



*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

## ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

**TUESDAY, DECEMBER 1, 2015  
6:00 P.M.**

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

**Note:** The Chief Executive Officer (CEO) will preside until the Election of the Chairperson of the Board in accordance with Section 208-4 of the Education Act.

### **A. ROUTINE MATTERS**

1. Meeting Called to Order - *John Crocco, Director of Education/CEO/Secretary-Treasurer* -
2. Opening Prayer and Comments – *(Most Rev.) Gerard P. Bergie, D.D., Bishop of St. Catharines  
Honorary Chair of the Board* -
3. Roll Call -
4. Approval of Agenda -
5. Declaration of Conflict of Interest -
6. Saint Paul Catholic High School Chamber Choir -
7. Election Procedures A7
8. Election of Chairperson -
9. Election of Vice-Chairperson -
10. Chairperson's Remarks -
11. Vice-Chairperson's Remarks -

### **B. COMMITTEE AND STAFF REPORTS**

1. Board Committees B1

### **C. MOMENT OF SILENT REFLECTION FOR LIFE**

### **D. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
ANNUAL ORGANIZATIONAL MEETING OF THE BOARD  
DECEMBER 1, 2015**

***PUBLIC SESSION***

**TOPIC: ELECTION PROCEDURES**

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The report on Election Procedures is presented for information.

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Prepared by: John Crocco, Director of Education/Chief Executive Officer/Secretary-Treasurer

Presented by: John Crocco, Director of Education/Chief Executive Officer/Secretary-Treasurer

Date: December 1, 2015



## **REPORT TO ANNUAL ORGANIZATIONAL MEETING OF THE BOARD DECEMBER 1, 2015**

### **ELECTION PROCEDURES**

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Excerpt from Board By-Laws

#### **ANNUAL ORGANIZATIONAL MEETING – SECTION 7 BY-LAWS**

- i. The first meeting of the Board in December of each year shall be designated as the annual organizational meeting and shall be held during the first week of December unless otherwise determined by the Board.
- ii. At such meeting, at the appointed time, the Director of Education who is the Chief Executive Officer (CEO) or in his/her absence a person designated by the members present, shall preside until the election of the Chairperson.
- iii. At the inaugural meeting following a municipal election, the Director of Education/CEO shall read the returns of the election to the Board as certified to him/her by the municipal clerks and may request a Judge to attend to take the Declaration and the Oath of Allegiance as set out in the *Education Act*.
- iv. At the inaugural meeting following a municipal election, every person elected to the Board shall make and sign the Declaration and the Oath of Allegiance before the Secretary of the Board or before any person authorized to administer an oath unless such requirement was fulfilled prior to the organizational meeting.
- v. **Election of Chairperson & Vice-Chairperson**
  - (a) The Director of Education / CEO shall name the scrutineers appointed for the election of the Chairperson and Vice-Chairperson.
  - (b) The election of the Chairperson shall be by nomination and vote by ballot. The candidate receiving a clear majority of votes cast by all members present shall be elected but the count shall not be declared. Should no candidate receive a clear majority of votes cast, the candidate receiving the least number of votes shall be dropped and balloting shall be continued in this manner until a majority of ballots cast shall be in favour of one person or an equality of votes results in a tie, in which case one further ballot shall be held. If an equality of votes shall result again, the candidates shall draw lots (straws) to fill the position. The drawing of lots shall be done in alphabetical order and the person who draws the longest straw shall be elected.

(c) The person elected Chairperson shall be Chairperson until the next organizational meeting and shall at once take the chair and preside over the election of Vice-Chairperson (in the manner set out with respect to the election of the Chairperson in section (v. (b) above) and the further conduct of the meeting. The Chairperson has the right to vote as any other Trustee for the position of Vice-Chairperson. The person elected Vice-Chairperson shall be Vice-Chairperson until the next organizational meeting of the Board.

vi. Ballots - The scrutineers shall be instructed by resolution to destroy the ballots.

The Election Procedures report is presented for information.

Prepared by: John Crocco, Director of Education/Chief Executive Officer/Secretary-Treasurer

Presented by: John Crocco, Director of Education/Chief Executive Officer/Secretary-Treasurer

Date: December 1, 2015

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
INAUGURAL MEETING OF THE BOARD  
DECEMBER 1, 2015**

***PUBLIC SESSION***

**TOPIC: BOARD COMMITTEES**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approved the formation of the following Liaison Committee for the year 2016:

- Staff Wellness Committee

**THAT** the Niagara Catholic District School Board approve the continuation of the following Ad Hoc Committees for the year 2016:

- Blessed Trinity Catholic Family of Schools Attendance Area Ad Hoc Committee
  - Denis Morris, Holy Cross, and Saint Francis Catholic Family of Schools Attendance Area Ad Hoc Committee
  - Lakeshore Catholic Family of Schools Attendance Area Ad Hoc Committee
  - Notre Dame College Family of Schools Attendance Area Ad Hoc Committee
  - Saint Michael and Saint Paul Catholic Family of Schools Attendance Area Ad Hoc Committee
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Prepared by: John Crocco, Director of Education/Chief Executive Officer/Secretary-Treasurer

Presented by: John Crocco, Director of Education/Chief Executive Officer/Secretary-Treasurer

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

Date: December 1, 2015



## **REPORT TO INAUGURAL MEETING OF THE BOARD DECEMBER 1, 2015**

### **BOARD COMMITTEES**

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#### **BACKGROUND INFORMATION**

In accordance with the Niagara Catholic District School Board By-Laws:

##### ***17. COMMITTEE MEETINGS***

*V. All committees shall be established by Board resolution. The Chairperson, in consultation with the Vice-Chairperson, shall, by the Board meeting following the meeting at which a committee is established, appoint members to Board Committees, excluding the Committee of the Whole, which is made up of all trustees.*

For the year 2015, the Board had one (1) Liaison Committee, the EAP Committee. It is recommended that for 2016, the Board incorporate the function of the EAP Liaison Committee into a new Liaison Committee titled the Staff Wellness Committee.

In accordance with the Niagara Catholic District School Board By-Laws:

##### ***17. COMMITTEE MEETINGS***

###### ***V. (b) Ad-Hoc Committees***

*The Board may establish Ad-Hoc committees as required. The establishing motion shall indicate the specific mandate of the committee, the membership of the committee, and the due date of the final report. All Ad-Hoc committees shall require a new Board motion at the yearly organizational meeting of the Board. The Chairperson of the Ad-Hoc committees shall be elected at the first meeting of the committee by the members of the committee held after the Annual Organizational Meeting of the Board.*

The following five (5) Ad Hoc Committees are identified for renewal in Appendix A:

1. Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
2. Denis Morris, Holy Cross, and Saint Francis Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
3. Lakeshore Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
4. Notre Dame College Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
5. Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee

Appendix A lists the number of Trustee members required for the 2016 Ad Hoc, Statutory, Standing and Liaison Committees.

Trustees are requested to indicate their interest in serving on specific committees by submitting this form to the Chairperson of the Board through the Office of the Director of Education by the December 15, 2015 Board Meeting.

### RECOMMENDATION

**THAT** the Niagara Catholic District School Board approved the formation of the following Liaison Committee for the year 2016:

- Staff Wellness Committee

**THAT** the Niagara Catholic District School Board approve the continuation of the following Ad Hoc Committees for the year 2016:

- Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
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- Notre Dame College Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee
- Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee

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Prepared by: John Crocco, Director of Education/Chief Executive Officer/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Chief Executive Officer/Secretary-Treasurer  
Recommended by: John Crocco, Director of Education/Chief Executive Officer/Secretary-Treasurer  
Date: December 1, 2015



**2016 BOARD COMMITTEE MEMBERSHIP FORM**

Members to the Committees are appointed by the Chairperson of the Board in consultation with the Vice-Chairperson of the Board.

Trustees are requested to indicate their interest in serving on specific Committees by submitting this form to the Chairperson of the Board through the *Office of the Director of Education by the December 15, 2015 Board Meeting*

<b>STATUTORY COMMITTEES</b>	<b>TRUSTEE MEMBERSHIP REQUIRED</b>	<b>2016 MEMBERSHIP</b>
<b><i>Audit Committee</i></b> <i>O. Reg. 361/10, s. 7 (1). The term of office of a member of the audit committee who is a board member shall be determined by the board but shall not exceed four years.</i>	<i>3 Trustees required</i>	
<b><i>Niagara Catholic Parent Involvement Committee (N.C.P.I.C.)</i></b>	<i>2 Trustees required</i>	
<b><i>Special Education Advisory Committee (S.E.A.C.)</i></b>	<i>2 Trustees required</i>	
<b><i>Supervised Alternative Learning Committee (S.A.L. Committee)</i></b>	<i>2 Trustees required</i>	

<b>STANDING COMMITTEES</b>	<b>TRUSTEE MEMBERSHIP REQUIRED</b>	<b>2016 MEMBERSHIP</b>
<b><i>Disciplinary Hearing Committee</i></b> <i>NOTE: All Trustees serve as alternates for this Committee only</i>	<i>3 Trustees required</i>	
<b><i>Policy Committee</i></b>	<i>3 Trustees required</i>	

<b>AD HOC COMMITTEES</b>	<b>TRUSTEE MEMBERSHIP REQUIRED</b>	<b>2016 MEMBERSHIP</b>
<b><i>Blessed Trinity Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i></b>	<i>3 Trustees required</i>	
<b><i>Denis Morris, Holy Cross, and Saint Francis Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i></b>	<i>3 Trustees required</i>	
<b><i>Lakeshore Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i></b>	<i>3 Trustees required</i>	
<b><i>Notre Dame College Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i></b>	<i>3 Trustees required</i>	
<b><i>Saint Michael and Saint Paul Catholic Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i></b>	<i>3 Trustees required</i>	

<b>OTHER LIAISON COMMITTEES</b>	<b>TRUSTEE MEMBERSHIP MANDATED</b>	<b>2016 MEMBERSHIP</b>
<b><i>Staff Wellness Committee</i></b>	<i>1 Trustee required</i>	