocation of costs from Board Administration
Employee Benefits	\$7,561,780	\$8,134,377	\$572,597 medical / dental premiums
Professional Development	\$90,000	\$75,000	(\$15,000)
Supplies & Services			
School Instruction Budgets	\$1,191,430	\$1,119,306	(\$72,124)
Central Instruction Budgets	\$1,238,285	\$1,560,500	\$322,215
Central Other Budgets	\$271,091	\$246,000	(\$25,091)
Computer Equipment	\$610,000	\$343,000	(\$267,000)
Furniture & Equipment	\$99,951	\$140,133	\$40,182
Fees & Contracts	\$72,000	\$72,000	\$0
	-----	-----	-----
Total Secondary School	\$67,323,289	\$68,107,539	\$784,250
	=====	=====	=====

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2014-2015 REVISED ESTIMATES**



	Original Budget 2014-2015	Revised Budget 2014-2015	Increase (Decrease) Comments
	-----	-----	-----
Continuing Education School			
Salary & Wages	\$3,846,403	\$3,846,403	\$0
Employee Benefits	\$668,322	\$687,969	\$19,647 medical / dental premiums
Professional Development	\$6,500	\$6,500	\$0
Supplies & Services	\$1,150,227	\$1,150,227	\$0
Computer Equipment	\$7,500	\$7,500	\$0
Furniture & Equipment	\$0	\$0	\$0
Fees & Contracts	\$0	\$0	\$0
	-----	-----	-----
Total Continuing Education Expenditures	\$5,678,952	\$5,698,599	\$19,647
	=====	=====	=====

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2014-2015 REVISED ESTIMATES**



	Original Budget 2014-2015	Revised Budget 2014-2015	Increase (Decrease) Comments
	-----	-----	-----
Facilities Plant Services			
Salary & Wages	\$9,877,487	\$10,358,117	\$480,630 rate differential vacation percentage
Employee Benefits	\$2,509,046	\$2,728,471	\$219,425 medical / dental benefit costs
Professional Development	\$17,500	\$17,500	\$0
Supplies & Services			
Utilities	\$4,390,000	\$4,320,000	(\$70,000)
Cleaning & Operating	\$1,162,500	\$1,162,500	\$0
Site & Grounds Maintenance	\$1,030,000	\$1,030,000	\$0
Department Operation	\$169,000	\$169,000	
Mechanical & Electrical	\$577,500	\$577,500	
Building Maintenance	\$525,000	\$545,000	
Computer Equipment	\$31,500	\$31,500	\$0
Furniture & Equipment	\$580,000	\$235,000	(\$345,000)
Fees & Contracts	\$735,000	\$735,000	\$0
	-----	-----	-----
Total Plant Facilities Services	\$21,604,533	\$21,909,588	\$305,055
	=====	=====	=====

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2014-2015 REVISED ESTIMATES**



	Original Budget 2014-2015	Revised Budget 2014-2015	Increase (Decrease) Comments
	-----	-----	-----
Transportation			
Salary & Wages	\$222,353	\$153,465	(\$68,888) reallocated to Fees & Contracts
Employee Benefits	\$55,770	\$39,607	(\$16,163) reallocated to Fees & Contracts
Professional Development	\$0	\$0	\$0
Supplies & Services	\$76,798	\$0	(\$76,798) reallocated to Fees & Contracts
Computer Equipment	\$0	\$0	\$0
Furniture & Equipment	\$0	\$0	\$0
Fees & Contracts	\$9,328,382	\$9,528,382	\$200,000 reallocated from above
	-----	-----	-----
Total Transportation Expenditures	\$9,683,303	\$9,721,454	\$38,151 No Change
	=====	=====	=====

Appendix C

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2014-2015 REVISED ESTIMATES**



	Original Budget 2014-2015	Revised Budget 2014-2015	Increase (Decrease)	Comments
	-----	-----	-----	-----
SEPPA Allocation	\$15,451,285	\$15,612,229	\$160,944	additional elementary pupils
SEA Allocation	\$954,908	\$1,105,395	\$150,487	additional elementary pupils
Enrolment based High Needs	\$8,049,376	\$8,054,311	\$4,935	
High Need - Measures of Variability amount	\$3,008,927	\$3,008,927	\$0	
High Needs Based Amount for Collaboration	\$450,000	\$450,000	\$0	
Salary and Supplies in Approved Facilities	\$86,000	\$0	(\$86,000)	
Behavioural Expertise amount	\$146,307	\$146,307	(\$0)	
Special Education Allocation	\$28,146,803	\$28,377,169	\$230,366	
	=====	=====	=====	
Expenditures				
Classroom Teachers	\$8,603,400	\$8,613,235	\$9,835	
Occasional /Supply Teachers	\$192,500	\$192,500	\$0	
Education Assistants, CYW	\$17,559,126	\$18,029,704	\$470,578	rate differential vacation percentage
Textbooks, Learning materials, Supplies	\$530,000	\$530,000	\$0	
Paraprofessionals	\$1,380,733	\$1,373,484	(\$7,249)	
Staff Development	\$25,000	\$25,000	\$0	
Coordinators	\$339,643	\$339,643	\$0	
	-----	-----	-----	
	\$28,630,402	\$29,103,566	\$473,164	
	-----	-----	-----	
Less: Revenue Adj. Education Program - Other	\$0	\$0	\$0	
	-----	-----	-----	
Total Special Education Net Expenditures	\$28,630,402	\$29,103,566	\$473,164	
	=====	=====	=====	
Unspent (Overspent) Special Education Funding	(\$483,599)	(\$726,397)	(\$242,798)	
	=====	=====	=====	

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
2014-2015 REVISED ESTIMATES**



	Original Budget 2014-2015	Revised Budget 2014-2015	Increase (Decrease) Comments
Board Administration Funding Allocation			
Total Funding Allocation for board Administration	\$6,193,341	\$6,196,334	\$2,993 No Change
Board Administration Expenditures			
Net Expenditures relating to Board Administration	\$9,144,527	\$7,307,780	(\$1,836,747) reallocating costs to elementary and secondary panel
Unspent (Overspent) Board Admin. Funding*	(\$2,951,186)	(\$1,111,446)	\$1,839,740

* noncompliant with Ministry funding

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2104**

PUBLIC SESSION

TITLE: SPOTLIGHT – NOVEMBER 2014



Board Room Highlights

1. [Policy Update](#)
2. [Pilgrimage Update](#)
3. [Pope Francis Centre Open](#)
4. [School Excellence at Holy Name Catholic Elementary School](#)

What's New?

1. [Niagara Catholic Student Voice Conference](#)
2. [Niagara Catholic Culture of Life Conference](#)
3. [Random Act of Kindness Day](#)
4. [Students Send Packs of Hope to Guatemala](#)

Board Room Highlights

1. Policy Update

During the November 11 Committee of the Whole Meeting, Trustees received the Policy and Guideline Review 2014-2015 Schedule.

This schedule is available online for the public's review in the November 11 Committee of the Whole Agenda.

2. Pilgrimage Update



The Niagara Catholic Pilgrimage has a long-standing tradition throughout our system. This one-day event brings together students and staff from our Catholic secondary schools, along with alumni, parents, administrators, trustees, elementary students and members of the community to walk for social justice initiatives around the world.

The 39th Annual Pilgrimage took place on Sunday, October 26. On that day, more than 4,000 pilgrims walked through the streets of their communities in support of their brothers and sisters in need in developing nations. The 2014 Pilgrimage raised \$168,000 for a variety of social justice projects and programs.

During the November 11 Committee of the Whole Meeting, students from each Catholic high school shared their experience about the Pilgrimage. Complete details of the presentation can be found in the report in the November 11 Committee of the Whole Agenda.

3. Pope Francis Centre is Now Open

Last Spring, Niagara Catholic established, as one of its 2014-2015 System Priorities, to “provide supports for success through the design of a Pathway to Care program.” This is achieved through the opening of the Pope Francis Centre on South Pelham Road.

The Pope Francis Centre provides an alternative learning environment for students who are in need of additional support in order to complete their education. This includes:

- Fresh Start: An alternative to suspension or expulsion
- Jump Start: Supporting students with high absenteeism
- Parent Support: Supporting male and female students with an infant
- Mental Health and Addiction Support: For students living with a mental health issue or an addiction.

Read more about the programs offered at the Pope Francis Centre in the November 11 Committee of the Whole Agenda.

4. School Excellence at Holy Name Catholic Elementary School



Holy Name Catholic Elementary School in Welland was the featured school for the Board’s School Excellence Program during the November 27th Board Meeting. Principal Terry Antoniou was joined by members of the Holy Name Catholic Elementary School community, to share why the school on Fitch Street, attended by 370 students in ELKP through Grade 8, is the indispensable choice for parents looking for excellence in Catholic education in that neighbourhood.

What’s New?

1. Leading Out Loud at Annual Student Conference



On November 12, students in Grades 7 – 12 from across Niagara Catholic came together at the Board’s annual Student Voice Conference to discuss the importance of understanding each other in order to create a culture of inclusion within individual classrooms and schools.

The idea is simple: If students better understand the people around them, bullying will become less of a problem.

Leading Out Loud – Learning the Stories of Our Community, focused on this aspect of bullying prevention. It was a dynamic event which included activities focused on listening, understanding and teambuilding, presentations by students sharing their stories and experiences and plenty of conversation.

More photos from this event are available in the Good News section of this website.

2. Creating a Culture of Life

The Church has reflected the philosophy of Culture of Life since its earliest days.

In recent years, the term Culture of Life has been used in various political ways, especially pertaining to abortion, stem cell research and euthanasia.

It is actually much broader.

The Culture of Life reflects Catholic Social Teachings that envelops our entire day; a perspective that allows us to be kind, fight bullying, and preserve the dignity of the human person, from conception to natural death.

During Niagara Catholic's second annual Culture of Life Conference, which took place in Niagara Falls on November 13, approximately 160 students from all eight Niagara Catholic secondary schools came together to learn hone their skills in verbally defending the dignity of all human life.

This year's keynote speaker was Christina Alaimo, a University of Toronto Masters student in Health Care Ethics, who has been passionate about the pro-life cause from an early age.

3. Random Act of Kindness Day

On November 7, students and staff across Niagara Catholic participated in the Random Act of Kindness Day in Niagara.

Various events took place in schools across the system. At the Catholic Education Centre, staff collected gently used clothing, and donated it to the Canadian Diabetes Association to be sold in Value Village stores. Staff also donated warm winter clothing to students in need.

At the end of the day, 945 pounds of clothing were collected, which resulted in a \$105 payment from the Canadian Diabetes Association. That money, along with an additional \$25 donation, was sent to Mary's Meals Canada, which was founded by the late Bridgid Davidson, who was an Educational Assistant with the Board for many years, prior to her death. That money will feed 10 students for a year in Malawi.

In addition, 181 mittens, hats and scarves were collected and donated to St. Ann Catholic Elementary School in Fenwick, St. George Catholic Elementary School in Crystal Beach, and Mother Teresa Catholic Elementary School in St. Catharines for students in need.

Thank you to everyone who participated this year.

4. Sending Packs of Hope to Students in Need



Once again this year, Niagara Catholic schools were involved in the annual Packs of Hope campaign in support of Wells of Hope in Guatemala.

Nineteen Niagara Catholic schools collected the packs and various items to fill them, which will be distributed to families in need by students participating in Wells of Hope mission trips next year.

The Niagara Catholic schools which participated are this year: Assumption, Denis Morris, Father Hennepin, Holy Name, Monsignor Clancy, Mother Teresa, Notre Dame (elementary), St. Alfred, St. Anthony, St. Christopher, St. Edward, St. John Bosco, St. Kevin, St. Michael, St. Patrick, St. Paul, St. Peter, St. Theresa and St. Therese.

Thank you to all those who donated so generously to help others in need.

Don't Miss a Thing!

Check out [Events page](#) for things happening in December. Be sure to check your child's school newsletter or calendar for events taking place in their school.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2104**

PUBLIC SESSION

TITLE: CALENDAR OF EVENTS – JANUARY 2015

JANUARY 2015



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <i>Happy New Year!</i>	2	3
4	5 Classes Resume	6	7 SEAC Meeting	8 NCPIC Meeting	9	10
11	12	13 CW Meeting Secondary Open Houses Begin	14 Baby Day ELKP Open House French Immersion Online Registration Begins	15 Secondary Open Houses End	16 Elementary PA Day	17
18	19	20	21	22	23 Semester 1 Exams Begin	24
25	26	27 Policy Meeting Board Meeting	28	29 Semester 1 Exams End	30 Secondary PA Day	31

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2104**

PUBLIC SESSION

**TITLE: BUSINESS EDUCATION COUNCIL
ANNUAL PARTNERS BREAKFAST 2015**

REGISTRATION OPEN!



ANNUAL PARTNERS BREAKFAST

Friday, February 6, 2015 • Marriot Gateway on the Falls

Register today!

be a HERO...it's easier than you think!



FEATURING KEYNOTE SPEAKER

Taylor Conroy

Taylor is a disruptive social entrepreneur and thought leader who is reinventing the way we give. Founder of Change Heroes and winner of 'Best Social Enterprise' at the Start Up World Finals.

Cost: \$40 per person or \$480 per table of 12

To register, visit www.becniagara.ca

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
BOARD MEETING
DECEMBER 16, 2104**

PUBLIC SESSION

**TITLE: CONSECRATION OF THE BOARD TO THE IMMACULATE
HEART OF MARY AND THE SACRED HEART OF JESUS**

December 10, 2014

Trustees of Niagara Catholic District School Board
John Crocco, Director of Education and Secretary to the Board

Dear Fellow Trustees:

On the Feast of Christ the King, November 24, 2013, Pope Francis brought the "Year of Faith" to a close with a consecration of the world to the Immaculate heart of Mary. He asked Mary to intercede for the world "with the benevolence of a mother."

Last year, following in the footsteps of Pope Francis, his excellency, Bishop Bergie, also brought the year of faith to a close by consecrating the diocese of St. Catharines to the Immaculate Heart of Mary and the Sacred Heart of Jesus. He did this at our anniversary celebration of the diocese on November 25th at the Feast of St. Catherine of Alexandria in 2013.

At the beginning of this new term of office, I would like to suggest that we make a similar act through board motion, consecrating Niagara Catholic District School Board to the Immaculate Heart of Mary and the Sacred Heart of Jesus, putting our board in a very special way under the spiritual care and protection of our Lord and his Blessed Mother. My suggestion is that we begin each board meeting with the Angelus, and that we end each board meeting, after our moment of silence for life, with the Hail Mary. For our Committee of the Whole meetings, we can continue as we do with each trustee in turn selecting a prayer to begin the meeting.

In his remarks on the occasion of the ending of the year of faith, pope Francis made beautiful reference to the mercy of God, which can untie "all knotted hearts." "These knots," he writes, "take away our peace and serenity." As we begin our next four years together, let us take to heart the prayer of Pope Francis as he consecrated the world to The Immaculate Heart of Mary:

Holy Mary, Virgin of Fatima,
Hold our life in your arms:
bless and strengthen every desire for good;
revive and nourish faith;
sustain and enlighten hope;
awaken and animate charity;
guide all of us along the path of holiness.
Teach us your own preferential love
for the little and the poor,
for the excluded and the suffering,
for sinners and the downhearted:
bring everyone under your protection
and entrust everyone to your beloved Son, Our Lord Jesus.
Amen.

Thank you most kindly for generously considering this act of prayer and worship.

Yours in the Peace of Christ,
Fr. Paul MacNeil,
Chair, Niagara Catholic District School Board

What is Devotion to the Immaculate Heart of Mary?

"By the Immaculate Heart of Mary the Church means that aspect of the Virgin symbolized by the word "heart", then her sinless purity expressed by the word "immaculate". Calling Mary's heart immaculate we know to be true and our devotion is honoring her for that great privilege.

What shall we say about Mary's love? It was totally and exclusively human. Her Son's Love was both divine and human as He was God and Man, but Mary's love was always human because that was what she was, a creature – that was all the love she had. Well then, whom did Mary love? And how did Mary love? Both answers are the object of our devotion to her Immaculate Heart. During her life on earth Mary loved God with all her heart. Christ's command in the Old Testament was followed perfectly, as Mary fulfilled it – loving her Divine Son as only a mother can love the fruit of her womb; she loved Joseph her devoted husband, to whom she was espoused, as only a devoted wife could. Mary is a model in a special way for women. Mary loved her relatives. We know that because when she first heard that her aged kinswoman was with child and would be needing help, St. Luke tells us that Mary ran across the hill country to a town of Juda to assist Elizabeth. Mary loved her friends. When invited to their wedding and they ran out of wine, Mary did something about it. She had no money to purchase it herself, so she asked the Giver of all gifts and the young couple had an excellent replenishment." – John Hardon, *Sponsor*, Vol. 24 – #3, October 1978, pp.25-28.

What is Devotion to the Sacred Heart?

"In honoring the Heart of Christ, our homage lingers on the Person of Jesus in the fullness of His love. This love of Christ for us was the moving force of all he did and suffered for us -- in Nazareth, on the Cross, in giving Himself in the Blessed Sacrament, in His teaching and healing, in His praying and working. When we speak of the Sacred Heart, we mean Jesus showing us His Heart, Jesus all love for us and all lovable.

Jesus Christ is the incarnation of God's infinite love. The Human Nature which the Son of God took upon Himself was filled with love and kindness that has never found an equal. He is the perfect model of love of God and neighbor."

- <http://www.ewtn.com/devotionals/heart/meditation.htm>, accessed December 10, 2014

THE ANGELUS



Do you perhaps recognize the picture above? It's a famous painting about a famous prayer: the Angelus! In this 19th century work by the French painter Jean-Francois Millet, a farming couple prays the Angelus at dusk.

This prayer is well suited to the artist's subject matter: two humble people paying homage to our Lord and His Blessed Mother in the [Hail Mary](#), as well as in Gospel verses recalling His Incarnation as the Word entered the World. Its name comes from its opening words in Latin, "Angelus Domini nuntiavit Mariæ."

V. The Angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit.

Hail Mary, full of grace,

The Lord is with Thee;

Blessed art thou among women,

And blessed is the fruit of thy womb, Jesus.

Holy Mary, Mother of God,

Pray for us sinners,

Now and at the hour of our death. Amen

V. Behold the handmaid of the Lord.

R. Be it done unto me according to thy word.

Hail Mary, etc.

V. And the Word was made Flesh.

R. And dwelt among us.

Hail Mary, etc.

V. Pray for us, O holy Mother of God.

R. That we may be made worthy of the promises of Christ.

LET US PRAY

Pour forth, we beseech Thee, O Lord, Thy grace into our hearts, that we to whom the Incarnation of Christ Thy Son was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection. Through the same Christ Our Lord. Amen.

This wonderful prayer evolved from a recitation of three Hail Mary's following an evening bell around the 12th century to its present form (with morning and midday recitations) in the 16th century.

When prayed in a group setting a leader recites the verses and everyone recites both the responses and the Hail Mary's in between each verse, as shown above.

Although the Angelus has been traditionally said three times daily, at 6 am, noon and 6 pm, you can pray it at anytime! It is still accompanied by the ringing of a bell (the Angelus bell) in some places such as Vatican City and parts of Germany and Ireland. The Regina Coeli prayer (which may also be sung as a hymn) replaces the Angelus during the Easter season.

The Angelus reminds us of the Annunciation (shown in this famous rendition at left by Fra Angelico), when the angel Gabriel appeared to Mary with great, (if somewhat startling), news! As we read in Chapter One of Luke's Gospel, (Luke 1:26-38) God wished Mary, truly a model of humility, to be the mother of His Son, our Lord Jesus Christ!



His desire for her brings to mind the line from Matthew's gospel: "Whoever humbles himself shall be exalted" (Matt 23:12).

Mary was the perfect choice. She had been born without the stain of original sin, as defined by the Church's dogma of the Immaculate Conception. (Note that the Immaculate Conception relates to Mary's conception, not our Lord's.)

When Mary calls herself the handmaid, the servant, of the Lord, in the Angelus (from Luke 1:38) it is with inspiring humility and *sincerity*. How many politicians do we see today who talk a good game about service but basically just want to set up their own little fiefdoms and raid the public cookie jar? Or how many other insincere displays of humility do we see on TV or in our daily lives?

Mary's humility was genuine. As St. Alphonsus de Liguori notes in his classic work *The Glories of Mary*, "her only desire was that her Creator, the giver of every good thing, should be praised and blessed."

She thought of herself first and foremost as God's servant, seeking glory not for herself but rather for Him. In so doing, she became, as St. Augustine put it rather poetically, a "heavenly ladder, by which God came into the world," descending from heaven to earth, to become flesh in her womb.

Mary was happy to have God work *through her*. As she expressed it most famously in the canticle the *Magnificat*, "My soul magnifies the Lord and my Spirit rejoices in God my Savior" (Luke 1:46-47). St. Paul echoed this wonderful sentiment when he wrote that "he who boasts, let him boast in the Lord" (2 Cor 10:17).

The Angelus pays tribute to a crucial aspect of Mary's role in the Incarnation, when it quotes from Luke's Gospel "be it done to me according to thy word" (Lk 1:38). This wonderful event could not have happened without her consent, without what is known as her *fiat*. By saying "yes" to God in allowing herself to become His mother, she showed us the ultimate example of trust in our Creator!

Do you think that having that kind of faith is too daunting a task? Think about the ways in which God calls each of us in our daily lives. Do we say “yes” when Christ wants to work through us in showing His love to others? Or when He asks us to be graceful in trying situations? Prayer and meditation on God’s Word in scripture can help us to do His will.

Speaking of God’s word, the Angelus completes its short summary of the Incarnation with the moving reference to our Lord from John’s Gospel: “And the Word was made flesh, and dwelt among us” (John 1:14). As we read in the letter to the Hebrews, Christ was like us in all things but without sin (Heb 4:15). St. Bernard noted that our Lord came to show us His love so that He might then experience ours.

The lines that follow about being made worthy of the promises of Christ are also found in the [Rosary](#) and tie in well with what follows: an appeal for God’s grace to help us in our pilgrimage of faith.

Jesus loved us enough to die for us so that we might live with Him eternally! When we pray the Angelus with humility and love, we are emulating Mary’s faith in His goodness. We are blessed in that we can ask both God *and* His Blessed Mother for their assistance on our journey towards Eternal Life!

**HELP SUPPORT OUR WEBSITE WITH PURCHASES
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[Return from the Angelus to Catholic Daily Prayers](#)

